CONFIDENTIAL

**St. Thomas More High School**

**Kenilworth Gardens,**

**Westcliff On Sea, SS0 0BW**

**An Academy In The Diocese of Brentwood And The Local Authority Of Southend-On-Sea, Where The Governing Body Is The Employer Of Staff**

**Application for appointment to the teaching staff**

***DETAILS OF THE ROLE APPLIED FOR***

|  |
| --- |
| Application for the position of:  |
| Full Time [ ]  Part Time [ ]  Job Share [ ]  |
| At: Where the Governing Body is the employer of staff: In the Local Authority of: In the Archdiocese/Diocese of: Please state where (or how) you first learned of this vacancy: |

***1. PERSONAL DETAILS***

|  |  |
| --- | --- |
| Surname:  | Title:  |
| First Name(s):  | Known as:  |
| Any former name(s):  | Date of Birth:  |
| 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** |
|  |  |
|  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| Telephone Numbers:-  | Home:  | Mobile:  | Work:  |
| Email Address:  | How do you prefer to be contacted?  |
| National Insurance No:  | DfE Teacher Reference No:  |
| Do you have Qualified Teacher Status (QTS)? Yes [ ]  No [ ]  |
| QTS Certificate No:  | Date of Qualification as a Teacher:  |
| DBS No:  | DBS Check Date:  |
| Work permit details and expiry date, if appropriate:  |
| Education Workforce Council (Wales only) or other Membership No:  |
| SUPPERANNUATION SCHEMEAre you a member of the Teachers’ Pension Scheme? Yes [ ]  No [ ] If you contribute to another scheme, please give details: Have you elected to pay superannuation contributions for part-time teaching, Yes [ ]  No [ ] ie. signed a part-time election? |

# 2. DETAILS OF APPLICANT’S PRESENT EMPLOYMENT

Are you presently employed Yes [ ]  No [ ]

# If no, please proceed to the next section

|  |
| --- |
| Details of present post:  |
| At:  | School/College |
| Address:  |
| Tel No:  |
| Permanent [ ]  Temporary [ ]  |  Full Time [ ]  Part Time [ ]  Job Share [ ]  |
| Archdiocese/Diocese:  | Local Authority:  |
| Date of Appointment:  | Notice required:  |
| If notice already given, date it is due to expire:  |
| Probationary period/NQT Induction year completed? If so, please give date:  |
| Description of key duties/responsibilities (including subjects and key stages taught (if applicable)):  |
| Please provide the following information relating to present salary and scale: |
| Salary scale (e.g. Main/Upper/Leadership):  | Spine Point:  |
| Additional Allowances (including Inner/Outer/Fringe London):  |
| Gross annual salary:  | Group of School/Number on roll:  |

***3. APPLICANT’S EMPLOYMENT HISTORY AND PROFESSIONAL EXPERIENCE***

*Please complete in chronological order,* ***starting with the most recent***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address of school/ institution (state whether Nursery/ Primary/****Secondary/ Comprehensive/ Selective etc)****(include local authority if relevant)** | **Approx on roll** | **Age range taught****& Single sex/ mixed** | **Post held and responsibilities including subjects and key stages taught** | **Dates employed Month/ Year** | **Reason for Leaving** |
| **From****-****To** |
|  |  |  |  | - |  |
|  |  |  |  | - |  |
|  |  |  |  | - |  |
|  |  |  |  | - |  |
|  |  |  |  | - |  |
|  |  |  |  | - |  |

***4. OTHER EMPLOYMENT / WORK EXPERIENCE***

*Please complete in chronological order,* ***starting with the most recent***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment/Experience** | **Employer/Location** | **Responsibilities** | **Dates employed Month/ Year** | **Reason for Leaving** |
| **From****-****To** |
|  |  |  | - |  |
|  |  |  | - |  |
|  |  |  | - |  |
|  |  |  | - |  |
|  |  |  | - |  |

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 |
|  |  |
|  |  |
|  |  |

Please confirm whether you have ever been ordained and/or been a member of a religious community.

Yes [ ]  No [ ]

***If Yes, please provide details:***

|  |
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|  |

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

Please complete in chronological order, starting with the most recent:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address of establishment** | **Full time or part time** | **Dates Attended Month/ Year** | **Date of Award** | **Awarding Body****& Registration No.****(if known)** | **Award** |
| **From****-****To** |
| **Post-Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))** |
|  |  | - |  |  |  |
|  |  | - |  |  |  |
|  |  | - |  |  |  |
| **Higher Education Qualifications** |
|  |  | - |  |  |  |
|  |  | - |  |  |  |
|  |  | - |  |  |  |
| **School/college Qualifications** |
|  |  | - |  |  |  |
|  |  |  |  |  |  |

**Continued Professional Development**

Please list any courses you have completed and/or ay 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).

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

***6. PROFESSIONAL MEMBERSHIPS***

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

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

***7.*** 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:

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

***8. INTERESTS AND HOBBIES:***

Please list your interests and hobbies outside of work:

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

***9. SUPPORTING STATEMENT***

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| --- |
| Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying. |

# 10. REFERENCES

Schools/Colleges of a Religious Character are permitted, where recruiting for Teaching posts, to give preference to applicants who are practising Catholics and, therefore, one referee should be your Parish Priest/the Priest of the Parish where you regularly worship. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. You are advised to read the relevant section of the Notes to Applicants before completing this section.

|  |
| --- |
| Present School/Employer: Name:Address: DesignationTelephone: Email: |
| Other Professional (where you are not currently employed with children, this must be your most recent school/college employer):Name: Address:Designation:Telephone:Email:Relationship to referee: |
| Parish Priest/Priest of the Parish where you regularly worship (or Additional Professional): Name:Address: Telephone: Email: |

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 that name(s) here:

# 11. DISCLOSURE OF CRIMINAL AND CHIILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS

The Governing Body / 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 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”): [ ]

# 12. 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.

***13. 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 Thomas More High School which is part of a Multi Academy Trust (MAT) registered as Assisi Catholic Trust. St Thomas More is the data controller.
2. Being a Catholic education provider we work closely with the Diocese of Brentwood, Southend Borough Council, Mazars Payroll and SIMS Capita with whom we are required to share the information you provide on this application form.
3. The person responsible for data protection within our organization is Geoff Mason and you can contact him with any questions relating to our handling of your data. You can contact him by emailing office@st-thomasmore.southend.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 data1 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 by following the School Complaints Procedure posted on the school website - [www.st-thomasmore.southend.sch.uk.](http://www.st-thomasmore.southend.sch.uk.) 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 applicable box)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…”* |

***14. 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:[ ]  |

# 15. 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:

Disclosure of Criminal Convictions / Cautions / Reprimands / Bind overs

(Spent and Unspent)

**Self-Disclosure Form (SD2)**

Please read carefully the accompanying notes and then enter any convictions and cautions below.

**Please enter NONE if applicable**

|  |  |  |
| --- | --- | --- |
| Offence | Date of conviction / caution / reprimand / bind over |  Sentence |
|  |  |  |

Please list below details of any pending prosecutions

**Please enter NONE if applicable**

|  |  |  |
| --- | --- | --- |
| Court to which summoned  |  Appearance date |  Alleged offence |
|  |  |  |

I certify that i) I have read and understood the attached guidance notes; ii) to the best of my belief, the information I have entered is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by the Borough Council / Governing Body, and is likely to result in dismissal.

Name *(please use CAPITALS):*

Signature: Date:

Post applied for:

**PLEASE COMPLETE THE FORM AND RETURN IT TO THE ACADEMY IN A CONFIDENTIAL ENVELOPE.**

***YOUR PERSONAL DATA***

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we will collect and process the data we have asked you to provide on this disclosure form. Please see the privacy statement below.

**Privacy Notice: Important Information Regarding Your Data**

1. We are St Thomas More High School which is part of a Multi Academy Trust (MAT) registered as Assisi Catholic Trust.
2. To the extent that you have disclosed any criminal record information on this form, your information may be shared with OFSTED and the Local Authority Designated Officer for child protection matters (the LADO). As a Catholic education provider, we work closely with the Diocese of Brentwood, Southend Borough Council, Mazars Payroll and SIMS Capita with whom we may be required to share the information you have provided on this form.
3. The person responsible for data protection within our organisation is Geoff Mason and you can contact him with any questions relating to our handling of your data. You can contact him by emailing office@st-thomasmore.southend.sch.uk.
4. We require the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centred environment.
5. We require you to complete this form regarding criminal record disclosure as the information is needed in order to comply with our legal obligation to safeguard and protect children from harm.
6. If your application is successful and you have disclosed criminal record information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School’s data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED and/or the LADO and any other appropriate third party.[[1]](#footnote-1)
7. If you are unsuccessful and you have disclosed criminal record information which could disqualify you from working with children/in a child centred environment, we shall share the information you have provided on this form with OFSTED and/or the LADO and any other appropriate third party.
8. If you are unsuccessful and you have not disclosed criminal record information on this form, this form shall be destroyed after a maximum period of 6 months.
9. If you fail to complete this form we will not be able to comply with our legal duty to safeguard children and cannot therefore continue to process your employment application or offer you a position within our organisation.
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 by following the School Complaints Procedure posted on the school website – www.sjp.essex.sch.uk. 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.

**SD2 Notes of Guidance**

1. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a ‘regulated position’.
2. As the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose `spent' as well as `unspent' criminal convictions, cautions or reprimands or bind overs and any pending prosecutions against you in line with the requirements below.
3. **You must declare the following**
* Cautions given less than 6 years ago (where you were over age 18 at the time of caution)
* Cautions given less than 2 years ago (where you were age under 18 at the time of caution)
* Any convictions, whenever they occurred, relating to an offence from a prescribed list available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> or from your school office.
* All convictions that resulted in a custodial sentence (regardless of whether served and whenever they occurred)
* Where you have more than one conviction all convictions must be declared.
* Other convictions given less than 11 years ago (where you were over age 18 at the time of conviction)
* Other convictions given less than 5.5 years ago (where you were under age 18 at the time of conviction)
1. The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
2. Disclosure of a conviction, caution, reprimand, bind over or pending prosecution does not necessarily mean that you will not be appointed; a person’s suitability will be looked at as a whole in the light of all the information available, and in accordance with the Governing Body’s on the employment of ex-offenders, a copy of which can be obtained from the Governing Body. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for. If you disclose information which you are not required to, this will be disregarded. Any information provided which is not relevant to employment will be disregarded
3. A conviction includes:
	* A sentence of imprisonment, youth custody or in a young offenders institution;
	* An absolute discharge, conditional discharge, bind over;
	* A fit person order, a supervision or care order, a probation order or community punishment order or an approved school/academy order arising from a criminal conviction;
	* Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces.
	* Detention by direction of the Home Secretary;
	* Remand centres, secure training centres or in secure accommodation;
	* A suspended sentence;
	* A fine or any other sentence not mentioned above.
4. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.
5. A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.
6. A Bind over is an order which requires the defendant to return to Court on an unspecified date for sentence.
7. Driving offences must be declared unless excluded by the criteria in 4. above.
8. Failure to disclosure convictions, cautions, reprimands or bind overs and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the Governing Body.

As the post for which you are applying falls within the category for which a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for an enhanced Disclosure & Barring Service (DBS) disclosure. A refusal to make such an application could prevent your employment.



RECRUITMENT MONITORING INFORMATION FORM

THE INFORMATION PROVIDED BY YOU WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING.

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

|  |  |
| --- | --- |
| Post Title: | School: |
| Date of Birth: | Gender: Male [ ]  Female [ ]  |

1. Country of Birth

|  |
| --- |
| My country of birth is:  |

1. Ethnic Origin

I would describe my ethnic group as:

|  |  |
| --- | --- |
| **White** | **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh** |
| British | [ ]  | Bangladeshi | [ ]  |
| English | [ ]  | Indian | [ ]  |
| Scottish | [ ]  | Pakistani | [ ]  |
| Welsh | [ ]  | Any other Asian background (please specify) |       |
| Irish | [ ]  |
| Any other White background (please specify) |       |
| **Black, Black British, Black English, Black Scottish or Black Welsh** | **Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh** |
| African | [ ]  | Chinese | [ ]  |
| Caribbean | [ ]  | Any other Chinese background (please specify) |       |
| Any other Black background (please specify) |       |
| **Mixed** | **Other ethnic group** |
| White & Asian | [ ]  | Other ethnic group (please specify) |       |
| White & Black African | [ ]  |
| White & Black Caribbean | [ ]  |
| Any other Mixed background (please specify) |       |

***3. Religion:***

I would describe my religion as:

|  |  |
| --- | --- |
| [ ] None [ ] Catholic [ ] Other Christian [ ] Buddhist [ ] Hindu  | [ ] Jewish [ ] Muslim [ ] Sikh Any Other: ………………………………………………………………. |

***4. Disability***

|  |
| --- |
| The legal definition of disability is ‘a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements. Do you have a disability, long term illness (mental or physical), on-going medical condition or treatment that we should be aware of?**Yes** [ ]  **No** [ ]  |

***5. Data Protection and Privacy***

|  |
| --- |
| 1. In compliance with the legal requirements for processing personal data, we wish to ensure that you are aware of the purposes for which we have requested your personal information and how it will be processed. The relevant legislation with which we are required to comply are:

a) The General Data Protection Regulation (GDPR)b) The Data Protection Act 2018 (when it becomes effective).1. The information that you provide on this form is voluntary and there is no legal requirement to provide the same. However as stated above, if you are able to provide this information, it will enable us St Thomas More High School, Kenilworth Gardens, Westcliff on Sea, Essex, SS0 0BW, part of Assisi Catholic Trust (the Data Controller) to fulfil our duties under the Equality Act 2010, namely for statistical and equal opportunity monitoring purposes.
2. As part of our duties under the Equality Act 2010 we will share the information you provide with Southend Borough Council, Mazars Payroll and SIMS Capita as part of the Legal Conditions for employment purposes.
3. In addition and as a Catholic Education provider and we work closely with the Diocese of Brentwood with whom we will share the information you provide on this form. The reason/purpose for this is to enable part of its role in supporting its schools and exercising the Bishop’s and Trustees responsibilities (including oversight of its provision).
4. The Data Protection Officer for St Thomas More High School is Geoff Mason and he can be contacted by emailing office@st-thomasmore.southend.sch.uk. Further details can be found on our website at [www.st-thomasmore.southend.sch.uk](http://www.st-thomasmore.southend.sch.uk)
5. We will not share your personal data with any other third party than those you consent to, unless required to do so pursuant to a legal requirement.
6. We shall retain the information you have provided on this form, for a period of 6 months to enable the equal opportunity monitoring to take place.
7. 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 by following the school complaints procedure which is posted on the school website - [www.st-thomasmore.southend.sch.uk.](http://www.st-thomasmore.southend.sch.uk.) 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.

**Consent**You are not required to provide the information requested on this form. If you do provide the information, please cross the boxes to confirm which processing you consent to St Thomas More undertaking. Please note that you will be able to withdraw your consent to any of the points below at any time by emailing office@st-thomasmore.southend.sch.uk.* I have read and understood the above statement on Data Protection and Privacy. [ ]
* I consent to the personal data I have provided on this form being held by St Thomas More High School for the purposes of complying with their Equality Act 2010 duties. [ ]
* I consent to the personal data I have provided on this form being shared with The Diocese of Brentwood, Southend Borough Council, Mazars Payroll and SIMS Capita. [ ]

**Signature: Date:**  |

1. See paragraph 2. [↑](#footnote-ref-1)