

Application Form

Teacher Subject Specialism Training: Secondary French/Spanish/ German/ Italian

Section 1: Applicant Details

Title:	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
First Name:						
Surname:			Maiden Name:			
Home Address:						
Contact Number:						
Email Address:						
Date of Birth:						
Teacher Reference Number:						

Section 2: For Current Teachers Only

I am Secondary Teacher with QTS or currently working in a school:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Teaching Reference Number (essential):		
How long have you been teaching?		
What is your degree and subject?		
What subject do you currently teach?	TSST Subject:	
Do you teach any additional subjects?		
Have you previously undertaken TSST?		

Section 3: For Returning Teachers Only

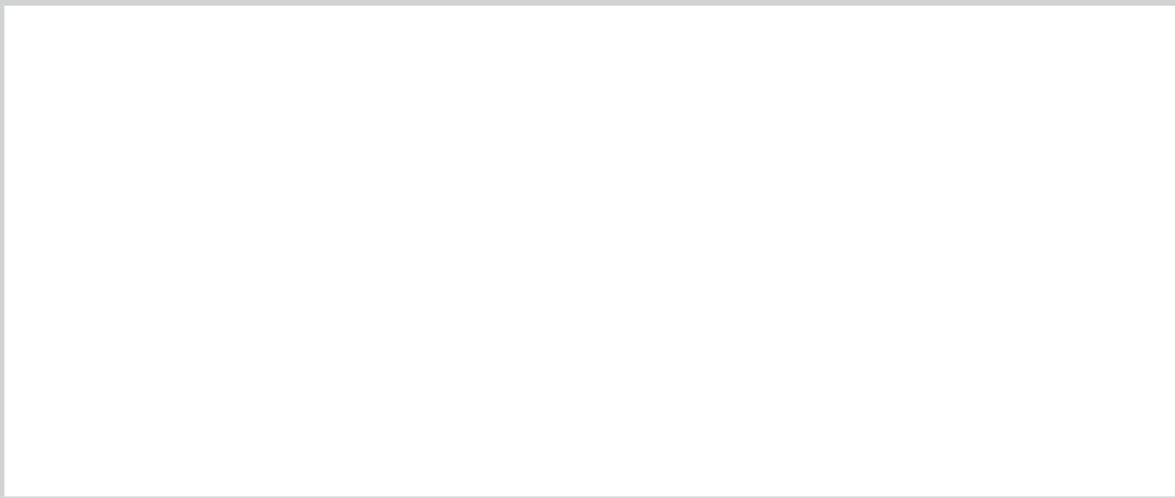
I am a Returning Secondary Teacher with QTS (all participants MUST have QTS):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
NCTL Returner Number (essential):				
Teacher Reference Number:				
If you are a Returning Teacher, how long have you been out of teaching for?				
What is your degree and subject?				
What subject did you teach?	TSST Subject:			
Are you able to teach any additional subjects?				

Section 4: Current Employment Details

Name of School/ Company:
If you are working in a school, please specify the School URN:
School/ Company Address:
Local Authority:
Contact Number:

Section 5: Objectives

Please explain the reasons for your application and what you hope to gain from the course:



Section 6: Line Managers Approval

Line Manager's Full Name:

Line Manager's Email Address:

Line Manager's Contact Number:

I can confirm that I have given this applicant authorisation to attend this programme. I am aware that this applicant will need to attend training on two full days and a series of six afternoon sessions. A bursary of £200 will be paid to the school on successful completion of the course.

Signed:

Date:

Section 7: Declaration

I would like to apply for a place on the 'TSST: Secondary French/Spanish/German Training Programme'. I confirm that I have discussed this with my line manager and gained approval as indicated above.

I am aware that participation on this programme involves a commitment for attendance on two full days and six afternoon sessions, to be held at Belle Vue Girls' School.

Signed:

Date:

Section 8: Privacy Notice

The training you are applying for is funded by the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of the evaluation of STEM and MFL teacher supply and recruitment programmes.

How will your data be used?

We will share with the DfE personal data, provided by you in your TSST application, in order for the DfE to: The DfE (or a contracted organisation working on its behalf) may also:

- (a) know who is participating in the training;
- (b) confirm eligibility and funding for the training;
- (c) link the information you provide in your application form to other information about you that they already hold (for example, on the Database of Qualified Teachers and School Workforce Census), or to which it is lawfully permitted access. This is to identify (for example) how many participants go on to teach in the TSST subject they have undertaken;
- (d) contact you to take part in research related to your training. Please be aware that, if contacted, you are under no obligation to take part in research.

Your contact details are also shared with CFE Research (an organisation contracted by the DfE) who will use your data as a sampling frame to contact individuals to take part in interviews or surveys, to evaluate the training. CFE may also link the answers from these surveys/interviews to other information within the data, such as subject taught (where applicable). Please note that if contacted, you are under no obligation to take part and you can ask not to participate, or change your mind, at any time. Individuals will not be identified in any results of the evaluation.

Lawful use of your personal data

In lawfully using your data, conditions in the data protection legislation must be met. The relevant condition for the purpose of TSST is 'Schedule 2 (5)(c) of the Data Protection Act: that the processing is necessary for the exercise of a function of the Secretary of State of the Department'.

Storing your personal data

All personal data shared with DfE (and its contracted organisations) will be handled securely and only accessed for the purposes of the evaluation of teacher training, recruitment and retention. Your data will only be stored for as long as required for the purpose(s) of this programme, and will then be securely destroyed. Please note that, under section 33 of the Data Protection Act, and in compliance with the relevant conditions, we can lawfully keep personal data processed purely for research purposes indefinitely.

Your data protection rights

You have the right to:

- ask for access to information about you that we hold;
- have your personal data rectified, if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

Withdrawal of consent and the right to lodge a complaint

By applying for TSST, you are giving consent for DfE and its contracted organisations to process your personal data for the purpose of TSST, as stated above. You have the right to withdraw that consent. If you change your mind, or you are unhappy with the use of your personal data, please contact TSST.MAILBOX@education.gov.uk. Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at www.ico.org.uk/concerns.

Last updated: July 2018

Signed:
Date:

Return this form to: **Ginette Hawkins** (hawkinsg@sghs.org.uk)
SGHS Business Centre, Gargrave Road, Skipton,
North Yorkshire, BD23 1QN
Tel: 01756 707622

Closing Date: Tuesday 8 January 2019