

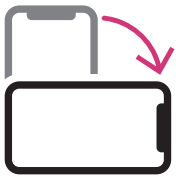


Vacancy Application Form

Thank you for your interest in Osborne Co-operative Academy Trust.

The following information is necessary to ensure that full consideration can be given to all candidates. All the information given will be treated as confidential.

The declaration in Section 9 on page 13, of this form must be completed before submission. If you submit this form digitally, you will be required to provide a physically signed copy of your completed application before any employment decision can be confirmed.



This is a digital PDF form that can be completed and submitted from any device.

If you are using a mobile phone you may find that by rotating your phone to a landscape view it is easy to fill out the form.

If you do choose to fill out the form digitally, we recommend that you periodically save your form as you progress through the sections.



If you prefer to complete the form on a printed page you can use the 'Print' button at the foot of this page.

Please use black ink and ensure you complete all the sections.

Submitting your form

To assist you, we have included instructions about 'How to submit your form' on page 19.





Vacancy details

Job appointment title

School name

If the appointment is part of the central Trust team enter *Trust*.

Closing date

Day

Month

Year

How did you hear about this vacancy?

Social media

The Trust website

The School's website

A newspaper advertisement

By word of mouth

Other...





Personal details

Your title

Mr.

Mrs.

Ms.

Miss

Dr.

Prefer
not to say

Other...

Your surname

(Last name)

Your first name(s)

Previous name(s)

Home address

Home landline number

Mobile phone number

Personal email address

National Insurance No.

**Do you require
permission to
work in the UK?**

Yes

No



Employment history

Are you currently employed?

Yes

No

If Yes please complete the details below...

Current employer's name and address

Employer's phone No.

Nature of business

Your job title

Please provide a brief outline of your duties in this role

Date you were appointed

Day

Month

Year

Salary Spine / Grade

Current Salary (Point)

Do you receive any allowances?

Yes

No

If 'Yes' what type(s)?

If 'Yes' what value (£)?

How much notice are you required to give your current employer?

What are your reasons for wishing to leave your current position?

Please check the box if you **do not** wish to be contacted at work.

Previous Employment

Please include all full-time and part-time positions. Please list the most recent first and continue on a separate sheet if necessary.

A) Employer name	Job title	Start date	End date
Reason for leaving		Salary/Grade	

B) Employer name	Job title	Start date	End date
Reason for leaving		Salary/Grade	

C) Employer name	Job title	Start date	End date
Reason for leaving		Salary/Grade	

D) Employer name	Job title	Start date	End date
Reason for leaving		Salary/Grade	

E) Employer name	Job title	Start date	End date
Reason for leaving		Salary/Grade	

If you were successful in obtaining this role, what current employment would continue with?

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training.



Mobility

Please complete this section if the *Person Specification* for this post includes these requirements.

Do you have a valid driving licence?

Yes

No

Do you have access to a vehicle, which you are able to use for work purposes?

Yes

No

If 'No', are you able to travel, for work purposes, by another means of transport?

Yes

No



Education and Qualifications

Secondary School Education

Please list most recent first and continue on a separate sheet if necessary.

A) School name	Start date	End date
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Qualification/subject obtained & awarding body	Grade	Date
--	-------	------

B) School name	Start date	End date
-----------------------	-------------------	-----------------

Qualification/subject obtained & awarding body	Grade	Date
--	-------	------

C) School name	Start date	End date
-----------------------	-------------------	-----------------

Qualification/subject obtained & awarding body	Grade	Date
--	-------	------

D) School name	Start date	End date
-----------------------	-------------------	-----------------

Qualification/subject obtained & awarding body	Grade	Date
--	-------	------

E) School name	Start date	End date
-----------------------	-------------------	-----------------

Qualification/subject obtained & awarding body	Grade	Date
--	-------	------

Further/Higher Education

College/University/Apprenticeships etc. Please list most recent first.

A) Educational establishment	Start date	End date
-------------------------------------	-------------------	-----------------

Qualification/subject obtained & awarding body	Level/Grade	Date
--	-------------	------

B) Educational establishment	Start date	End date
-------------------------------------	-------------------	-----------------

Qualification/subject obtained & awarding body	Level/Grade	Date
--	-------------	------

C) Educational establishment	Start date	End date
-------------------------------------	-------------------	-----------------

Qualification/subject obtained & awarding body	Level/Grade	Date
--	-------------	------

D) Educational establishment	Start date	End date
-------------------------------------	-------------------	-----------------

Qualification/subject obtained & awarding body	Level/Grade	Date
--	-------------	------

E) Educational establishment	Start date	End date
-------------------------------------	-------------------	-----------------

Qualification/subject obtained & awarding body	Level/Grade	Date
--	-------------	------

F) Educational establishment	Start date	End date
-------------------------------------	-------------------	-----------------

Qualification/subject obtained & awarding body	Level/Grade	Date
--	-------------	------

Professional Qualifications

Including details of professional association membership

Do you hold Qualified Teacher Status (QTS)?

Yes

No

If Yes please complete the details below...

Your Teacher Reference Number

If qualified since August 1999

Start date

Completion date

Your Statutory Induction Period

Other relevant training and development activities attended in the last 5 years

Please list the most recent first and continue on a separate sheet if necessary.

A) Brief description/Course title

Organising Body

Date

B) Brief description/Course title

Organising Body

Date

C) Brief description/Course title

Organising Body

Date

D) Brief description/Course title

Organising Body

Date

E) Brief description/Course title

Organising Body

Date



Information in support of your application

Please use the *Person Specification/Job Description* as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the *Person Specification/Job Description* (please continue on a separate sheet if necessary).

If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.



References

Please give the names, company name (where applicable) and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Referee 1

Name

Position

Company name

Company address

Telephone number

Fax number

Email address

Referee 2

Name

Position

Company name

Company address

Telephone number

Fax number

Email address

- (i) Referees will be contacted before interviews unless otherwise requested (see below).
- (ii) If either of your referees know you by another name please give details.
- (iii) The Trust may contact other previous employers for a reference with your consent.
- (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.
- (v) If you are currently working with children, your current employer will be asked about disciplinary offences relating to children, including any which the penalty is 'time expired' and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.



Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with, any **employee** or **Governor** of the Osborne Co-operative Academy Trust? (see notes below)

Yes

No

- (i) Failure to disclose a close personal relationship as above may disqualify you.
- (ii) Canvassing of Governors or Senior Managers by or on your behalf is not allowed.



Statements and Declarations

Please read the following statements and information relating to your application carefully. By signing and submitting this form, you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge.

Declaration

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the Trust, and is likely to result in dismissal.

Disclosure of Criminal Convictions

Preferred candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether they have:

- any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
- any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance notes are available to accompany the...

SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application. A person's criminal record will not in itself be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

Safer recruitment and Childcare Disqualification Checks

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body, which would prohibit or restrict me from applying for this post.

Preferred candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 ("the Regulations") will be asked to complete a Disqualification Declaration Form.

A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the schools HR Officer/Trust HR Officer if you wish to review this form prior to submitting your application

Data Protection Legislation

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be collected, held and processed in accordance with the Trust's data protection policy and record retention schedule.

Correspondence

Thank you for applying for this post. Your interest in working with us is very much appreciated. It is not practice to acknowledge receipt of applications. If you wish to be informed of the outcome of your application once the selection process has been completed, please let us know when you submit the form digitally, or enclose a stamped addressed envelope if you are posting it to us.

* Check the box (left) to certify that the information supplied in this form is accurate and confirm that the declarations are true to the best of your knowledge.

Date*

Signed*

* Required before submission



Recruitment Monitoring Information

Osborne Co-operative Academy Trust is an equal opportunity employer committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity and race.

The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short-listing panel. This section will be detached from your application form prior to short-listing. If you do not wish to share this information, you can select the 'prefer not to say' option.

Job appointment title

Your first name(s)

Your last name

1. Your age

- | | | |
|-------------------|-------|-------|
| 15-19 | 20-24 | 25-29 |
| 30-34 | 35-39 | 40-44 |
| 45-49 | 50-54 | 55-59 |
| 60-64 | 65-69 | 70+ |
| Prefer not to say | | |
-

2. Your gender

- | | |
|-------------------|--------|
| Male | Female |
| Prefer not to say | |

3. Your ethnic origin (If 'Other' please specify)

Asian/Asian British–Bangladeshi	Mixed–White and Asian
Asian/Asian British–Indian	Mixed–White and Black African
Asian/Asian British–Pakistani	Mixed–White and Black Caribbean
Asian/Asian British–Other	Mixed–Other
Chinese–Chinese	White–British
Black/Black British–African	White–Irish
Black/Black British–Caribbean	White–Other
Black/Black British–Other	Other...
	Prefer not to say

4. Do you have a disability?

I do consider myself to have a disability as defined by the Equality Act 2010

I do not consider myself to have a disability as defined by the Equality Act 2010

Prefer not to say

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a 'physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'. For these purposes, 'long-term' is taken to mean the condition is likely to last longer than 12 months or likely to recur.

5. Data protection statement

Data Controller Name: Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants, which is attached to this form.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting Osborne Co-operative Academy Trust at hr@osborne.coop

Signed*

* Required before submission

Date*



Privacy Notice: Applicants

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?

Recruitment of School Staff – Applicants

What personal data do we need from you?

- Name
- Address
- Date of Birth
- Contact details, including email and phone number
- National Insurance Number
- Employment History, including reason for leaving
- Current level of Pay and any Allowances
- Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks
- History of sickness absence from previous employer
- Reference and Referees contact details
- Qualifications/skills/Experience, including Secondary School Education and Continuing Education and Professional Qualifications
- Breaks in employment history
- Ability to travel
- Training & Development History
- Close Personal Relationship information
- Disability information to enable us to make reasonable adjustments

Who will be using your Personal Data?

Who is the Data Controller?

Osborne Co-operative Academy Trust

Who is the Data Controller's Data Protection Officer?

Lauri Almond
(Essex County Council).

Are there any Data Processors?

Yes

Who are they?

Members of the HR and Recruitment team, Interviewers, relevant Governors and Trustees, Legal Services contracted by the school.

<p>What will it be used for and what gives us the right to ask for it and use it?</p>	<p>The Purpose(s)</p> <hr/> <p>The Legal Condition(s)</p>	<p>Recruitment</p> <hr/> <ul style="list-style-type: none"> • Under Contract • Employment, Social Security
<p>Who else might we share your data with?</p>	<p>HR, Legal, Trustees and Governors, CEO/Headteacher/Head of School</p>	
<p>Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?</p>	<p>No</p>	
<p>How long will your data be kept?</p>	<p>When will it stop being used?</p>	<p>Unsuccessful candidates 6 months from the date of the appointment of the successful candidate.</p> <p>Successful candidates Data will be held in line with the Trust's Data Retention Schedule.</p>
<p>Our use of the data will be subject to your legal rights</p>	<p>How long after this will it be deleted?</p>	
<p>As you are giving us your data directly...</p>	<p>✓ Inform ✓ Access ✓ Rectify ✓ Erase ✓ Object</p>	
<p>As you are giving us your data directly...</p>	<p>This is the reason why we are allowed to ask for it and use it:</p>	<ul style="list-style-type: none"> • Contract Law • Eligibility to work in the UK • Keeping Children Safe in Education 2019 (As Updated).
<p>As you are giving us your data directly...</p>	<p>This is what could happen if you refused to let us use your data for this purpose:</p>	
<p>As you are giving us your data directly...</p>	<p>This is who is giving us your personal data:</p>	<p>Unable to process application/continue with recruitment process</p> <hr/> <p>Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, employment suitability/safeguarding checks, prohibition, right to work and qualifications checks</p>

As you are not giving your data directly to us...

This is who is giving us your personal data:

Previous employer/s, DBS service, The Teaching Regulation Agency, Overseas Embassies

This is a source of personal data open to anyone:

No

These are the categories of personal data being given to us:

Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, employment suitability/safeguarding checks, prohibition, right to work and qualifications checks

Visit the following links for more information about privacy law, our obligations and your rights:

The ICO Guide to the General Data Protection Regulations 2018

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

The General Data Protection Regulations 2018

<https://www.gov.uk/data-protection>

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address: Essex County Council,
County Hall,
Chelmsford.
CM1 1QH

Email Address: IGS@essex.gov.uk

Phone Number: 0333 032 2970

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address: Information Commissioner's Office,
Wycliffe House, Water Lane,
Wilmslow, Cheshire.
SK9 5AF

Online Form: <https://ico.org.uk/concerns/handling/>

Phone Number: 0333 032 2970




How to submit your form

Important: Before doing any of the following, insure that you have saved your completed form.

Submitting your form digitally from a mobile phone, tablet, laptop or desktop device

Apple iPhone / iPad

1. Open the Mail App;
2. Compose a new email;
3. Tap in the email where you want to insert your completed PDF form, then tap < above the keyboard.
4. Tap  above the keyboard, then locate the document in Files.
5. In Files, tap Browse or Recent at the bottom of the screen, then tap a file, location, or folder to open it.
6. Send your email and attached file to: hr@osborne.coop

Android phone / tablet

1. Open the Gmail app;
2. Tap Compose;
3. Tap Attach;
4. Tap Attach file or Insert from Drive;
5. Choose your saved PDF form file;
6. Send your email and attached file to: hr@osborne.coop

Laptop / Desktop device

1. Open your preferred email application;
2. Compose your email and attached your saved PDF form file;
3. Send your email and attached file to: hr@osborne.coop

Submitting a completed printed form

You can print your digitally completed form by using the 'Print' button below.

Please post it to the address below ensuring plenty of time for it to arrive before the closing date.

**Att: Human Resources Team
Osborne Co-operative Academy Trust
Butts Lane,
Stanford-le-Hope,
Essex. SS17 0NW**