



**CONFIDENTIAL**

**INTERNAL TEACHER APPLICATION FORM**

**WILDERN ACADEMY TRUST PURSUES A POLICY OF EQUALITY OF EMPLOYMENT**

**Please use black ink/print when completing this form**

|  |
| --- |
|  |
| 1. Application for the post of: |   |
|  |  |
| At school: |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.** Last Name  |  |  First Names |  |
|  |
|  Title  |  | Any Previous Last Names |  |
|

|  |
| --- |
|  |
| Teacher Reference Number  |  | (7 digit number) |
|  |

 |  |  First Names |  |
| **3. Present appointment** |
| School/College/Establishment |  |  Number on Roll |  |
|  |
| Local Authority(if applicable) |  |
|  |
| Post Held (specify any additional allowances) |  |
|  |
| (If part-time, please give details) |  |  Date appointed |  |
|  |
| Subjects, age groups taught and other responsibilities |  |
|  |
| Notice required and / or date available if appointed |  |
|  |
| Salary Scale |  | Salary Point |  |  Gross Salary £ |  |
|  |

**4. Statement to illustrate how your experience meets the criteria of the person specification**

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

**Applicants should confine this to two sides of A4. An additional letter is not required.**

|  |
| --- |
|  |
|  |

**5.** I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form, I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Applicant |  |  Date |  |
|  |

*September 2020*

|  |
| --- |
| **Privacy notice** |
|

|  |
| --- |
| The School collects information about you in order to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.We will keep your personal information for the duration of your employment plus 7 years. You have some legal rights in respect of the personal information we collect from you.  Please see the Schools website for further details on their privacy notice and data protection policy.You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data. |

 |