



The information given on this form will be treated in confidence. Any offer of employment will be subject to checks outlined in our Recruitment, Selection and Disclosures Policy.

Data Protection: Please refer to the Privacy Policy at the end of this application. You may also request a copy of our Privacy Notice for Staff via office@fintonhouse.org.uk.

Please complete the details below and return the form by the closing date. If applying online please delete as appropriate for multiple choice responses.

Where forms are signed digitally, these will need to be countersigned in person.

Position applied for

Personal Details

Title:	Surname:	Forenames:	Previous name(s):
Current Address:			
Postcode:			
Previous Addresses: (if it has been less than five years since you moved to your current address)			
Address:		Address:	
Postcode:		Postcode:	
Dates at address From/To (MM/YYYY):		Dates at address From/To (MM/YYYY):	
Home Telephone Number:		Email Address:	
Mobile Telephone Number:		Nationality:	
NI Number:		DfE/DCFS No: (teaching positions only):	
Registered with GTC? (teaching positions only)	YES/NO	Do you hold Qualified Teacher Status?	YES/NO
Do you hold a current UK driving licence?	YES/NO	Do you require a work permit to work in the UK?	YES/NO
Are you related or known to any member of the governing body or an employee of Finton House?*	YES/NO	*If YES to this question, please give their name:	
Are you a previous pupil at Finton House? *	YES/NO	*If YES to this question, please give years of attendance:	

Education and Training

Please give details of your secondary education

School/College/Institution Please include address	Qualifications, grades, date awards made and awarding body	Dates (MM/YYYY)	
		From	To

Please give details of your higher education or equivalent courses

College / University Please include address	Qualifications, grades, date awards made and awarding body	Dates (MM/YYYY)	
		From	To

Please give details of other qualifications and professional development courses

Course / Training Name	Provider	Date(s) (MM/YYYY)

Employment

Please supply a full history (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Please give **ALL** your employment history in reverse date order and include details of any voluntary work.

Current Employment

Job Title:	Employer:
Current Salary:	Address:
Length of notice required:	
Employed from: (MM/YYYY)	Employed to: (MM/YYYY)
Please give a brief description of current duties, responsibilities and achievements (including age ranges of children worked with and any special needs experience):	

Previous Employment

Details of Employment Name/address/ phone number of employer	Post held (age range if appropriate)	Reason for leaving	Salary	Dates (MM/YYYY)	
				From	To

If there are any periods in your education or employment history unaccounted for above please give dates and details.

If there are any periods of time that are not accounted for by this form and upon which you wish to comment, please do so on a continuation sheet. All gaps will be explored at interview.

Overseas Work

Have you at any point worked overseas for a period of more than two months, within the last ten years?	YES/NO
Was this work with children?	YES/NO
If yes above, please describe nature of work:	

Personal Statement

Could you please explain why you consider yourself suited to this position, commenting on personal qualities and experience? (If necessary, please continue on a separate sheet.)

Leisure and Interests

Please note here your leisure interests, sports and hobbies, other pastimes etc.

Advertisement

Please state where you learned of this vacancy.

Disability

<p>Are you aware of any disability, on-going medical condition or treatment that we should be aware of for the purpose of an interview?</p> <p><i>(‘Disability’ defined as a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day-to-day activities. Physical or mental impairment includes sensory impairment and also hidden impairments – e.g.: mental illness or mental health problems, learning difficulties, dyslexia and conditions such as diabetes or epilepsy.)</i></p>	YES/NO
<p>If Yes, please give details of your disability</p> <p>If Yes, do you require any reasonable adjustments with regards to disability to facilitate any possible interview?</p>	

References

- You must provide **two** referees and note that we will contact these referees if you are offered (in some cases if short-listed) for this post.
- One referee must be your current or most recent employer.
- If you are currently working with children, your current employer will be asked about disciplinary offences relating to children and/or child protection concerns you may have been subject to.
- Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- Please note that references will not be accepted from relatives or friends.
- We reserve the right to take up references with any previous employer.
- If you are or have recently been a student, one of your referees should be your Tutor or Head of Department.
- Should you not wish us to contact references before interview, please specify below.

Referee One – CURRENT/ MOST RECENT EMPLOYER		Referee Two	
Name		Name	
In what capacity do you know the referee		In what capacity do you know the referee	
Address		Address	
Telephone		Telephone	
Email		Email	
<input type="checkbox"/>	Do not contact prior to interview		

Disclosure and Barring Service and Identity Checks

The school is committed to safeguarding and promoting the welfare of children and all successful applicants will be subject to a Disclosure and Barring Service check

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

In line with KCSiE 2022 updated guidance, please be aware that we will undertake online checks, which involve screening of social media profiles.

In the event of a successful application, all offers of employment are conditional upon receipt of a satisfactory enhanced DBS check and barred list check. In the case of overseas applicants and those that have spent more than two months within the last 10 years living or working outside the UK, the School will seek to obtain police clearance from an applicant's country of origin/stay.

You are required to submit to a DBS check. Any disclosures made by the DBS will remain strictly confidential. Do you authorise us to obtain any necessary information from the DBS in connection with this application?		YES/NO
Have you subscribed to the DBS Update Service?		YES/NO
If YES, please give the certificate number:		
If Yes, please give your DOB (for us to access and update your DBS check):		

Medical Declaration

<i>'I know of no reasons, on the grounds of physical or mental health, why I should not be able to discharge the responsibilities required of me working with children at Finton House. I understand that any offer of employment made by the school will be conditional on verification of medical fitness.'</i>	
Signed (Print name if applying online.)	Date

Application Declaration

For the purposes of the General Data Protection Regulations 2018, I consent to the information received by Finton House School relating to the subject matter on this form being processed by them in administering the recruitment process.	
I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body. I confirm to my best knowledge that I am not living in the same household where another person who is disqualified from working with children lives.	
I understand that to knowingly give false information or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.'	
Signed (Print name if applying online.)	Date
Print Name	
<i>All candidates applying via email will be required to sign and date this form if invited to attend an interview.</i>	

Equal Opportunities Monitoring Form

This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.

Finton House School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form, but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy.

Please complete the form as you feel is most appropriate for you.

Position Applied For	
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Ethnicity						
White	British	Y/N	Other*	Y/N		
Mixed	White & Black Caribbean	Y/N	White & Black African	Y/N	White & Asian	Y/N
	Any Other Mixed Background*				Y/N	
Black or Black British	Caribbean	Y/N	African	Y/N	Any other Black background*	Y/N
Asian or Asian British	Indian	Y/N	Pakistani	Y/N	Bangladeshi	Y/N
	Any Other Asian Background*				Y/N	
Chinese of other Ethnic Group	Chinese	Y/N	Other Ethnic Group		Y/N	
*Please Specify						

Gender (please specify)	
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Date of Birth	
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If you wish, you may disclose information about yourself in this section about your:

Religion:	
Sexual Orientation:	

Administration Use Only

Overseas Work (more than two months within the last 10 years)		
From	To	Country

Employment Gaps		
From	To	Explanation

Checked By (Verifier Name)	
Date Checked	
Signature (Verifier)	

Privacy Notice | Finton House Educational Trust

Data Protection Privacy Notice (Recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who Collects the Information

Finton House Educational Trust ('School') is a 'controller' and gathers and uses certain information about you. The School's contact details are as follows:

Finton House School
171 Trinity Road
London
SW17 7HL
020 8682 0921
office@fintonhouse.org.uk

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

About the information we collect and hold

- The table in Part 1 of the Schedule below summarises the information we collect and hold, up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.
- The table in Part 2 of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where Information May Be Held

Information may be held on school premises in our filing systems and on our servers. It may also be held by third party agencies, service providers and representatives.

How Long We Keep Your Information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application, or the application you are

supporting (e.g. as a referee) is successful and you (the job applicant) become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see the Staff Privacy Notice.

Your Data Rights To Correct And Access Your Information And To Ask For It To Be Erased

Please contact our Data Protection Lead, the Bursar, who can be contacted via guy.collins-down@fintonhouse.org.uk if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for information we hold and process to be erased ('the right to be forgotten') or not used in certain circumstances. Our Data Protection Lead, the Bursar will provide you with further information about your data rights, if you ask for it. You may also want to read the Staff Privacy Notice which provides more detail on this.

Keeping Your Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected personal data breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to Complain

We hope that our Data Protection Lead, the Bursar can resolve any query or concern you raise about our use of your information. If not, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

Schedule

Part 1: Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (ie address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision, both the person making the shortlisting decision and, if you are invited for interview, the interviewer will receive these details.
Your name, contact details and details of your qualifications, experience, employment history and interests	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: if you are unsuccessful in your application, your details may be passed on to an associated School to see if they have any suitable vacancies	To see whether an associated School has any suitable vacancies
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process In the regulated sector, to comply with our legal obligations to request references	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee

Part 2: Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers <input type="checkbox"/>	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel
Information regarding your academic and professional qualifications <input type="checkbox"/>	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information <input type="checkbox"/>	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations	To carry out right to work checks Information may be shared with the Home Office

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked ' ☐ ' above to us to enable us to verify your right to work and suitability for the position.