* **Appendix A – Application form**

**Guidance Notes and Application Form**

**Right to Work in the UK**

The Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. This strengthened the requirement to employers to check documents to establish a person’s eligibility to work in the UK and compliance with any restrictions.

Under the Act we are required to check your eligibility to work in the UK before you start work. **We therefore ask ALL candidates to bring proof of their right to work to interview.** However this will not form part of the decision making process. Photocopies of documents will not be accepted.

If you do not currently have the right to work and need to apply for a certificate of sponsorship please raise this at interview.

If you are successful at interview photocopies of your documentation will be kept on your personnel file.

If you forget to bring documentation with you to interview you will be asked to bring the required documentation before any employment offer can be confirmed. Photocopies of documents will not be accepted.

Should you require any more information on your right to work in the UK please visit the UK Border Agency website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

**Application form**

The following guidance notes are split to reflect the different sections of the application form.

**Post Details**

Please specify the details of the post that you are applying for.

**Personal Details**

Please complete all the boxes relevant to you. If you have changed your name for any reasons we do need to know your previous name(s).

**Current Employment**

This section should only be completed if you are currently working, whether this is paid employment, voluntary work or a work experience placement. If you currently have more than one position please indicate your main employment in this section. Other current employment can then be included within your employment history.

**Employment History**

Please tell us about all of your experience in a working environment, including any unpaid work you have undertaken in the past. Please list your experience in chronological order, with the most recent first.

Please tell us about any gaps in your employment history and the reasons for these gaps. Don’t be worried about telling us about these reasons – this is a confidential document and will only be seen by those people involved in the recruitment process.

**Summary of Experience, Skills, Knowledge and Competencies**

This is your opportunity to tell us about yourself and how you meet the requirements of the job. In order to get an interview you need to demonstrate to us that you meet at least all of the essential criteria on the Person Specification. If too many applicants meet all of the essential criteria then the shortlist will be reduced by selection of those who meet some or all of the desirable criteria.

When describing your experience it can be a good idea to give an example of a real-life situation that allowed you to demonstrate your ability to perform certain tasks. You may also want to think about any experience, skills, knowledge or competencies which you have developed outside of the work environment that can be transferred usefully to the post you are applying for.

Please use additional paper if necessary, but you are advised to be succinct and ensure you only include relevant information.

**Education**

Please use this section to show us that you have the necessary qualifications to do the job. These may include equivalent qualifications gained abroad. Again, please ensure you read the Person Specification when completing this section.

**Membership of Relevant Organisations**

If the post you are applying for requires you to be a member of an organisation (e.g. GTC), or if you are a member of an organisation that is relevant to the post, please complete this section.

**Relevant Courses / Awards**

Please tell us about any short courses that you have attended, or any certificates or awards that you have received which you feel may be relevant. You may have attended a workshop with an employer some years ago, but it may still be relevant.

**Relationships**

Please tell us about any relationships you have with any:

* Trustee or Member of the Symphony Learning Trust;
* Employee or Governor at any academy within the Trust;

**Criminal Convictions and Cautions**

The Symphony Learning Trust and its member academies is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Posts involving work with children and vulnerable adults are designated under the Safeguarding of Vulnerable Groups Act 2006 as a “regulated activity” and will require the successful candidate to either produce a valid enhanced criminal record certificate or apply to the Disclosure and Barring Service for an enhanced check for regulated activity.

The criminal record information you are required to provide is not used for short-listing purposes. However, if you are shortlisted for interview, your criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying. Having a criminal record will not necessarily bar you from working with us: this will depend on the nature of the position and the circumstances and background of your offences.

Criminal record information is dealt with in accordance with the Disclosure and Barring Service Code of Practice.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. Only the successful candidate will be asked to complete a DBS Disclosure application.

**Disability / Health Conditions**

Please use this section to tell us whether or not you consider yourself to be disabled.

Regardless of your answer to this question you may want to tell us about any specific requirements that you may have at the interview. This will help us to make the necessary arrangements for you at the interview stage.

We use the Equality Act 2010 definition of disability which is:

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| *A person has a disability if:*   * *They have a physical or mental impairment* * *The impairment has a substantial and long-term adverse effect on their ability to perform normal day-do-day activities.* |

Below are some examples which might help you to answer the questions. This is not meant to be an exhaustive list and is given for guidance only:

* Long-term – has lasted or is likely to last more than 12 months;
* Hearing or visual impairments (If you wear glasses or contact lenses this is not normally considered a disability);
* Co-ordination, dexterity or mobility (e.g. polio, spinal cord injury, back problems, repetitive strain injury);
* Mental health (e.g. schizophrenia, depression, severe phobias);
* Speech impairment (e.g. stammering);
* Learning disabilities (e.g. Down’s syndrome)
* Other physical or medical conditions (e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, AIDS, facial disfigurement, sickle cell, dyslexia)

If you feel that you are able to carry out the duties and responsibilities set out in the job description and you meet the essential criteria in the Person specification, please complete an application. Where possible the Trust will make “reasonable adjustments” to a job where appropriate.

**Interview Arrangements**

Please indicate any dates when you would not be able to attend an interview, for instance if you will be on holiday or have other prior commitments that cannot be re-arranged. You should be aware that although we will always try and accommodate your situation, we cannot guarantee that we will be able to move the interview dates for you.

**References**

In line with our recruitment policy it will be necessary for us to approach both referees upon completion of the short-listing stage for all applicants shortlisted for interview, regardless of whether you indicate you do not wish your referees to be contacted prior to interview.

When providing names and details of your referees you should ensure that at least one is your present or most recent employer. If you are not currently in employment and/or your last employer cannot give you a reference because the organisation no longer exists, then you should attempt to get a reference from a professional person. **Please provide an official email address for professional references as personal email addresses such as Hotmail/Gmail cannot be accepted.**

If you have just left school, college, university or some kind or recruitment / skills agency you should use your contact there as a referee.

References should not be provided by relatives, partners or close friends.

Applicants should note that the post involves access to children. References relevant to this area of work are required and previous employers not quoted as referees may also be contacted.

**Data Protection**

The statement on the application form aims to explain to you what we intend to do with the information that you are supplying us with, in accordance with the principles of the General Data Protection Regulations 2018.

**Declaration**

This section is asking you to sign and date the form to say that you declare that:

* The information you have give is, to the best of your knowledge, correct, true and accurate;
* You have not omitted any facts which may have any bearing on your application;
* You understand that falsification of qualification or any other information may lead to the withdrawal of any offer or employment, or dismissal where employment has already commenced.

By signing the form you agree to the Symphony Learning Trust using the information provided to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

**Monitoring**

Completion of this section is not essential. However, the Trust is committed to equality of opportunity in employment and education provision and provision of the information requested you would help us to ensure fair and equal treatment of applicants and employees alike.

Your response to this section will remain confidential but, should you be appointed, may become part of your personal record.

**Privacy Notice for Job Applicants**

The purpose of this privacy notice is to explain to you the data we collect about job applicants as part of our recruitment and selection process.

1. Name of our data protection officers: D Wagg or D Hughes
2. Email : [dpo@symphonylearningtrust.co.uk](mailto:dpo@symphonylearningtrust.co.uk)
3. What information do we collect about job applicants and how?

The categories of information that we collect, process, hold and share include:

* personal information (such as name, date of birth, contact details, National Insurance number, teacher number (if applicable))
* education history and details of qualifications and relevant professional development
* membership of professional bodies
* employment history (including any gaps in employment and/or education/training)
* information about any reasonable adjustments we need to make to the shortlisting or interview and assessment process to accommodate a disability
* information about any cautions, convictions, reprimands or final warnings which are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) as well as any current police investigations or pending criminal proceedings
* information about any disqualification or sanction imposed by a regulatory body in relation to working with children
* information about your registration with the DBS Update Service (if applicable)
* information about any close personal relationships you may have with an existing member of staff, governor or Trustee
* proof of your identity, if invited for interview
* special categories of data (including information about your ethnic origin and health conditions) in order for us to monitor the success of our equality policies

We collect information from your application form and, if shortlisted for interview, as part of our selection process which generally includes an interview and some other form of assessment, such as written tests and presentations.

It is our policy, in line with the Department for Education’s statutory guidance, *Keeping Children Safe in Education*, to request references at the shortlisting stage, in advance of interview. If you have concerns about this, you should contact us before submitting your application. If you are shortlisted, we will therefore also collect personal data about you from your nominated referees. Personal data may also be collected from other previous employers listed on your application form, for example to verify details on your application form, such as particular experience or qualifications.

If an offer of employment is made to you, the offer will be subject to completion of a range of pre-employment checks to our satisfaction, including a criminal records check with the Disclosure and Barring Service and a pre-employment health assessment. You will be informed of the checks to be undertaken in the event that an offer is made.

1. Why we collect and use this information

We process data from job applicants in order to undertake the recruitment process and, for the successful applicant, to enter into a contract of employment. In particular it is used to:

* administer the application, shortlisting and selection process
* assess your suitability to work with children and young people
* inform the development of recruitment and retention policies
* defend legal claims
* monitor protected characteristics in order to promote equality at work

We do not make recruitment decisions based on automated decision-making.

1. The lawful basis on which we process this information

We process this information about you because the processing is necessary for us to enter into an employment (or other work-related) contract with you. We also need to process this information to ensure that we are complying with our legal obligations and in particular with the DfE statutory guidance document, *Keeping Children Safe in Education*, such as by carrying out pre-employment checks on your right to work in the UK and with the Disclosure and Barring Service.

We have a legitimate interest in processing data from job applicants in order to administer the recruitment process, to monitor compliance with our policies, to defend any legal claims and to ensure that the most suitable applicant is appointed to the role, based on an assessment of their likely performance amongst other factors. We do not rely on legitimate interests as a reason for processing data unless we have first considered the rights and freedoms of the individuals affected and determined that these do not override the interests we have identified.

We process special category data, such as information about your ethnic origin or health, as part of our equal opportunities monitoring process and in order to meet legal obligations (such as the requirement to make reasonable adjustments for job applicants with a disability). This information is collected with the express consent of job applicants. Consent may be withdrawn by an applicant at any time.

We may offer to contact unsuccessful applicants within a period of six months following the application if another suitable vacancy arises. Information is only used in this way with the express consent of applicants, which may be withdrawn at any time.

If we wish to process your personal data for a new purpose we will inform you of any additional processing.

1. Collecting this information

Personal data provided to us as part of the recruitment and selection process is generally given on a voluntary basis and, as such, you have a choice as to whether you provide information to us. However, failure to provide information may mean that your application cannot be processed. You should also be aware that providing false or misleading information (including by omission) may result in your application being rejected and could also be treated as a disciplinary offence in the event that employment is subsequently offered to you.

Posts in our organisation are exempt from the Rehabilitation of Offenders Act 1974 (as amended). If you decide to submit an application form, you must disclose any cautions and convictions, even if they are spent, **other than** protected cautions and convictions (i.e. those which have been filtered out). Details on the filtering rules applicable to certain offences can be found on the Gov.uk website: <https://www.gov.uk/government/collections/dbs-filtering-guidance>.

Equality monitoring information is undertaken only for the purposes of evaluating our equality policies. It is not mandatory and its provision or otherwise will have no effect on the processing of your application form.

1. Storing this information

Information from your application form and from the shortlisting and selection process will be stored in a paper-based file, in electronic records within our HR system and also in other IT systems, including email.

A copy of your application form and all other personal data collected during the recruitment and selection process will be held as follows:

For **successful applicants** this will be transferred to a personnel file where it will be held securely. You will be given a workforce privacy notice upon appointment which will explain how we will hold and process your data as an employee.

For **unsuccessful applicants**, securely for a period of six months.

1. Who we share this information with and why

Your information will be shared with Trustees with a recruitment responsibility. This will include members of our HR and administrative staff, those responsible for shortlisting and interviewing and managers within the relevant area of work or department. Equality monitoring information is separated from the application form upon receipt and is not shared with those responsible for shortlisting and interviewing.

We do not share information about job applicants with anyone without consent unless the law and our policies allow us to do so.

We will not share your data with third parties unless and until an offer of employment is made to you. At that stage, your data will be shared to fulfil legal requirements, obtain or provide necessary information or because the third party processes data on our behalf. These third parties include:

* The Disclosure and Barring Service in order to undertake a criminal record check
* Suppliers and consultants that provide us with a service, such as occupational health, HR or legal services
* Relevant professional bodies in order to verify your qualifications (such as the Teaching Regulation Agency for teaching posts)
* Our Payroll provider

When we appoint third parties to process data on our behalf, the third party is also required to process the data lawfully and fairly and in a manner that ensures appropriate security of the data, using appropriate technical or organisational measures to protect against unauthorised or unlawful processing and accidental loss.

We do not transfer your data to countries outside the European Economic Area.

1. Requesting access to your personal data and your rights as a data subject

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our data protection officer (details at the beginning of this document).

You also have the right to:

* + restrict processing of your data in certain circumstances;
  + prevent processing for the purpose of direct marketing;
  + object to decisions being taken by automated means;
  + object to the processing of your data where we are relying on our legitimate interests as the lawful basis for processing;
  + in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
  + claim compensation for damages caused by a breach of data protection legislation.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

1. Further information

If you would like to discuss anything in this privacy notice, please contact our data protection officers (details at the beginning of this document)

**Application Form**

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| **Post Details** | | | | |
| Post applied for: |  |  | Post Ref: |  |

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| **Personal Details** | | | | | | | | | | | | | | |
| Title: |  |  | | | | | | Address: |  | | | | | |
| Forename(s): | |  | | | | | |  |  | | | | | |
| Surname: | |  | | | | | |  |  | | | | | |
| Previous Names: | |  | | | | | |  |  | | | | | |
| NI Number | |  | | | | | | Postcode: |  | | | | |  |
| Contact Telephone Number: | | | |  |  | | | | | | | | | |
| Email Address: | | | |  |  | | | | | | | | | |
| **This Section is only Applicable for Teacher Posts:** | | | | | | | | | | | | | | |
| Teacher Reference Number (formerly DfES Number): | | | | | | | | | | | |  | |  |
| Date awarded Qualified Teacher Status (QTS) (dd/mm/yyyy): | | | | | | | | | | | | /       / | |  |
| If you gained QTS after 7 May 1999, have you completed the Statutory Teacher Induction Period? | | | | | | | | | | | | Yes  No  Part | |  |
| If your induction period is part completed, please provide the name of the appropriate body where your induction period was undertaken: | | | | | | | | | | | |  | | |
| Which subject area(s) did you specialise for in teacher training? | | | | | | | | | |  | |  | | |
| Other subject areas of interest (e.g. sport, music, drama) | | | | | | | | | |  | |  | | |
| Do you have the National Professional Qualification for Headship (NPQH)? | | | | | | | | | | | | Yes  No | |  |
| **Current Employment (or most recent)** | | | | | | | | | | | | | | |
| (If you are not currently in employment (paid, voluntary or work experience please leave blank) | | | | | | | | | | | | | | |
| Job Title: | | |  | | | | | |  | |  | | | |
| Employer’s Name: | | |  | | | | | |  | |  | | | |
| Address: | | |  | | | | Telephone No.: | |  | |  | | | |
|  | | |  | | | | May we phone you on this number? | | | | | | Yes  No | |
|  | | |  | | | | Basic Pay / Grade: | | | |  | | | |
|  | | |  | | | | Other Pay / Allowance: | | | |  | | | |
| Postcode: | | |  | | |  | Start Date: | | | |  | | | |
|  | | |  | | | | Notice Period: | | | |  | | | |
| Outline of key duties and responsibilities: | | | | | | | | | | | | | | |

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| **Full Employment History** | | | | | |
| This should include paid and unpaid employment, work experience, placements, etc.  Please list most recent post first. | | | | | |
| **Organisation** | **Role** | **Salary**  (if applicable) | **Dates Employed** | | **Reason for Leaving** |
|  |  |  | **From** (mm/yyyy) | **To** (mm/yyyy) |  |
|  |  |  |  |  |  |
| **Gaps in Employment (include time spent living or working abroad)**  Please specify all time not accounted for above with dates and reasons: | | | | | |

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| **Summary of Experience, Skills, Knowledge and Competencies** |
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| **Full Education History** | | | |
| Please list all qualifications gained or pending. Please state subject and be prepared to provide evidence at interview. | | | |
| **Qualification & Subject** | **Grade** | **Date Achieved**  (mm/yyyy) | **School / College / University** |
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| **Membership of Relevant Organisations** | | |
| **Professional Body / Association** | **Qualification / Membership Level** | **Dates of Qualification/Membership** (mm/yyyy) |
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| **Relevant Courses / Awards (e.g. short courses attended / certificates / awards)** | | | |
| **Organising Body** | **Brief Details of Course** | **Duration** | |
|  |  | **From** (mm/yyyy) | **To** (mm/yyyy) |
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| **Relationships** | |
| Are you related to any trustee or member of the Symphony Learning Trust (SLT), or to any employee or governor at any Academy within SLT? | Yes  No |
| If yes, please give details: | |

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| **Criminal Convictions and Cautions** | |
| ***Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.*** | |
| I understand that if I am shortlisted for the position and do not tell you about any relevant unspent criminal convictions including adult cautions, reprimands, warning or that I am under investigation or have pending prosecutions and this is discovered after appointment, I could be dismissed without notice. |  |

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| **Disability / Health Conditions** | | |
| We encourage people with disabilities to apply for jobs and are committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.  The Equality Act (2010) defines disability as: “A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities” | | |
| Do you consider yourself to be disabled? | | Yes  No |
| Please indicate below if you require any reasonable adjustments, due to disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application. | | |
| Interview information in audio format  Interview information in large print format  Sign language interpretation or other  assistance with communication at interview  Induction loop in interview room | Wheelchair-accessible location for interview  (and tests, if applicable)  Car parking space for interview (for people  with mobility problems only)  Facility for personal carer, assistant or other  person to accompany you at interview | |
| Please specify any other support which you would like to be made available on the day: | | |

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| **Interview Arrangements** |
| Please indicate below any dates when you would not be available to attend for interview: |

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| **References** | | | | | | |
| Please provide details for two referees, one of which should be your **present or most recent employer. Please provide an official email address for professional references as personal email addresses such as Hotmail/Gmail cannot be accepted.**  As this post has been designated as a “regulated activity” it will be necessary for both referees to be approached at the short-listing stage. | | | | | | |
| Name: |  | |  | Name: |  | |
| Address: |  | |  | Address: |  | |
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| Postcode: |  | |  | Postcode: |  | |
| E-mail Address: |  | |  | E-mail Address: |  | |
| Telephone: |  | |  | Telephone: |  | |
| Title / Position: |  | |  | Title / Position: |  | |
| Relationship to applicant: | |  |  | Relationship to applicant: | |  |

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| **Data Protection Act** |
| The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact.  When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful then the form will be held for up to 6 months and then destroyed. The information may be used by Symphony Learning Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records. |

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| **Declaration** | | | | |
| I confirm that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of a qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.  By signing this form I agree to this information being used to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.  If shortlisted for interview, I understand Symphony Learning Trust may undertake online searches of my suitability for the position applied for.  I also confirm that I have not directly or indirectly approached a Trustee, Governor or Employee of Symphony Learning Trust to support me in making this application, as this would disqualify me as a candidate.  I understand that if I don’t tell you about any relationships with any Trustees, Governors or Employees of the Trust or I neglect to tell you about any criminal convictions, cautions, reprimands or warnings and this is discovered after appointment, I could be dismissed without notice.  I also understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.  I can produce the original documents of my qualifications at the interview.  I understand that any canvassing, directly or indirectly, will be a disqualification.  I understand I MUST provide documents proving eligibility to work in the UK, prior to confirmation of appointment.  I prepared to undergo a medical examination prior to confirmation of appointment. | | | | |
| **Signed:** |  |  | **Date:** |  |

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| **OFFICE ONLY – MUST BE REMOVED PRIOR TO SHORTLISTING**  **Equal Opportunities Monitoring Section** |
| It would be helpful if you could complete this section for us. Symphony Learning Trust is committed to equality of opportunity in employment and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately from the information on the rest of the application form and will **not** be used as a basis for decision-making within the selection process. |

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| Post applied for: | |  | | | | | | |  | Post Ref: | |  | | |
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| 1. **How would you describe your ethnicity?** | | | | | | | | | | | | | | |
|  | White  White  British  Irish  Any other White Background \*  \*Please state below:  Black or Black British  Caribbean  African  Other Black Background \* | | | | | Mixed  White / Black Caribbean  White / Black African  White / Asian  Other Mixed Background\*  Chinese or Other Ethnic Group  Chinese  Other Ethnic Group\* | | | | | Asian / British Asian  Indian  Pakistani  Bangladeshi  Other Asian Background \*  Gypsy / Traveller  Irish Traveller  Romany Gypsy  Other Background \*  Other Asian Background \* | | | |
|  | \* Please specify: | |  | | | | | | | | | | | |
|  | Prefer Not To State | | | | | | | | | | | | | |
| 1. **What is your gender?** | | | | | | | | | | | | | | |
|  | Male  Female  Prefer not to state | | | | | | | | | | | | | |
|  | | | | | | | |  | | | | | |  |
| 1. **What is your date of birth?** (dd/mm/yyyy) | | | | | | | | /       / | | | | | |  |
|  | | | | | | | | Prefer not to state | | | | | |  |
|  | The equality Act 2010 defines disability as “ A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.  I consider myself to be:  Disabled  Non-disabled  Prefer not to state | | | | | | | | | | | | | |
| 1. **What is your religion or belief?** | | | | | | | | | | | | | | |
|  | Buddhist | | | Christian (all denominations) | | | | | Hindu | | | | Jewish | |
|  | Muslim | | | Sikh | | | None | | Prefer not to state | | | | | |
|  | Other (please specify): | | | |  | | | |  | | | |  | |

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| 1. **What is your sexual orientation?** | | | | | | | |
|  | Bi-sexual | Gay | Heterosexual | | Lesbian | |  |
|  | Transgender | | Other (please specify): | | |  | |
| Prefer not to state  My nationality is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| 1. **Where did you see this vacancy advertised?** | | | | | | | |
|  | Please specify | | | | | | |
|  |  | | |  | | | |

Shortlisted  Interviewed  Appointed