

Application for Employment

Email to jobs@loretto.com

Position applied for	
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Personal details			
Title		Address	
Name		Town	
Phone		Post Code	
Email			

Qualifications and training (include awarding body, date of award and grade)	
1	
2	
3	
4	
5	
6	
7	
8	

Professional membership (provide details of membership of any professional organisations)

Employment history			
Current/Most Recent Position		Most recent salary	£
Position		Dates	
Employer		Address	
Responsibilities			
Other Employment			
Position		Dates	
Employer		Address	
Responsibilities			
Position		Dates	
Employer		Address	
Responsibilities			
Position		Dates	
Employer		Address	
Responsibilities			
Position		Dates	
Employer		Address	
Responsibilities			

If you require more space, please use an additional blank piece of paper.

Additional information

Outline the skills and experiences you have gained relevant to your application for this post. Please refer to the job description and person specification for the post. Use an additional sheet of paper if necessary.

Other

Do you hold a current, clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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What is your current notice period?	
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Please indicate where you heard about this vacancy	S1 Jobs <input type="checkbox"/>
	Social Media <input type="checkbox"/>
	Loretto Web Site <input type="checkbox"/>
	TES <input type="checkbox"/>
	LinkedIn <input type="checkbox"/>
	Indeed <input type="checkbox"/>
	Other (Please specify)

References – We require details of three referees to support your application – Please note, referees will only be contacted once a formal offer of employment has been made.

Name		Name	
Position		Position	
Phone		Phone	
Email		Email	

Name		
Position		
Phone		
Email		

Declaration	
<p>You are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.</p> <p>Candidates are not required to disclose spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a higher level disclosure issued by Disclosure Scotland."</p> <p>Lists of offences are available on the Disclosure Scotland website or at www.legislation.gov.uk</p>	
The facts included in this application are, to the best of my knowledge, true and complete.	
Signature	Date

Please ensure you read and sign the General Data Protection Regulations consent form on the following page.

General Data Protection Regulations – Consent Form

In May 2018, the law changed about how organisations record, store and use individuals' personal data. We need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data. We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal data about you in order that we can process your employment application. The data we wish to obtain and hold (a range of examples provided, but not limited to):

Type of data	Why we wish to hold it	How long it will be kept for
Recruitment data: <ul style="list-style-type: none"> • Previous employers • Types of job held at other companies • Previous salaries • Skills/ qualifications 	This will allow us to decide on your suitability for employment/engagement It will help us to decide which dept. you may be most suitable in	Data obtained during recruitment will only be kept until your application has been declined and then destroyed after 6 months or if a job offer is made more information is available from our Employee Handbook.

Agreement to use my data

I hereby freely give Loretto School consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent I understand:

- I can ask to see this data to check its accuracy at any time via a subject access request (SAR).
- I can ask for a copy of personal data held about me at any time. This request is free of charge.
- I can request that data, that is no longer required to be held, can be removed from my file and destroyed.
- If I am unsuccessful with my application my data will be destroyed after 6 months.
- The Data Controller for Loretto School is the Head of Operations, Linda Cessford and I can contact them directly (hoo@loretto.com) if I have any questions or concerns.
- I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name			
Signature		Date	