

Application for Employment

How we will process your data for the purpose of recruitment and employment

It is important for you to read this section to understand how we will process your personal data for the purpose of recruitment and employment. Our general privacy notice is accessible via the Company's website. From time to time, we may circulate an amended and specific privacy notice to you when we are collecting or processing any additional personal data about you. This is so that you are fully aware of how and why we are using your data. As part of our recruitment process, the Company collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. We are registered with the Information Commissioner's Office (ICO) and committed to compliance with the GDPR. Our Data Protection Registration number is: **ZA261762**.

What information do we collect from your recruitment application form?

The Company collects a range of information about you. This includes:

- a) your name, address and contact details, including email address and telephone number;
- b) details of your qualifications, skills, experience and employment history
- c) information about your current level of remuneration, including benefit entitlements;
- d) whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- e) information about your entitlement to work in the UK; and
- f) equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Company collects this information in a variety of ways. For example, data from your application forms, your passport or other identity documents, or collected through interviews or other forms of recruitment and selection assessments.

The Company will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Company will seek information from third parties and by signing this application form, you give us your consent to do so on your behalf. Your data will be stored in a range of different places, including electronic employee file, application record, HR database system, and on other IT systems including email.

Why does the Company process personal data?

The Company needs to process data to take steps at your request prior to entering into a contract of employment with you. It also needs to process your data to enter into a contract of employment with you.

In some cases, the Company needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Company may also need to process data from job applicants to respond to and defend against legal claims.

The Company processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The Company processes other special categories of data, such as information about candidates ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Company is obliged to seek information about criminal convictions and offences. Where the Company seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Company will not use your data for any purpose other than the recruitment exercise for which you have applied. If your application is unsuccessful, the Company will keep your personal data on file for a period of six-months. By signing this form you give the Company your informed consent to keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Company may share your data with third parties, such as any former employers to obtain references on your behalf, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service (DBS) to obtain necessary criminal records checks. Your data may be transferred outside the European Economic Area (EEA) for the purpose of electronic secure data management and employment record keeping.

How does the organisation protect data?

The Company takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees and nominated and trusted third party stakeholders who have been commissioned to provide specific services on our behalf e.g. the Company payroll provider.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the Company will hold your data on file for six-months after the end of the relevant recruitment process. At the end of this period or once you withdraw your consent, your data is destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your electronic personnel file and retained securely during the course of your employment and for a period of six-years following you leaving your employment with the Company.

Your rights

As a data subject, you have a number of rights. You can:

- a) Access and obtain a copy of your data on request.
- b) Require the Company to change incorrect or incomplete data.
- c) Require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- d) Object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing; and
- e) Ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact HR Team as soon possible by emailing: humanresources@cognus.org.uk

If you believe that the Company has not complied with your data protection rights, you can complain to the Information Commissioner Office (ICO).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, the Company may not be able to process your application properly or at all.

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for:	Job reference:
Department:	Closing date:
Unique application number (for HR to allocate):	

1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Previous Name(s):
	NI Number:
	Telephone (Daytime):
	Telephone (Mobile):
Postcode:	Email address:
Are you registered by the DfE as a Qualified Teacher? Yes <input type="checkbox"/> No <input type="checkbox"/>	DfE Ref No:

2. EMPLOYMENT HISTORY

Name of present or most recent employer:	
Job title:	Salary:
Dates from / to:	
Period of notice / date available to start:	
Key responsibilities:	
Reason for seeking new position/leaving:	

NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

3. PREVIOUS EMPLOYMENT

Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

Job title and brief outline of duties	Name and address of employer	Dates From - to (month & year)	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

4. EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university/apprenticeship including current studies, with the most recent first.

Name of institution	Dates From – To (month & year)	Courses/subjects taken	Qualifications/grade

NB. We reserve the right to contact employers or educational establishments to verify details given.

Details of any relevant learning and development. Please include dates.

(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

Dates	Courses

Professional / Technical membership

Name of professional / technical body	Grade of membership

5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Please continue on a separate sheet if necessary.

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN & YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and DBS check at an enhanced level including bared list. For teaching roles, we will undertake teachers prohibition order check also.

Rehabilitation of Offenders Act

Cognus Limited will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with the Company. As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for a DBS Disclosure, you are required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance.

Therefore, if you have received a conviction or caution, which would not be filtered in line with current guidance, you must provide details below (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. If there are none please write '**none**'.

Other Sanctions

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the National College of Teaching and Leadership (NCTL). If there are none please write '**none**':

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has, "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability? Yes No

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job. Please see the applicant guidance notes for further information.

Are you eligible to work in the UK? Yes No

Do you require a work permit? Yes No

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment? Yes No
(If yes, give details)

Are you related to any member of staff employed by the Company? Yes No

If yes, give name and relationship:

Note: Soliciting support or information to give an unfair advantage may disqualify your application.

Where did you see the advertisement for this post?

8. References

Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of three years** for support roles and a **minimum of five years** for teaching or frontline roles. If there has been a gap in employment or where you do not have three or five years of employment history then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

References will be taken up on all short-listed candidates before interview unless you advise us not to do so.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?
Can we obtain reference prior to an offer of employment being made? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we obtain reference prior to an offer of employment being made? Yes <input type="checkbox"/> No <input type="checkbox"/>

We will seek references as detailed above and may approach other previous employers for information to verify employment history, particular experiences or qualifications as and when we deem necessary. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write 'none':

I declare that the information I have provided in this application form is, to the best of my knowledge, complete and accurate and that it may be used for purposes by the Company as outlined on page 1 and 2 of this form. I understand that if, after appointment, any information is found to be inaccurate, this may lead to my dismissal without notice.

Signature:		Date:	
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