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# Exams Invigilator Application Form – Bolder Academy

### **Data protection notice**

Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

* You have given us your consent
* We must process it to comply with our legal obligations
* We need to process it for our legitimate interests.

You’ll find more information on our legitimate interests and how we use your personal data in our privacy notices. The recruitment privacy notice is attached at the end of this form.

**Application details**

|  |  |
| --- | --- |
| Position applied for: |  |
| Application date: |  |

**Personal details**

|  |  |
| --- | --- |
| Full name: |  |
| Preferred title |  |
| Previous surnames: |  |
| If you prefer to be called by a name other than the one listed above, please specify: |  |

**Contact details**

|  |  |
| --- | --- |
| Mobile phone number: |  |
| Home telephone: |  |
| Address: |  |
| Email: |  |

**Disability and accessibility**

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| The Academy is committed to 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’re called for an interview, please state the arrangements you require: |

**Relevant training and professional development and/or work experiences**

**I have worked in a school environment before Yes 🞏 No 🞏**

Please give details of training or professional development and/or work experiences that are relevant to your application:

**Supporting statement**

Please summarise why you are applying for this post and what qualities you consider will make you a good candidate for exam Invigilator.

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**References**

Please give names of 2 people who are able to comment on your suitability for this post. One must be your current or most recent employer and, if you are employed in a school, one should ideally include the Headteacher. If you’ve not previously been employed, please provide details of another suitable referee. The Academy reserves the right to seek any additional references we deem appropriate. For safer recruitment reasons, references are sought prior to interview.

**First referee**

|  |  |
| --- | --- |
| Title and name: |  |
| Position held: |  |
| Organisation: |  |
| Relationship to you: |  |
| Address: |  |
| Email address: |  |
| Contact number: |  |
| Is this your current employer? |  |

**Second referee**

|  |  |
| --- | --- |
| Title and name: |  |
| Position held: |  |
| Organisation: |  |
| Relationship to you: |  |
| Address: |  |
| Email address: |  |
| Contact number: |  |
| Is this your current employer? |  |

**Declarations**

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| If barred from working with children it is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.  As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.  Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.  We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. 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.  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?”  If the answer is yes to either of these questions, please provide full details below: - |
| **Are you included in any list of people barred from working with children by the DBS or the NCTL?** |
|  |
| **Have you been subject to any disciplinary action in a previous position or had any allegations made?** |
|  |
| **DBS Update Service registration number and date (if applicable).** |
|  |
| **Do you have any restrictions on being resident or being employed in the UK?** |
|  |
| **If you have lived or worked outside of the UK in the last five years, the Academy 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 past five years?** |
| **Right to work in the UK**  The Academy 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. |

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| **Details of relations to any current employees, pupils or governors.** |
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**Please sign and date to the information above is correct:**

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| **Signature:**  **Date:** |

The above information is complete and correct and any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

**Recruitment Privacy Notice**

**Recruitment Privacy Statement - Policy Statement**

We are Bolder Academy. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

**What information do we process during your application process?**

We may collect, hold, share and otherwise use the following information about you during your application process.

*Up to and including shortlisting stage:*

* your name and contact details (i.e. address, home and mobile phone numbers, email address);
* details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
* your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
* information regarding your criminal record;
* details of your referees;
* whether you are related to any member of our workforce; and
* details of any support or assistance you may need to assist you at the interview because of a disability.

*Following shortlisting stage, and prior to making a final decision*

* 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;\*
  + confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
  + information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
  + your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
  + medical check to indicate fitness to work;\*
  + a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
  + if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
  + equal opportunities’ monitoring data.

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. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

**Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

**Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

* to assess your suitability for the role you are applying for;
* to take steps to enter into a contract with you;
* to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
* so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

**How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

**Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

**Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact: **Heidi Swidenbank**

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

* Object to the processing of their personal data
* Have inaccurate or incomplete personal data about them rectified
* Restrict processing of their personal data
* Object to the making of decisions about them taken by automated means
* Have your data transferred to another organisation
* Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact **Heidi Swidenbank.** The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

**Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner’s Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

**Contact**

If you would like to discuss anything in this privacy notice, please contact Craig Stilwell who is our DPO and they can be contacted at:

Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Telephone: 0203 326 9174