**St Mark’s Catholic School**

HEADTEACHER: MS A. WAUGH-LUCAS

BA (Hons), MA, NPQH, PQSI



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**Application for Employment: Exam Invigilator**

**Please return completed application forms to** [**examenquiries@st-marks.hounslow.sch.uk**](mailto:examenquiries@st-marks.hounslow.sch.uk)

**1. Personal Details.**

Title: Mr/ Mrs / Miss/ Ms, etc: Last name:

First name(s): Previous last name:

Home address:

Home telephone number: Mobile phone number:

Email address:

Date of birth (dd/mm/yyyy):

Date when available to start:

National Insurance number:

**2. Current or Most Recent Employment.**

Employer’s name and address:

Employer’s telephone number:

Position held:

Salary: Other allowances:

Date commenced: Leaving date (if applicable):

Reason for leaving:

Main areas of responsibility:

**3. Supporting Statement**

Please use this section to tell us how you meet the requirements of the selection criteria as set out in the Person / Employee Specification. You are advised that short-listing for interview will be undertaken with reference to the criteria given in the Person / Employee Specification **only**. It would be helpful if you could structure your statement to address all the criteria in the order given. Please continue on a separate sheet(s) if necessary, label clearly and attach to the form.

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**4. Reference Details**

Please supply the names and contact details of at least two referees **(other than relatives)** who can comment on your suitability for this position. One should relate to your current or most recent employment. If you are unable to provide an Employer as a Referee, please provide details of a person who knows you, **other than in a personal capacity**.

Referee 1. Referee 2.

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| Name:    Position:  In what capacity do you know this person?  Name of organisation:  Address:  Telephone number:  Email: |  | Name:    Position:  In what capacity do you know this person?  Name of organisation:  Address:  Telephone number:  Email: |

**5. Personal Declarations**

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| **Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**  The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.  Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.  Yes  No  If yes, please provide full details:    **It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**  In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.  By checking the box you consent to a DBS Check(s) being made:  **Rehabilitation of Offenders Act 1974**  If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed if you are invited for interview.  Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)  If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.  **Request for Your Consent to Process Your Data**  In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.  **Important information regarding your consent**   1. We are St Mark’s Catholic School, 106 Bath Road, Hounslow TW3 3EJ. We are part of the Diocese of Westminster Academy Trust who control our Data. 2. Being a Catholic education provider we work closely with the school’s / academy’s Diocesan Authority, the school’s / academy’s Trustees, the Local Authority, the Department for Education, the Catholic Education Service with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions. 3. The person responsible for data protection within our organisation is Mr Ian Wilkinson, Data Protection Officer and you can contact them with any questions relating to our handling of your data. You can contact them by wilkinsoni@st-marks.hounslow.sch.uk. 4. We require the information we have requested on this form in order to process your application for employment. 5. To the extent that you have shared any special categories of personal data[[1]](#footnote-1) this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise. 6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy. 7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months. 8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form. 9. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent. 10. To read about your individual rights you can refer to our fair processing notice and data protection policies. 11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by emailing Mr Mark Longuehaye on: [longuehayem@st-marks.hounslow.sch.uk](mailto:longuehayem@st-marks.hounslow.sch.uk). If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).   **Request for your consent**  Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:   * I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes  No * Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above: * I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes  No   **Right to work in the UK**  The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. More information can be found in the Notes to Applicants. By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested:  **Language requirements for public sector workers**  The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. This is because this is a public facing public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.  **Declaration**  If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention, your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.  Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed, then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.  By signing below, I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.  I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.  Signature:  Date: |

1. [↑](#footnote-ref-1)