

STAFF SUPPLEMENTARY INFORMATION FORM 2018/19

For members of staff only at schools listed in sections 38, 39, 42, 44, 47 and 50 of the In-Year guide for parents booklet.

Please note this is a supplementary information form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

Only complete this form if you are:

a A member of staff employed on a permanent contract by the school (and work at the school applied for) for two or more years at the time at which the application for admission to the school is made;

or

b A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

If you are applying under a) or b) above, you will need to take this form to your child's current school for the school to complete part B. You then need to return the completed form to: School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, Tavistock Road, Plymouth PL6 5UF.

Part A - To be completed by the parent/carer

Child's full name	
Date of birth	
Member of staff employed by the school	
Name of school	
Name of parent/carer	
Relationship to child	
Signature	
Date	

Privacy and data protection

Plymouth City Council is collecting your personal data for the purpose of an application for admission to a school. We undertake to ensure that your personal data will only be used in accordance with our privacy notice which can be accessed at www.plymouth.gov.uk/aboutwebsite/privacypolicy. The Data Protection Officer can be contacted at dataprotectionofficer@plymouth.gov.uk. PCC is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

Note: Individual schools/agencies will have their own privacy and data protection statement. You should make sure that you are aware of their policy in this respect.

Part B - To be completed by the school attended

Child's full name		
Date of birth		
Name of member of staff employed by the school		
The above named member of staff is employed in the following capacity	A member of staff employed on a permanent contract by the school (and work at the school applied for) for two or more years at the time at which the application for admission to the school is made <input type="checkbox"/> Yes	A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage <input type="checkbox"/> Yes
Name of school		
Name of person completing the form		
Position held in school		
Signature		
Date		
Telephone number		
School stamp		

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