



# Application for Employment (DBS)

By submitting your application, the data within this application form may be shared with organisations/individuals who have a specific role to play in the recruitment process and may include organisations/individuals who are external to the Council

Please post your completed form to the school.

Vacancy Details			
Job Title:		Job Ref No:	
Closing Date:			

Advertising Origin	
Where did you hear about this vacancy?	

Personal Details			
Full Name:			
Address:			
		Postcode:	
Contact details:	Daytime:	Evening:	Mobile Number:
Telephone Numbers:			
Email address:			

Present or Most Recent Employment			
Name and Full Postal Address of Employer:			
Job Title:		Salary:	
Date from:	Date To:	Notice Period:	
Reason for leaving:			
Please provide brief details of duties and responsibilities:			

Employment History
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It is essential to include details of ALL employment, starting with your current/most recent employer and including any breaks in employment history and the reason for the break. References may be sought from your previous employers. Where this information is requested consent will be gained to provide and share this information with Solihull Council.

Name/Address/Tel. No. of Employer:	Dates (From/To)	Job Title and Salary	Reason for Leaving

*Please continue on a separate sheet if necessary.*

<b>Relevant Qualifications and Education</b>		
<b>Please provide details of your education history starting with your current or most recent education</b>		
<b>Relevant Qualification</b>	<b>Result/Grade</b>	<b>Date Obtained</b>

*If you are invited to interview, you will be asked to bring your original Certificates with you.*

<b>Relevant Training</b>		
<b>Please provide details of any relevant training, learning and development starting with your current or most recent</b>		
<b>Date</b>	<b>Course Title</b>	<b>Organising Body</b>

<b>Membership of Relevant Professional Bodies</b>
<b>Please provide details of any memberships you have with any organisation which may be</b>

relevant to the job you are applying for.

Name of Professional Body	Membership Type	Expiry date of Membership	Membership Number

### Relevant Skills and Experience

Please demonstrate here how you meet the criteria on the person specification giving specific examples to support your answer. You can include experience or knowledge you have gained through paid or unpaid work. This statement will be used to assess whether you will be invited to interview/assessment.

**Relevant Skills and Experience (cont.)**

## REFERENCES CONTACT DETAILS

Please provide details of referees which cover the last **three** years of your employment and/or training. This should be a minimum of **two** referees. This must include your current or most recent employer. Where you do not have employment history then please provide a character reference. This should not be a friend or family member.

Please note – by providing this information you are agreeing that you have gained the consent of your referees to share their personal data with this School/Solihull Council.

**Any offer of employment with this school or Solihull Council is subject to satisfactory references.**

### REFERENCE 1

Referee name	
Organisation	
Job title	
Type of reference (employer/character/other)	
Period of time the reference will cover (how long has the referee known you?)	
E-mail	
Daytime Phone number	
Address line 1	
Address line 2	
Post code	
Are we able to approach this referee? (yes/no)	

### REFERENCE 2

Referee name	
Organisation	
Job title	
Type of reference (employer/character/other)	
Period of time the reference will cover (how long has the referee known you?)	
E-mail	
Daytime Phone number	
Address line 1	

Address line 2	
Post code	
Are we able to approach this referee? (yes/no)	

### REFERENCE 3

Referee name	
Organisation	
Job title	
Type of reference (employer/character/other)	
Period of time the reference will cover (how long has the referee known you?)	
E-mail	
Daytime Phone number	
Address line 1	
Address line 2	
Post code	
Are we able to approach this referee? (yes/no)	

### REFERENCE 4

Referee name	
Organisation	
Job title	
Type of reference (employer/character/other)	
Period of time the reference will cover (how long has the referee known you?)	
E-mail	
Daytime Phone number	
Address line 1	
Address line 2	
Post code	
Are we able to approach this referee? (yes/no)	

## Self Declaration of Suitability to Work in Posts Requiring a Disclosure and Barring Service Check

As the work of this post involves working with children, adults at risk or in a position of trust, it is exempt from the provisions of the Rehabilitation of Offenders Act 1974. The organisation will request a Disclosure and Barring Service (DBS) certificate revealing criminal convictions.

Where this post meets the definition of Regulated Activity (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked. You must disclose details of all unfiltered reprimands, formal warnings, cautions and convictions as these will be disclosed by the DBS.

Details of positions requiring a DBS certificate can be found here:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

For information regarding filtering of convictions please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates).

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer in relation to this form.

**Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?**

**YES / NO**

**If 'Yes', please give full details below:**

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### Declaration

**I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only.**

**I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.**

**I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. (Please note application forms submitted electronically/online will require to be signed should you progress to the next stage of the process).**

**I Agree to the above declaration:**

**YES**

**NO**

**Date:**

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## DATA PROTECTION FAIR PROCESSING NOTICE

All information supplied on this application form may be held and used for recruitment, selection and employment related purposes. Specifically, personal information collected will be used to:

- Assess your suitability for the job applied for
- To verify the accuracy of information you provide
- Comply with relevant laws or regulations
- Check and verify your identity
- Produce and monitor equal opportunities statistics

Your application may be reviewed and held via paper form or electronically.

The information you provide may be shared with third party individuals or organisations working in partnership with recruiting organisations to assist them in the recruitment process. This could include screening and interviewing prospective employees, medical checks or background checks.

For unsuccessful candidates your data will be retained for 6 months from the time you are made unsuccessful. Once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

For successful candidates, personal data captured throughout the recruitment process will be transferred to the HR and payroll system for the purpose of creating an employee record.

Under the Data Protection Legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Information about how we use your data is provided in the **[INSERT School's Privacy Statement on [website] or contact [email address]]**