

**Facilities Coordinator & Assistant to Headteacher - Application**

For the purposes of administration, it is necessary for the Company to hold and process personal data on candidates during the recruitment process. The data will be held, where appropriate, for the duration of the selection process and following the appointment of the successful candidate, personal data of other candidates may be held for a 6-month period for the purpose of considering future vacancies.

Personal Data is any information (including opinions and intentions), which relates to an identified or Identifiable Natural Person. This will include information in employee files, on HR systems and other electronic data.

We process only the minimum amount of data required and every care is taken to ensure that this personal data is held in confidence and securely with restricted access in accordance with our Data Protection Policy.

Should you wish to access your personal data you are permitted to make a Subject Access Request to the company in writing - [dpo@tcw.org.uk](mailto:dpo@tcw.org.uk)

Following the signing of this consent form, you are permitted to remove consent to the processing of your personal data at any time. To remove consent please make a written request to the company.

Please sign below to confirm your acceptance of our processing your personal data for selection purposes and indicate whether you consent for your personal data to be held 6 months post recruitment.

I have read, understand and accept the above content and consent to the processing of my personal data in manual or electronic format in line with the organisations Data Protection Policy.

**I consent for my data to be held for a 6-month period:**

Signed:.....................................................................

Name:.......................................................................

Date:.........................................................................

| **PERSONAL DETAILS** |
| --- |

| Title: Ms/Miss/Mr/Mrs |
| --- |
| First Name: Surname: |
| Email Address: Mobile Number: |
| Home Address: |
| Date of Birth: dd/mm/yyyy N.I number: |
| QTS number (if applicable): |

| **EMPLOYMENT HISTORY: (FULL 5 YEARS)** |
| --- |
| Recent employer: |
| Current employer’s address: |
| Your position: Salary/rate: |
| Date joined End date: |
| Main Duties: |
| Reason for leaving: |

| **Previous employer name** | **Position Held** | **Date** | **Reason for Leaving** |
| --- | --- | --- | --- |
|  |  | From:  To: |  |
|  |  | From:  To: |  |
|  |  | From:  To: |  |
| Any employment gaps |  | From:  To: |  |

| **PERSONAL SPECIFICATION: (Please complete sections below by giving examples to support your statement)** |
| --- |
| What skills and abilities do you have? |
| Can you provide an example of a time when you effectively coordinated multiple tasks or projects simultaneously? |
| Describe your approach to communicating with staff, students, parents, and external stakeholders in a professional and courteous manner. |
| Explain your understanding of the responsibilities associated with maintaining a safe and functional school environment. |
| How would you make a difference at TCW? |
| Any other information that you feel would support your application: |

| **EDUCATION, QUALIFICATIONS & TRAINING:** |
| --- |

| **Institution** | **Qualification** | **Subject** | **Dates from and to** | **Grade** |
| --- | --- | --- | --- | --- |
|  |  |  | From:  To: |  |
|  |  |  | From:  To: |  |
|  |  |  | From:  To: |  |

| **Passions and Interests** | Any skills/hobbies/passions not previously mentioned that you could bring to your lessons  (E.g. music genre interest, crafts, languages, love of animals, sports team knowledge etc.) |
| --- | --- |

| **PLEASE INDICATE YOUR AVAILABILITY BELOW:** |
| --- |
| Date available to begin: |

**If you were successful, you would have to attend:**

1. A one-off Friday induction - Paid
2. Every Thursday from 4.30 - 6.00 pm - Whole School training/meeting - Paid

| **What is your usual mode of transport?** |
| --- |
| **The Complete works will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. Please let us know if there are any restrictions on taking up employment in the UK (e.g. restrictions on hours)**  **Yes….please provide details**  **No…..** |
| **Do you speak any additional languages?** |
| **Are you on the update service?** Yes/No |
| **Have you been living outside the UK for a period of 3 months or more within the last 10 years?**  (If yes, please provide an overseas check for the time you were living/working in another country outside the EEA. (Please refer to this link for further information - <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>)  Yes/No  **Do you have an overseas DBS?**  Yes/No (If not you will need to obtain one)  *Please note that any offer of employment will be subject to receiving references and an enhanced disclosure certificate from the Disclosure and Barring Service (DBS).* |
| TCW celebrates neurodiversity in our students and staff team and always strives to offer bespoke support and access to all. If you would like to share any such unique quality or any other disabilities/impairments in advance of your interview so that we are aware of how best to support you then please detail below.  **Yes/No**  *If yes, please provide detail:* |
| **Do you know anyone that works for us?** |

| **SELF DISCLOSURE: Criminal Convictions Self-Disclosure Form - Guidance for applicants** |
| --- |

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974 (as amended in England and Wales).When we are assessing your character and suitability for any such appointment, it is legally permitted to ask for and consider any information relating to unspent (current) and spent (old) criminal convictions, police cautions, final warnings or reprimands which are not protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

You are not legally obliged to declare any convictions or cautions which are protected under the Exceptions Order. Employers must not ask for, or consider any such information as part of their recruitment process. Before completing this form it will be important for you to read the useful guidance section which provides additional advice about the type of criminal history information you must declare on a seperate form if appointed.

Where relevant to the role, the organisation may also ask you to provide any information about any investigations and/or formal action taken against you by a regulatory or licencing body which may have had an impact on your professional registration and/or fitness to practise in your chosen profession.

Any information you declare when completing this form will be verified by undertaking a follow-up check with the relevant body. It will also include carrying out a standard or enhanced disclosure through the Disclosure and Barring Services (known as a DBS check). Enhanced disclosures may also include other non-conviction information which may be held on central police databases, where this is regarded as relevant to the position you are applying for. If the position has, in addition, been identified as a ‘regulated activity’ under theSafeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012), the enhanced disclosure will also include any information that may be held about you on the children’s and/or adults barred list(s).

**Our fair recruitment promise**

The organisation does not discriminate unfairly against applicants on the basis of criminal conviction or other such information declared. If we believe that the information you have declared is relevant to the position you are applying for, we will discuss this with you prior to making our final recruitment decision. If information is not raised with you, this is because we do not believe that this should be taken into account. In any event, you remain free to discuss the matter with the human resources department should you wish to do so.

All information will be examined on a case-by-case basis alongside the full range of information we gain about you as part of our recruitment process. It is important to stress that answering yes to any of the questions in the attached form does not mean that you will be prevented from taking up an appointment with the organisation.

**How will my information be used?**

The information that you provide in this declaration form will be processed in accordance with the Data Protection Act 2018. It will only be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

If you have declared any information relating to criminal convictions or other such offences, we will consider the following:

* The relevance of the conviction / offence to the position being applied for.
* The seriousness of the offence(s).
* Your age when you committed the offence(s).
* The length of time since the offence(s) occurred.
* If there is a pattern of offending behaviour.
* The circumstances surrounding the offence(s).

Any evidence you provide to demonstrate that your circumstances have changed since the offending behaviour. It is important to be aware, that the failure to disclose all spent and unspent convictions which you are legally obliged to declare (i.e. those that are not protected by Exceptions Order of the Rehabilitation of Offenders Act (as amended in England and Wales), could result in disciplinary proceedings or dismissal.

**Useful guidance**

If you have a criminal history, it will be important for you to refer to the easy to read guidance documents provided on the Unlock website - <https://www.unlock.org.uk/>

Unlock is a charity body that provides information and advice to individuals to help them gain a greater understanding about the type of information employers are likely to seek about their criminal history, which convictions and cautions are protected under the Exceptions Order (i.e. will never be disclosed as part of a DBS check and do not need to be declared when completing this form) and their rights.

| **DECLARATION:** |
| --- |

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to references, which are satisfactory to the school and a satisfactory enhanced DBS certificate and a check of the barred list. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature:........................................ Date:............................................

I certify that the information given above is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment I may be liable for dismissal without notice.

Signature:........................................ Date:............................................

| **REFERENCES:** |
| --- |
| **Can we contact your references prior to the interview? Yes/No** |

1. **Current Employer**

| Full name:  Position of the referee:  Your position:  Employer:  Address  Email:  Telephone: |
| --- |

1. **Previous Employer**

| Full name:  Position of the referee:  Your position:  Employer:  Address  Email:  Telephone:  **How did you hear about this opportunity?**    Please include details below:   |  | | --- | |
| --- | --- |

**Please return this application form to:** [**jobs@tcw.org.uk**](mailto:jobs@tcw.org.uk)

***Please note: If you have not been contacted for an interview, please do not chase your application form.***