**CANDIDATE APPLICATION FORM**

**Important note for completion of the application form**

This application form is all the information we have about you as a candidate. It is therefore vital that you give as much relevant information as possible. In particular make sure you read and understand the job description and person specification which accompany this form. It is important that you fully complete section 12 telling us in detail how you meet each of the selection criteria in the person specification.

**N.B. Curriculum vitae will not be accepted. You must fill in all sections of the application form.**

**1. Details of position**

## Please complete and return to:

[admin@queensmanor.lbhf.sch.uk](mailto:admin@queensmanor.lbhf.sch.uk)

Post applied for

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Grade

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Closing date for receipt of this application

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**2. Applicant's personal details**

Applicant's surname Initial(s)

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| --- | --- |
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Previous surname(s) (if applicable) First name

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| --- | --- |
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Permanent home address Postcode

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Email address

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Contact telephone no. Work telephone no. Including extension (if applicable)

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Do you have qualified teacher status? YES NO (if YES, date awarded:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Are you registered with the DfE as a qualified teacher?  YES  NO

Do you have the right to live and work in the UK?  YES  NO

Are you aged over 16 and under 65 years?  YES  NO

Do you require a work permit?  YES  NO

If YES, when does your current work permit expire?

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DfE reference number (teachers) National Insurance number

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**3. Details of references**

Please give details of two referees, the first of which must be your current or most recent employer, or your Headteacher. References from relatives or friends will not be accepted. If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job. If you are not currently working with children but have done so in the past we will need a reference from the most recent employer with whom you were employed to work with children (this may include voluntary/unpaid work).

**1st referee 2nd referee**

Name Name

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| --- | --- |
|  |  |

Address Address

|  |  |
| --- | --- |
|  |  |

Telephone no. Telephone no.

|  |  |
| --- | --- |
|  |  |

Work email address Work email address

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Connection with applicant Connection with applicant

|  |  |
| --- | --- |
|  |  |

Job title Job title

|  |  |
| --- | --- |
|  |  |

Dates from/to Dates from/to

|  |  |
| --- | --- |
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**4. Rehabilitation of Offenders Act 1974**

Brightwells Academy Trust is committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants’ suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found using the following link.

https://www.gov.uk/government/publications/dbs-filtering-guidance

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

• your application will be taken no further

• an offer of employment will be withdrawn

• disciplinary action leading to dismissal will be taken (if employment has commenced)

You are required to say whether 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). Do you have anything to declare in relation to the above?

YES  NO

Have you ever been disqualified from working with children and/ or included on the Children’s Barred List (formerly list 99) or subject to sanctions imposed by a regulatory body e.g. DBS, GTC/ NCTL?

YES  NO

If YES to either of the above, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’.

**5. Relationship to Brightwells Trust**

To your knowledge are you related to any member of the Local Governing Body Queen’s Manor, Fulham or Sulivan School or any Brightwells Trustee or Member?

YES  NO

If YES, please give details

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**6. Current/most recent appointment**

Employer’s name

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Employer’s address

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Telephone no. email address

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Position held Basic Salary

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| --- | --- |
| Learning support assistant |  |

Start date Leaving date

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Please give a description of the duties involved in this post.

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**7. Employment and experience**

Please list all paid and unpaid work in chronological order, starting with the most recent.

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| --- | --- | --- | --- | --- |
| Dates from/to | Position held and salary | Name, address and contact number of employer | Full time/ part time/ voluntary | Reason for leaving |
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**8.Gaps in service/ employment**

If there are any gaps in your employment history please give dates and reasons

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| --- | --- |
| Dates from/to | Reasons |
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**9. Details of education**

You will be required to provide evidence of any academic qualifications stated where they are relevant to your appointment. Please tell us about your academic qualifications in chronological order, starting with the most recent. Please list all your A-level grades (or equivalent). For GCSE (or equivalent) please provide the grades for English and Maths and the total number of grades A\*-C/ 9-5.

|  |  |  |
| --- | --- | --- |
| Dates from/to | Qualification level/skills gained | Name of school/college |
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**10. Other training**

Please give details (e.g.relevant in-service training, etc.)

|  |  |
| --- | --- |
| Description of course | Date |
|  |  |
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**11. How you consider you meet the selection criteria**

Drawing upon your experience, skills, abilities and qualifications explain how you meet each criterion and what makes you suitable for this position. Address each criterion. No more than 2 A4 sides please; bullet points are accepted.

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**IMPORTANT INFORMATION**

**Please read before signing this application form**

Data Protection – Applicant Privacy Notice

Brightwells Academy Trust is a Data Controller and as such has a duty to explain to you what information is collected and why, and who, if anyone, it is shared with under the General Data Protection Regulation 2016. This information is briefly laid out below and is also available in our Staffing Privacy Notices, along with details of our Data Protection Officer.

We collect all the information laid out in this form, in the form of references from current and/or previous employers, and if shortlisted from the selection process. The information given to us, and collected by us will form part of the contract of employment for successful candidates. We process this information in order 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
* fraud detection and prevention
* monitor protected characteristics in order to promote equality at work

No decisions are based on automated decision making.

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 under the Employment Act and with the DfE statutory guidance document, Keeping Children Safe in Education, as well as other school specific legislation.

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 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. 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.

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, this will be held securely for a period of six months.

Your information will be shared with school staff 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).

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.

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/>

If you would like to discuss anything above, please contact the School Office.

**Applicant Declaration**

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form are an offence and could result in my application being rejected or summary dismissal and, where relevant, possible referral to the teachers’ misconduct team or police if appropriate. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signature Date

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If applying electronically you will be asked to sign your application at interview.

**Vacancy** - I heard about this vacancy through:

Guardian

Agency

Professional/trade journal

LBHF website

DfE website

Job search website

Colleague

Other website

Job Centre

OFFICE USE ONLY

**Shortlisted Interviewed Appointed**

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| **Employee Self Classification form** | | | | | | | | |  |  |  | | |
| The School is committed to providing a working environment in which no person receives less favourable treatment because of their age, disability, ethnicity, gender, gender identity, nationality, religion/belief or sexual orientation. Information provided on this form will help us to monitor our progress towards meeting this commitment. This information will be treated confidentially and will only be used for statistical monitoring purposes.  If you would like to further discuss the completion and return of this form, please contact the school office.  Please select the most appropriate box in each section using a cross. | | | | | | | | | | | | | |
| **Full Name:** |  | | | | | | | | | | | | |
| **Department:** | |  | | | | | **School:** |  | | | | | |
|  |  | | | | | | | | | | | | |
| **GENDER:** |  | |  |  |  | **DISABILITY:** | | |  |  |  |  |  |
| I am | Female | |  |  |  | Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities? | | | |  | Yes |  |  |
|  | |  |  |  |  |  |  |  |
| Male | |  |  |  |  | No |  |  |
|  |  | |  |  |  |  |  |  |  |
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| **ETHNIC GROUP: I would describe myself as:** | | | | | | | | | | | |  |  |
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| WHITE | British | |  |  |  | English | | |  |  | Scottish |  |  |
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|  | Welsh | |  |  |  | Northern Irish | | |  |  | Irish |  |  |
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|  | Gypsy or Irish Traveller | |  |  |  | Any other White background | | |  |  |  |  |  |
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| ASIAN OR ASIAN BRITISH | Indian | |  |  |  | Pakistani | | |  |  | Bangladeshi |  |  |
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|  | Chinese | |  |  |  | Any other Asian background | | |  |  |  |  |  |
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| BLACK OR BLACK BRITISH | African | |  |  |  | Caribbean | | |  |  | Any other Black background |  |  |
|  |  | |  |  |  |  | | |  |  |  |  |  |
| MIXED | White and Black Caribbean | |  |  |  | White and Black African | | |  |  | White and Asian |  |  |
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|  | Any other Mixed background | |  |  |  |  | | |  |  |  |  |  |
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| OTHER ETHNIC GROUP | Arab | |  |  |  | Any Other Ethnic background | | |  |  |  |  |  |
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| **RELIGION/BELIEF: I would describe myself as:** | | | | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |  |  |  |
|  | No Religion | |  |  |  | Christian (including all Christian denominations) | | |  |  | Buddhist |  |  |
|  |  | |  |  |  |  | | |  |  |  |  |  |
|  | Hindu | |  |  |  | Jewish | | |  |  | Muslim |  |  |
|  |  | |  |  |  |  | | |  |  |  |  |  |
|  | Sikh | |  |  |  | Any other religion | | |  |  | Prefer not to say |  |  |
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| **SEXUAL ORIENTATION: I would describe myself as:** | | | | | | | | | | | |  |  |
|  |  | |  |  |  |  | | |  |  |  |  |  |
|  | Heterosexual | |  |  |  | Gay | | |  |  | Lesbian |  |  |
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|  | Bisexual | |  |  |  | Prefer not to say | | |  |  |  |  |  |
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| **Thank you for taking the time to complete this form.** | | | | | | | | | | | | | |
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