

### CONSORTIUM TRUST

Please complete all sections of this form using black ink or type. Applications will only be accepted if this form is completed in full. **Please return this application form to the email noted on the header of the job advert.**

### DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

### VACANCY INFORMATION

**Application for the post of:**     **INSERT JOB TITLE**

**Job ID/reference number:**

**Where did you first hear about this job?**

### DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts and this may include a social media check.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy notice.

If you've lived or worked outside of the UK in the last 5 years the Trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

### TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, the Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

**Have you lived or worked outside of the UK in the last 5 years?** ☐ Yes ☐ No

## RIGHT TO WORK IN THE UK

The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

## DISABILITY AND ACCESSIBILITY

The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

## SIGN AND DATE

I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

**Name (please print):**

**Sign:**

**Date:**

Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).

## PERSONAL DETAILS

<b>First name</b>	
<b>Surname</b>	
<b>Preferred title</b>	
<b>Previous surnames</b>	
<b>If you prefer to be called by a name other than the one listed above, please specify</b>	
<b>National Insurance number</b>	

## CONTACT DETAILS

<b>Address</b>	
<b>Postcode</b>	
<b>Home phone</b>	
<b>Mobile phone</b>	
<b>Email address</b>	

## SUPPORTING INFORMATION

Please use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person profile and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

You should also use this section to include other information about why you want the job and anything else you wish to say.

#### RIGHT TO WORK IN THE UK

**Do you have the right to work in the UK?**

☐ Yes

☐ No

**If yes, please state on what basis:**

☐ UK citizen

☐ EU settled status

☐ Skilled worker visa

☐ Graduate visa

☐ Youth mobility visa

☐ Other – please provide full details in the box below

#### TIME SPENT LIVING AND/OR WORKING OVERSEAS

**Have you spent time living and/or working outside of the UK?**

☐ Yes

☐ No

If yes, please give details, including countries and relevant dates:

## RELATIONSHIP TO THE TRUST

Please list any personal relationships that exist between you and any of the following members of the Trust community:

- Trustees
- Locality Committee Members
- Staff
- Pupils

If you have a relationship with a Trustee, LC Member or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at Trust

## TEACHER STATUS

<b>Teacher reference number</b>	
<b>Do you have QTS?</b>	
<b>QTS certificate number (where applicable)</b>	
<b>Date of qualification</b>	
<b>Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?</b>	
<b>Are you subject to a General Teaching Council sanction or restriction?</b>	

## EMPLOYMENT

**Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first.**

Job title	Name and address of employer	Dates employed	Description of responsibilities	Salary	Reason for leaving

## EMPLOYMENT GAPS

Please provide details of any employment gaps since leaving school, and give the reasons for the gap.

Start date	End date	Reason for employment gap

## EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

You'll be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades, awarding body and date of award)

## TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

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#### ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

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#### DRIVING LICENCE DETAILS

**Do you have a valid driving license?**

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Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted. If either of your referees knows you by a different name, please state:

**The Trust reserves the right to seek any additional references we deem appropriate.**

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If you don't wish us to contact your referees without your prior agreement, please tick this box: ☐

#### TRANSFERRABLE SERVICE

The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you please provide the date from which your continuous service commences and the name of the organisation.

Date Organisation