**CONFIDENTIAL**



**INDEPENDENT FREELANCE SERVICE PROVIDERS**

ENROLMENT FORM

1. ***PERSONAL DETAILS***

|  |  |  |  |
| --- | --- | --- | --- |
| First Name(s) |  | Surname |  |
| Title: |  | Known as: |  |
| Any Religious Denomination/Faith: |  |
| Address: |  |
| If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates:

|  |  |
| --- | --- |
| **Address** | **Dates** |
|  |  |
|  |  |
|  |  |
|  |  |

 |
| Phone Numbers |
| Home: |  | Mobile: |  | Work: |  |
| Email Address: |  |
| How do you prefer to be contacted?  |  |

|  |
| --- |
| If you have Qualified Teacher Status (QTS), please complete the following details: |
| DfE Teacher Reference No.:  |  |
| QTS Certificate No.:  |  |
| Date of qualification as a Teacher: |  |

|  |
| --- |
| If you have a current DBS check, please complete the following details |
| DBS Number: |  | Date of Issue: |  |
| Employer named on DBS certificate: |  |

|  |  |
| --- | --- |
| Which instruments are you confident to tutor in and to what approximate standard? |  |

1. ***APPLICANT’S SCHOOL EMPLOYMENT HISTORY AND PROFESSIONAL EXPERIENCE***

Please give details of all employment and professional experience below, completing in chronological order, **starting with the most recent:**

**PLEASE NOTE: Where the employer is a School or Educational Establishment please give details of type of school (e.g. Nursery, Primary, Post-16, Secondary etc.) subjects, key stages, if single sex or mixed and any specific SEND experiences**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title** | **Employer/****Location** | **Responsibilities** | **Dates employed MM/YYYY****to****MM/YYYY** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

|  |  |
| --- | --- |
| **Dates (from – to)** | **Activity** |
|  - |  |
|  - |  |
|  - |  |

1. ***POST-11 EDUCATION AND TRAINING***

**Educational Qualifications**

Please give details of all School/college Qualifications, Higher Education qualifications and Post-Graduate qualifications, completing in chronological order, starting with the most recent. **PLEASE NOTE: you may be asked to provide evidence of your qualifications.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates Attended****MM/ YYYY****From - To** | **Full time or****Part time** | **Full name and address of establishment** | **Date of Award****MM/YYYY** | **Awarding Body** **(if known)** | **Qualification Awarded and Grade/Classification** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Continued Professional Development**Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post (e.g. teaching courses, First Aid, ICT etc). **PLEASE NOTE: please ensure to include the date of your most recent safeguarding training, if relevant.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Course Provider** | **Length of Course** | **Dates From / To** | **Award/Grade received (if applicable)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. ***PROFESSIONAL MEMBERSHIPS***

Please list any relevant professional bodies of which you are a member:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

1. ***REFERENCES***

Please note in accordance with 2.10 of the INDEPENDENT SERVICE PROVIDER AGREEMENT appointments and continued engagement are strictly subject to the Governing Body receiving satisfactory references

A referee who is a current employer should have full access to your personnel records, to the extent that this is achievable in compliance with the General Date Protection Regulation.

It is the responsibility of the Applicant to ensure that all named referees have explicitly consented to providing a reference.

Please note professional references must be current employer/contractor, preferably from the headteacher of a school you are working in, or in the case that you are currently working, most recent employer/contractor.

Present School/Employer:

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Role:** |  |
| **Telephone:** |  |
| **Email:** |  |

Other Professional (where you are not currently employed with children, this must be your most recent school/college employer):

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Role (if applicable):** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Relationship to referee:** |  |

|  |
| --- |
| **Notes:** (i) We reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons.(ii) If any of your referees knew you by another name, please specify these name(s) here: |

Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company or any current employees of the Governing Body / Academy Trust Company?

Yes: [ ]  No: [ ]

If yes, please complete the following table:

|  |  |
| --- | --- |
| **Name of Governing Body / Academy Trust Company member/employee** | **Relationship to you** |
|  |  |
|  |  |
|  |  |

1. ***DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICES CHECKS***

**Disclosure and Barring status**: All Independent Service Providers must register with the DBS Update Service details found here <https://www.gov.uk/dbs-update-service>

|  |  |
| --- | --- |
| The Governing Body 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 details:-

|  |
| --- |
|  |

By checking the box below, I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99): [ ] 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) (Formerly CRB Check and ISA Check) 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 below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service (DBS): [ ]  |

1. ***REHABILITATION OF OFFENDERS ACT 1974***

|  |
| --- |
| If you have been convicted of a disclosable criminal offence the details must be disclosed on the separate document entitled “Rehabilitation of Offenders Act 1974 – Disclosure Form” together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked “confidential”. If you do not have any disclosable convictions, please complete the relevant section in the Disclosure Form.  |

1. ***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 Notre Dame Catholic College.2. Being a Catholic education provider we work closely with Archdiocese of Liverpool with whom we are required to share the information you provide on this application form.3. The person responsible for data protection within our organisation is Helen McCullen and you can contact them with any questions relating to our handling of your data. You can contact them by email: hmccullen@notredame.liverpool.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 parties 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 Officer (see 3 above) that you wish to withdraw your consent. 10. To read about your individual rights and/or 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 using the information on our website: <https://www.notredameliverpool.com/wp-content/uploads/2021/02/complaints.pdf>. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: ico.org.uk |

|  |
| --- |
| **Request For Your Consent**Please ensure that you have read paragraphs 1-10 above and raised any relevant questions before providing your consent below. * I confirm that I have read and understood paragraphs 1-10 above and that I have been offered the opportunity to raise any relevant questions: YES [ ]  NO [ ]  [Tick applicable box].
* Please tick this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-10 above [ ] .
* I agree to my personal data being shared as stated in paragraphs 2 and 5 above:

 Yes [ ]  No [ ]  [Tick as applicable]. |

1. ***IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006***

|  |
| --- |
| The Governing Body / Academy Trust Company will require you to provide documentary 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 Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 17 of the Notes to Applicants. By checking the box below you hereby 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: [ ]   |

1. ***IMMIGRATION ACT 2016***

|  |
| --- |
| The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016. |

1. ***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 then your application may be withdrawn from the recruitment process. 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) and/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 accurately and 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. Article 9(1) GDPR sets out the special categories of personal data as follows: *“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation…”* [↑](#footnote-ref-1)