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| **The Tiffin Girls’ School**  **Application Form - Self-employed Contractors**   |  |  | | --- | --- | | **Please state the contracting position you are applying for:** |  | |

*When filling in this form, please insert more rows if required.*

*Please insert your name in the footer where indicated.*

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| 1. **PERSONAL DETAILS** | | | |
| Surname: |  | First name/s: |  |
| Title:  (Mr, Mrs, Ms, Dr, Other) |  | Previous names: |  |
| National Insurance number: |  | Email: | |
| Contact address: |  | Home telephone no. |  |
| Work telephone no. |  |
| Postcode: |  | Mobile telephone no. |  |
| Details of Public Liability Insurance: Renewal date, Insurance Company, limit of liability | |  | |

The Tiffin Girls’ School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and support this commitment. The successful candidate will be subject to both a full employment history and child protection check, and will also be required to undertake an enhanced Disclosure and Barring (criminal record) check.

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| 1. **EDUCATION AND QUALIFICATIONS** | | | | | | | |
| *Please fill in the table below with details of your education and qualifications. List all periods of study, in date order.* | | | | | | | |
| **Dates**  **From: (M/Y)**  **To: (M/Y)** | | **Name and address of school, colleges or university** | **Full or Part-time** | **Qualifications obtained** | | | |
| **Date** | **Subject** | **Grade** | **Degree & Class** |
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| 1. **PROFESSIONAL OR TECHNICAL QUALIFICATIONS AND TRAINING** | | | |
| *Please give details of relevant additional qualifications and training undertaken in the last five years.* | | | |
| **Dates and duration** | **Name of professional organisation** | **Membership grade and number** | **How did you become a member? (e.g. exam)** |
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| 1. **CAREER HISTORY** | | | | | |
| *Please give details of ALL full and part-time work* ***including current contracting arrangements*** *and including particulars of ALL paid and unpaid employment or experience, e.g. holiday work, commercial experience, raising family, youth work. Complete the columns working* ***backwards*** *from the present date.* ***If you have gaps in your employment/experience, the dates of the gaps must be included in Section 4, and explained in Section 5 below.*** | | | | | |
| **Dates**  **From: (M/Y)**  **To: (M/Y)** | **Employer’s name and address** | **Job Title** | **Salary in your current post only** | **FT / PT** | **Reasons for leaving** |
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| 1. **GAPS IN EMPLOYMENT** |
| Please use the space below to explain any gaps in your employment: |
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| 1. **APPLICATION STATEMENT** |
| *Describe how the skills, knowledge and experience you offer as a contractor will match the needs of the school:* |
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| 1. **OTHER DETAILS** | |
| Are you related to (marriage, civil partnership, blood relation) or have any personal relationship with an employee or student of the school or member of the Governing Board or Academy Trust relevant to this appointment? | Yes/No |
| If yes, please state the name, relationship and position held: | |
| Have you ever been employed by The Tiffin Girls’ School?  Or worked as a self employed contractor? | Yes/No  Yes/No |
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| If yes, please tell us where you worked, the dates you were employed/contracted to work and your reasons for leaving: | |
| The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested. | |
| Do you need a work permit? If yes, please give details of your current work permit status. | Yes/No |
| Are you required to give notice to any other contracting organisation, and if so, how much? |  |

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| 1. **REFERENCES** | | |
| *Please give the names and addresses of at least two referees who can be consulted regarding your professional ability.*  *Reference one should be from your present or most recent employer/contracting organisation*  *Reference two should be from another employer/contracting organisation, or someone who is at a senior level e.g. a previous line manager*  *If you are offered the post, we need to verify the last five years of your employment/contracting history as part of our pre-employment safeguarding checks. If you have been in employment or self employed for more than five years and your first two referees do not cover this five year period, please use reference three to give us details of a senior colleague or employer with whom you would have been working during this time.*  *It is our normal practice to request references before interview. Please let us know if there is any reason why you would prefer us not to take up references at this stage.* | | |
| 1. | Name:  Title:  Relationship to applicant: | Address:  Email:  Telephone number: |
| 2. | Name:  Title:  Relationship to applicant: | Address:  Email:  Telephone number: |
| 3. | Name:  Title:  Relationship to applicant: | Address:  Email:  Telephone number: |
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| 1. **PROTECTION OF CHILDREN** |
| The school is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notices (see Sections 10 and 11 below).  Please note that in the event of an offence showing up on a DBS check, the school will make assessments about suitability for the post based on the **type** of offence not on **whether** the DBS shows any convictions at all.  *Shortlisted candidates will be sent a ‘criminal records self-declaration form’ prior to interview.*  **Do you have an enhanced DBS certificate?:** Yes No Date of check: |
| **Are you subscribed to the DBS Update service?:**  Yes No  If yes, please confirm that you give your permission for your records to be accessed in order for your current DBS status to be verified:  *I give my permission for my records to be accessed as for the Update check as above*  Yes No |
| If you have lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with safer recruitment requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** Yes No |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct? Yes No  Are you subject to a General Teaching Council sanction or restriction? Yes No |

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| 1. **DATA PROTECTION** |
| The School processes data relating to applicants for contracting purposes to assist in the recruitment process. This includes the facilitation of safer recruitment as part of our safeguarding obligations towards students. All data provided on this form is processed in accordance with the School’s Data Protection Policy and Privacy Notice for Job Applicants. The data the school collects and the basis for using the data is set out in the Privacy Notice for Job Applicants, available at [www.tiffingirls.org](http://www.tiffingirls.org).  How long we store this data:   1. We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected. 2. If you are successful in being appointed to the role, all personal data collected by the school will be processed and transferred to your personnel file. 3. Ongoing collection and processing of your personal data in relation to your employment with the school is explained in our privacy notice for staff, a copy of which will be provided to you on appointment. 4. If you are unsuccessful in your application, the school will retain your personal information for a period of 12 months after the end of the recruitment process. With your consent, the school will keep your personal data on file for a further 12 months for consideration of future employment or contracting opportunities. Should you withdraw your consent within that time, or once that time period has expired, your data will be disposed of securely. |
| 1. **DECLARATION** |
| I declare that the information on this form is true and correct and will be used as part of my contract of for services. I accept that any false statement or omission may lead to the offer of engagement being withdrawn or my services being terminated if engaged and may lead to a referral to the police.  **Signature: Date:** |

**Where to send your completed form**

Thank you for taking the time to complete this application form. Please take the time to check that you have completed all sections. Please note that the school will require a signed hard copy of your application form.

**Please save your completed form in word document format with your surname in capitals at the start of the file name e.g. NAME The Tiffin Girls’ School Application Form DATE**

**Please email your application in word document format to** [**recruitment@tiffingirls.org**](mailto:recruitment@tiffingirls.org)

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| 1. **MONITORING EQUALITY OF OPPORTUNITY** |

The Tiffin Girls’ School is committed to recruiting, retaining and developing a diverse workforce. It is vital that we monitor and analyse diversity information so that we can ensure that our recruitment processes are fair, transparent, promote equality of opportunity for all staff and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we meet our legal obligations while attracting and retaining a diverse workforce. Any information provided on this form will be treated as strictly confidential, processed in accordance with the School’s Data Protection Policy and Privacy Notice for Job Applicants, and will be used for statistical purposes only, or, where necessary, for making adjustments for disability at interview. It will not be seen by anybody directly involved in the shortlisting process. No information will be published or used in any way which allows any individual to be identified.

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| ***Disability***: The school is committed ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: | | | | | | | | | | | | | | | | | | | | | |
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| ***Gender*** | | | Female | | | | | Male | | Other | | | Prefer not to say | | | |  | | | | |
| Do you identify as the gender you were assigned at birth? | | | | | | | | | | | | | YES | | NO | | Prefer not to say | | | | |
| Are you married or in a civil partnership | | | | | | | | | | | | | YES | | NO | |  | | | | |
| ***Age*** | | | 18 – 25 | | | | 26 – 34 | | | | | | 35 – 44 | | 45 – 54 | | 55 – 64 | | | 65+ | |
| Please state your ***Nationality:*** | | | | | | | | | | | | | | | Prefer not to say | | | | | | |
| ***What is your heritage group? Heritage group categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong.*** | | | | | | | | | | | | | | | | | | | | | |
| **White** | | | | | | | | | | | | | | | | | | | | | |
| English | Welsh | | | | Other White Background | | | | | | | | Scottish | | | Irish | | | Northern Irish | | |
| **Mixed / multiple heritage groups** | | | | | | | | | | | | | | | | | | | | | |
| White/Black Caribbean | | | | | | White/Black African | | | | | | | White/Asian | | | Any other Mixed Background | | | | | |
| **Asian / Asian British** | | | | | | | | | | | | | | | | | | | | | |
| Indian | | Pakistani | | | | | | Bangladeshi | | | | Chinese | | | Other Asian | | | | | | |
| **Black / African / Caribbean / Black British** | | | | | | | | | | | | | | | | | | | | | |
| Black British | | | Black African | | | | | | Black Caribbean | | | | Any other Black / African / Caribbean background | | | | | | | | |
| **Any other Heritage Group** | | | | | | | | | | | | | Please State: | | | | | | | | |
| Prefer not to say | | | | | | | | | | | | |  | | | | | | | | |
| ***What is your religion or belief?*** | | | | | | | | | | | | | | | | | | | | |
| Buddhist | | | | Christian | | | | | | | Catholic | | | Hindu | | | | Jewish | | |
| Muslim | | | | Sikh | | | | | | | No Religion | | | Prefer not to say | | | | | | |

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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