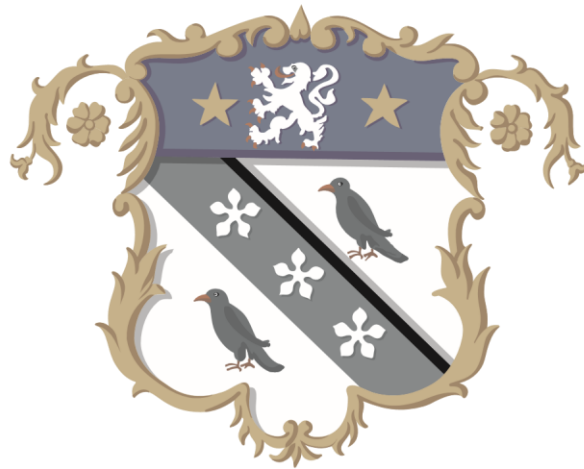


# SAINT RONAN'S SCHOOL



## Application for Employment

Name:

Post:

# Section 1

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## About You

**Post Applied For**

**Full Name**

**Date of Birth**

**Marital Status**

**Children**

**Address**

**Previous Address**

*If resident at current address for less than 3 years*

**Telephone Number**

**Mobile Number**

**E-mail Address**

# Education and Qualifications

**Schools Attended** from  
*11 years*

**GCSEs at A\* - C** with  
*grades & dates*

**A Levels (A - E)** or  
*equivalents with  
grades & dates*

**Higher Education  
Establishments  
Attended**

**Qualifications** with  
*dates & class*

**Main Subject**

**Subsidiary Subjects**

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# Professional Experience

**DCFS Number**

**Do you have**

**Qualified Teacher  
GTC?  
Status?**

**with**

YES / NO

**Are you registered**

YES / NO

**the**

Please provide details of previous employment: begin with your current post; include dates, names of schools, companies and your main responsibilities.

**Name of Employer**

**Date of Employment**

**Responsibilities**

**Name of Employer**

**Date of Employment**

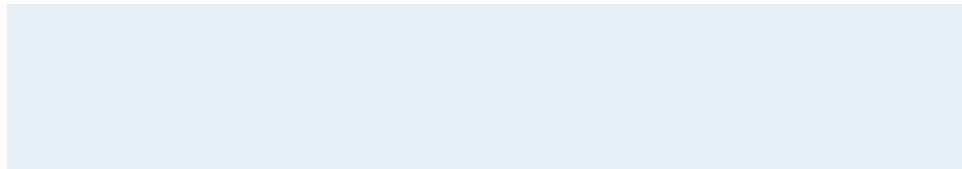
**Responsibilities**

**Name of Employer**

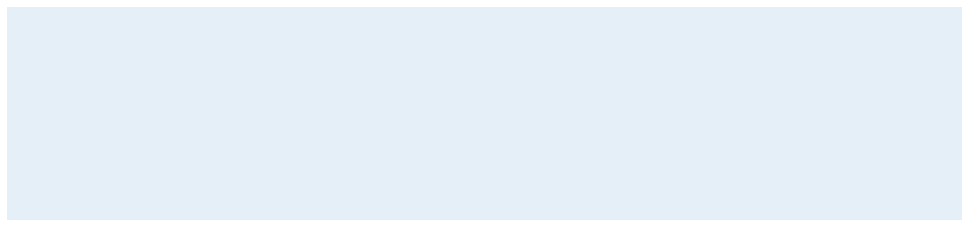
**Date of Employment**

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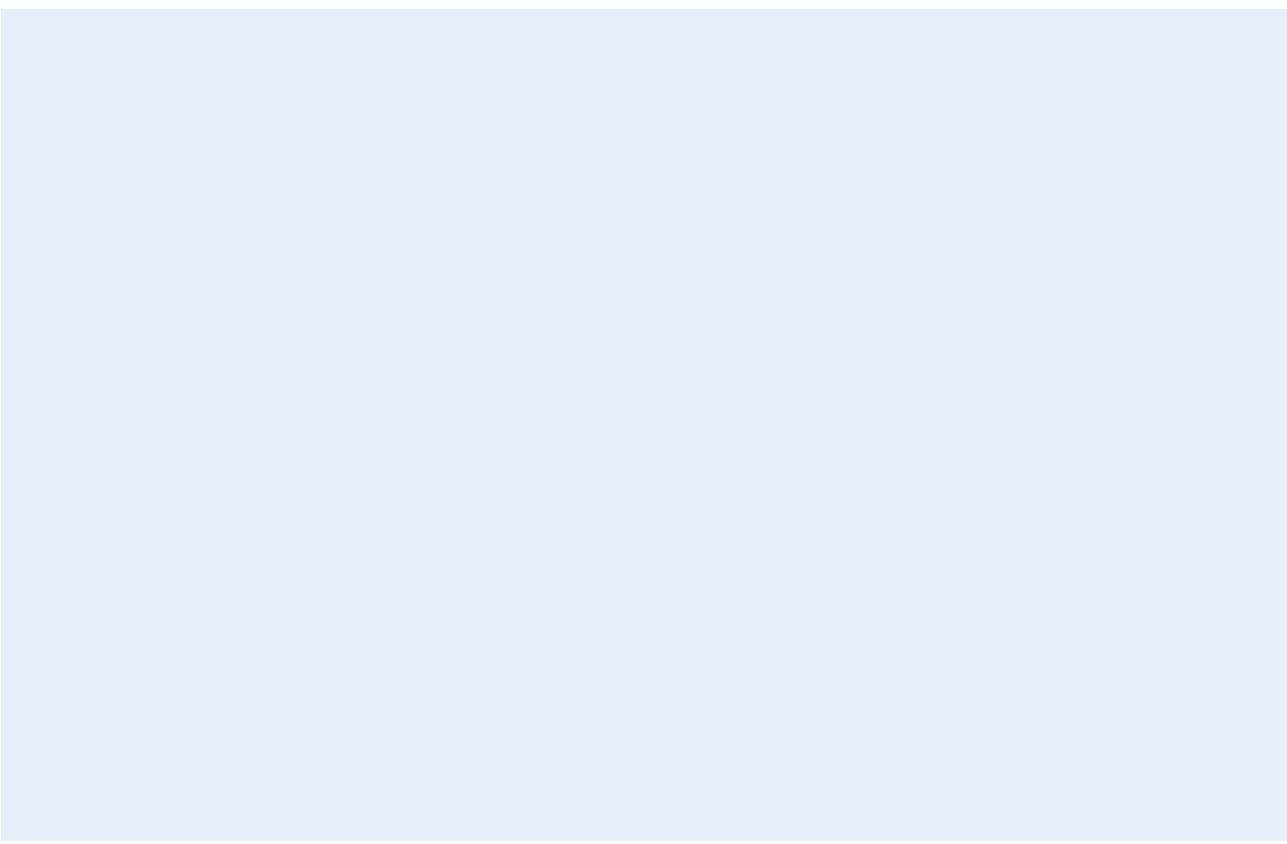
**Responsibilities**



**Please indicate if you know any employees or trustees at the school and if so how you know them**

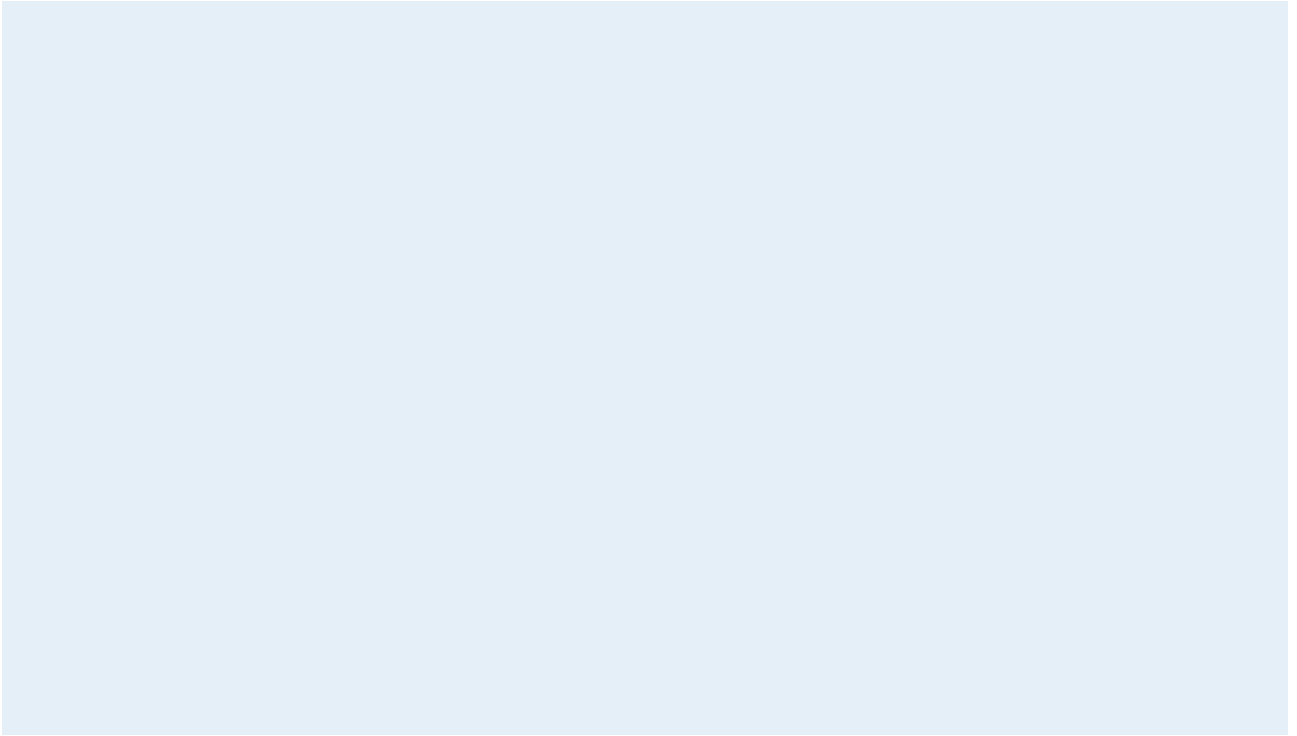


Please provide information about any responsibility you have held outside your employment, your interests and any other relevant information to support your application.



Please write a short statement outlining your suitability for the post.

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## Section 4 Referees and Right to Work

Please provide the names, addresses and contact numbers of two referees.

**Name**

**Address**

**Name**

**Address**

**Do you have the right to work in the United Kingdom?**

YES / NO

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## Section 5      Declarations

*I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind overs, including those regarded as 'spent', must be declared. I have not been disqualified from working with children, am not named on the DfES List 99, or the Protection of Children Act list, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and either: (please delete as appropriate)*

I have no convictions, cautions or bind overs.

OR

I have attached details of any convictions, cautions or bind overs, in a sealed envelope marked 'Confidential'.

*I declare that (i) I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question; (ii) I understand that any offer of employment made by the school will be conditional on verification of medical fitness.*

**Signature**

**Date**

**Print Name**

*Saint Ronan's is an equal opportunities employer.*



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# Child Protection Policy Statement

**Saint Ronan's School is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.**

**All employees will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.**

## **Saint Ronan's School will:**

- ensure that all employees understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation;
- develop best practice in relation to the recruitment of all employees;
- ensure that all employees understand their responsibility to work to the standards and procedures detailed in the School's *Staff Handbook*.
- ensure that all employees understand their obligations to report care or protection concerns about a child/young person, or a worker's conduct towards a child/young person, to the School's designated person for child protection;
- ensure that all procedures relating to the conduct of employees are implemented in a consistent and equitable manner;
- ensure that the designated person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (e.g. Police and/or Social Worker);
- provide opportunities for all employees to develop their skills and knowledge particularly in relation to the care and protection of children and young people;
- ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the School's *Complaints Procedure*;
- ensure that parents/carers are encouraged to be involved in the work of the School and, when requested, have access to all guidelines and procedures;
- endeavour to keep up-to-date with national developments relating to the care and protection of children and young people.

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# Saint Ronan's School Privacy Notice: Applicants for Posts at the School

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the DPA and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

The school interprets this as using very clear language to outline each of the responsibilities for each of the data subject groups.

The GDPR says that the information provided to data subjects about how the school processes their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

Data will be processed for the purposes of responding to requests for information about joining the school and the school will therefore have a "legitimate interest" for processing basic personal data and sensitive personal data. The data the school holds will be the minimum it requires to form and maintain the contract between you and the school.

The school will share your data with the following companies who have contracts with the school and who have equalled the school's precautions and systems for dealing with data, these are:

- Health care service provider
- IT Contractor
- IT software provider
- DBS Clearance provider

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises. Should this be envisaged for you, you will be contacted for your consent; the consent will be limited in time and content if it be required.

The retention period for employee data will be as determined in the School's data retention policy which may be modified by any other legal obligation the school finds itself under.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the school has handled your data, the Information Commissioner is available as follows:

The ICO helpline is 0303 123 1113. A template letter, should you need it is at the appended to this notice.

We will obtain the data the school requires from you, should we need data from other sources we will contact you within a month.

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We see the provision of personal data as necessary to properly employ you at the school and to administer, and for the school to fulfil its obligations under the contract once you are an employee here

There is no automated decision making or profiling involved in this data stream into and through the school.

For further details on how your data is used and stored please see the School's Privacy Policy on the School's website

For the purposes of the Data Protection Act (DPA), Saint Ronan's School is the data controller for any personal data you supply to us. This personal data will be processed in accordance with the DPA, only used for the purpose(s) for which you have supplied it to us and only shared with third parties where it is necessary for us to do so and the law allows it. If we share your personal information with another organisation (e.g. another school, ISI, DfE or another government department etc.) this will be to help us act upon what you have told us or because these organisations need to be made aware of what you are telling us (in order for them to act upon it).

Please let us know if you do not wish us to share your information with relevant organisations but also be aware that we might not be able to act upon your correspondence if we do not share it. It is also important to note that, in certain circumstances, we might have a legal obligation to share the information that you have supplied to us with other organisations.

**Consent**

I consent to Saint Ronan's School collecting, storing and processing the data held by the School in relation to my application for employment at Saint Ronan's School for the time periods stipulated in the School's Data Retention Policy.

**Signature**

**Date**

**Print Name**



**Saint Ronan's School**

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Hawkhurst  
Kent TN18 5DJ

Tel: 01580 752271

Web: [www.saintronans.co.uk](http://www.saintronans.co.uk)  
E-mail: [info@saintronans.co.uk](mailto:info@saintronans.co.uk)

Registered Charity 1066420