**Application for Employment**



Please fill out the following form. Use the ‘Save As’ command

before you start typing.

|  |
| --- |
| **To be completed by Trust staff only:**Shortlisted [ ]  References [ ]  Interviewed [ ]  Appointed [ ]  |

**Details of Role Applying For**

**Post:** Click or tap here to enter text.

**Status:** Full time[ ] Part time[ ] Term time[ ] Job share[ ] Othe**r** [ ] please state Click or tap here to enter text.

**School/Trust:** Choose an item.

**If you are applying for a post in more than one location, please state here:**Click or tap here to enter text.

**Personal Details**

**Title:** Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  please state Click or tap here to enter text.

**Surname:** Click or tap here to enter Surname.

**Forename(s):** Click or tap here to enter text.

**Home Address:** Click or tap here to enter text.

**Postcode:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Telephone Home:** Click or tap here to enter text.

**Telephone Mobile:** Click or tap here to enter text.

**Do you have Qualified Teacher Status?**  Yes[ ] No[ ]

**DFE Teacher Reference Number (if applicable):** Click or tap here to enter text.

**Post-11 Education and Qualifications**

**Please provide details of your education and qualifications *(most recent first)*.**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates |  University, College, School etc. | Subject(s) Studied | Qualifications / Certificates / Grades |
| From | To |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Work Related or Professional Qualifications / Membership / PGCE / GTP / NPQH / NVQ etc**

**Please provide details of your professional qualifications *(most recent first)*.**

|  |  |  |
| --- | --- | --- |
| Dates | Name of Association / Institute / Qualification | Level or Grade of Membership |
| From | To |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Relevant Training**

**Please provide details of any training you have received *(most recent first)*.**

|  |  |  |
| --- | --- | --- |
| Dates | Title of Course | Details |
| From | To |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Present or Most Recent Employment**

**Role:** Click or tap here to enter text.

**Name of Employer:**Click or tap here to enter text.

**Name of School (if applicable):** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Postcode:** Click or tap here to enter text.

**Telephone Number:** Click or tap here to enter text.

**Status:**  Permanent[ ] Temporary [ ]  Full time [ ]  Part time [ ]

 Term time [ ]  Job share [ ]  Other [ ]  (please state) Click or tap here to enter text.

**Date Commenced:** Click or tap to enter a date.

**Notice required / Date Left (if applicable):** Click or tap here to enter text.Click or tap to enter a date.

**Current Grade / Scale Point:**Click or tap here to enter text.

**Salary Amount:** Click or tap here to enter text.

|  |
| --- |
| **Reason for Leaving / Wishing to Leave:** Click or tap here to enter text. |

|  |
| --- |
| **Description of Key Duties / Responsibilities:**Click or tap here to enter text. |

**Previous Employment:**

**Starting with your most recent, please provide a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment.**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer |  Position / Salary / Main Duties |  Reason for Leaving |
| From | To |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Supporting Statement**

**Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the role. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible.**

|  |
| --- |
| Click or tap here to enter text. |

**References**

Please provide details of two referees who may be asked to provide confidential information. One must be your Headteacher or Line Manager in your current employment. If you are shortlisted for interview, in line with safer recruitment advice, we will contact your referees before interview. Please advise if you do not want us to take up references at this stage and provide reason.

Please ensure that you complete and return the Consent to Obtain References Form with your completed application.

**Name:** Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Company:** Click or tap here to enter text.

**Company:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone:** Click or tap here to enter text.

**Telephone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Relationship:** Click or tap here to enter text.

**Relationship:**Click or tap here to enter text.

**Where did you see this post advertised?**Click or tap here to enter text.

**Are you related to, or the partner of, any member or employee of the Trust?** Yes: [ ]  No: [ ]

**If YES, please give details:** Click or tap here to enter text.

**Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**

The St Margaret Clitherow Catholic Academy Trust 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 full details:** Click or tap here to enter text.

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

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”) 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 you consent to a DBS Check(s) being made:** [ ]

**Rehabilitation of Offenders Act 1974**

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), then the details of these must be disclosed if you are invited for interview.

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form.

**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 Margaret Clitherow Catholic Academy Trust the data controller.
2. Being a Catholic education provider, we work closely with the school’s / academy’s Diocesan Authority, the school’s / academy’s Trustees, the Local Authorities, the Department for Education, and the Catholic Education Service with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is the data protection officer and you can contact them with any questions relating to our handling of your data. You can contact them at hr@smccat.org.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 data[[1]](#footnote-1) this will not be shared with any third party 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 Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish 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 St Margaret Clitherow Catholic Academy Trust complaints procedure. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your Consent**

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: **Yes** [ ]  **No** [ ]
* Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs **1-11 above** [ ]
* I agree to my personal data being shared as stated in paragraphs 2 and 5 above: **Yes** [ ]  **No** [ ]

**Immigration, Asylum and Nationality Act 2006**

The St Margaret Clitherow Catholic academy Trust will require you to provide 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. A full list of documents that may prove such entitlement can be found on the Home Office’s website.

**By checking the box below, you 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:** [ ]

**Immigration Act 2016**

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016.

**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 than your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

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) 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 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.

|  |  |
| --- | --- |
| **Name:**Click or tap here to enter text. |  |
| **Signature:** | **Date:**Click or tap to enter a date. |

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….”* [↑](#footnote-ref-1)