



Monitoring form number

**Part 1: Information used for Shortlisting and interview - please complete all mandatory fields\***

## 1. Vacancy Details

Post for which you are applying:

School Name:

Applicant ID:

Job ref:

Closing Date:

Please return this form directly to the school via:

Email:

or Address:,

If you would like an acknowledgement of your application, please request this in your email, or attach a self-addressed envelope.

## 2. \*Personal Details

\*Surname/Family Name:

\*Initials:

\*Home Address:

\*Preferred contact number:

\*Alternative contact number:

\*Postcode:

\*NI Number:

\*Email address:

Teachers DfE Number (if applicable):

Do you have a full current driving licence? Y/N

If **YES**, type of licence?

Do you have a vehicle available for work purposes? Y/N

**3. \*Present Employment** Beginning with the most recent, please provide a full account of your work history since leaving full-time education. Please continue on a separate sheet, if necessary. (If you are currently unemployed please leave blank)

*Job title:	Basic pay/grade:
Employer's name:	Other pay/benefits:
Address:	*Date started:
	*Period of notice:
	Telephone number:
Postcode:	May we contact you on this number?

\*Outline of duties and responsibilities:

#### 4. \*Employment History

- Beginning with the most recent, please provide a full account of your work history since leaving full-time education including any with your present employer.
- If any posts are teaching roles, please complete the necessary sections.
- References may be sought from your previous employers.

*Job title:	*Date started:
*Employer's name:	*Date left:
Location of work:	Brief outline of duties:
*Reason for leaving:	
If teaching role: Subject/Specialisms	Age range taught:
Employer: (e.g. Local Authority):	Approximate number on role:

*Job title: *Employer's name: Location of work: *Reason for leaving:  If teaching role: Subject/Specialisms Employer: (e.g. Local Authority):	*Date started: *Date left: Brief outline of duties:  Age range taught: Approximate number on role:
*Job title: *Employer's name: Location of work: *Reason for leaving:  If teaching role: Subject/Specialisms Employer: (e.g. Local Authority):	*Date started: *Date left: Brief outline of duties:  Age range taught: Approximate number on role:
*Job title: Employer's name: Location of work: *Reason for leaving: If teaching role: Subject/Specialisms Employer: (e.g. Local Authority):	*Date started: *Date left: Brief outline of duties:  Age range taught: Approximate number on role:
*Job title: *Employer's name: Location of work: *Reason for leaving: If teaching role: Subject/Specialisms Employer: (e.g. Local Authority):	*Date started: *Date left: Brief outline of duties:  Age range taught: Approximate number on role:

## 5. \*Breaks in Employment

\*Please provide details of any gaps in your employment history since leaving full-time, secondary education. Include time away from the workplace to study, care for family members, to live and/or work overseas etc

From:	To:	Reason:
From:	To:	Reason:
From:	To:	Reason:
From:	To:	Reason:

## 6. Training/Competencies/Languages

Please list below relevant job-related training you have undertaken, and/or any professional qualifications achieved, other competencies and language ability other than English.

Date	Course title	Course provider
Languages		

## 7. Educational Qualifications

Please give details of secondary, further and higher education qualifications achieved. Start with the most recent.

Date Obtained	Institute details (e.g. College etc). Qualification gained or pending, and subject	Location	Grade Obtained

**8. Membership of Professional Bodies** (Please state whether by election, exemption or examination)

Professional Body Name	Membership Number	Grade/Level of Membership	Expiry Date of Membership

**9. \*Further Details**

\*Please detail, using any work-based or other examples how you meet the essential and desirable criteria (max 250 words).

\*Please indicate any key skills or strengths that you would bring to the job if successful (max 250 words)

## 10. \*Relationship to Stakeholders of the School/Trust (e.g. members, trustees, governors, employees)

\*Are you related to any stakeholders of the school/Trust? Y/N

If yes, please give the details

Name:

Relationship:

## 11. \*References

Please provide details of **two people** to whom a reference request may be made. If you are currently employed, the first referee should be your current employer. We would expect this to be the Headteacher (or equivalent person) if you are currently working in a school.

If you are not currently working with children but have done so previously, please provide the details of a referee relating to your most recent employment involving work with children.

**References will not be accepted from relatives or from people writing solely in the capacity as friends.**

In compliance with the General Data Protection Regulation (GDPR), please be aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm, as a minimum:

- the referee's relationship with the candidate
- details of the applicant's current post and salary
- performance history whilst in post
- all formal, time-limited capability warnings which have not passed the expiration date
- all formal, time-limited disciplinary warnings not relating to safeguarding concerns which have not passed the expiration date
- all disciplinary action which relates to safeguarding concerns, even where the sanction is "time expired"
- details of any concerns relating to safeguarding and child protection, and where applicable, the outcome of any relevant investigation or enquiries
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

**In line with the statutory guidance set out in Keeping Children Safe in Education, it is normal practice to take up references on shortlisted candidates prior to interview.**

- The school will observe a request not to approach a current employer at this stage in the recruitment process, on the basis that, in any event, satisfactory references will be sought and confirmed as part of a conditional offer of employment.

**(1) Name:**

**(2) Name:**

Address:

Address:

Postcode:

Postcode:

Telephone number:

Telephone number:

Email address:

Email address:

Occupation:

Occupation:

*Working relationship to candidate:*

*Working relationship to candidate:*

Can we contact these referees prior to interview

Yes/No **(1)**

Yes/No **(2)**

## 12. Declaration

I confirm that, to the best of my knowledge and belief, the information I have provided in **Part 1** and **Part 2** of this application form is correct.

- I understand that to provide false, misleading or misrepresentative information will result in my application being rejected, the withdrawal of any offer of employment, summary dismissal if I am in post, and possible referral to the police.
- I understand and accept that the information I have provided may be used in accordance with section Part 2 and the Data Protection section below, and that checks may be carried out to verify the contents of my application form.
- I agree that the information I provide in connection with this application for employment may be stored and processed for the purpose of personnel management.
- I confirm that I can provide documentary proof of my right to work in the UK
- I understand that failure to disclose any relationship with an employee/officer of the school/Local Authority, providing information which is untrue, or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment, I may be liable to dismissal without notice.
- I have\*/do not have [delete as applicable] a relationship with or to a member of staff, a trustee or governor of the school or anyone employed or connected with TrustEd CSAT Alliance in a position of trust and responsibility.

**Signature of Applicant:**

**Date:**

N.B. If your application is submitted electronically you will be asked to sign this form if invited to interview.

### **\*School/Trust' Data Protection Policy and General Protection Regulations (GDPR)**

The personal data collected by the School/Trust during recruitment and if relevant, employment within a Trust School is in accordance with its Data Protection Policy and Privacy Notice. The Data Protection Act 2018 and its amendments permits the School/Trust to process certain personal data contained in this document for performing obligations and exercising rights under employment law. Information about how your job applicant data is used and the basis for processing is provided in the School/Trust's Privacy Notice. This also outlines the period that the School/Trust will retain job applicant data. The School/Trust commit to monitoring their procedures to ensure that the information required is relevant to the aims of the equal opportunities policy and so does not infringe Data Protection legislation.

By signing the declaration in section 12 of this form, I understand that I am giving consent to the School/Trust for the collection of application data in this recruitment and selection process, and, if relevant, employment within a Trust School. I understand that I can seek details of my rights in regard to the processing of this data in the School/Trust privacy notice.



## Part 2: Information not used for Shortlisting

### 13. \*Criminal Convictions/Cautions/Disqualified Persons/Investigations

This completed section should be retained confidentially by the recruiting manager/lead panellist and only shared with the remainder of the panel once the preferred candidate has been selected. Please refer to the Trust's Recruitment Policy for further details.

TrustEd CSAT Alliance regards as paramount the welfare and safety of children and vulnerable adults in its schools. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of carers or volunteers and standards of external contractors.

**This position is exempt under the Rehabilitation of Offenders Act 1974.** A Disclosure and Barring Service (DBS) criminal records check will be required of the successful applicant.

Decisions will be made in relation to applicants who have any form of criminal conviction or who are included on the DBS Barred List. Convictions or other disclosures will not necessarily be a bar to obtaining a position with the School/Trust.

**To assist with the implementation of this policy, all applicants are asked to complete the following questionnaire and give consent for checks to be completed.**

Applicants are reminded that knowingly withholding this information or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment or approval.

Further, applicants should note that it is a criminal offence to knowingly apply for, offer to do, accept or do any work with children when prevented either:

- a)** by reason of disqualification order under the Criminal Justice and Court Services Act 2000
- b)** by reason of inclusion on the DBS Barred List.

I hereby give consent to TrustEd CSAT Alliance completing such checks as are necessary in order to verify the information provided above.

I further understand and agree that if, for whatever reason, my application is either refused or withdrawn, but information is revealed which leads TrustEd CSAT Alliance to conclude that I may pose a risk to children and/or vulnerable adults, it will keep this information for an appropriate period.

I understand that TrustEd CSAT Alliance will not reveal this information to any other organisation or individual outside of the Trust, unless it is asked a direct question about me or circumstances suggest that the protection of a child or children or vulnerable adult require immediate disclosure. I understand that, if practicable, I will be alerted to such possible disclosure and be invited to comment.

Name:

Position applied for:

Signed:

Date:

1.Are you disqualified from working with children?

YES/NO (If the answer is **YES**, please provide details below)

2.Are you prohibited from teaching?

YES/NO (If the answer is **YES**, please provide details below)

3. Do you have any criminal convictions, cautions, reprimands or warnings or any pending prosecution that you are required to declare?

YES/NO (If the answer is **YES**, please provide details below)

4.\*Are you currently subject to a final written warning or been dismissed from your current or any previous employment (other than in a redundancy situation?)

YES/NO (If the answer is **YES**, please provide details below)

5. \*Has your name been added to the DBS Barred List?

YES/NO (If the answer is **YES**, please provide details below)

6. \*Have you ever been subject to any legal proceedings involving any social services authority or its equivalent, here or abroad, that has resulted in the removal of children or vulnerable adults from your care, or the imposition of a statutory supervision order?

YES/NO (If the answer is **YES**, please provide details below)

7. \*Have you ever been refused registration or cancelled from an official register of Child-minders; Day Care Providers; Private Fostering; Registered Care Home or Children's Home?

YES/NO (If the answer is **YES**, please provide details below)

8. \*I hereby give consent to the School/Trust completing such checks as are necessary with records held by the authority and/or other agencies in order to verify the information provided above.

YES/NO

9. \*I understand and agree that if, for whatever reason, my application is either refused or withdrawn, but information is revealed which leads the School/Trust to conclude that I may pose a risk to children, it will keep this information for an appropriate period.

YES/NO

10. \*I understand that, if practicable, I will be alerted to such possible disclosure and be invited to comment.

YES/NO

## 14. Equal Opportunities and Recruitment Monitoring

The Equality Act 2010 places a general duty on TrustEd CSAT Alliance and its schools to promote equality. It is a matter of policy and practice that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of their gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010.

Any data you enter onto this monitoring form will be used for monitoring purposes, only, and will not be used in assessing and or scoring your application or during the interview process.

**This page** will be separated from **part 1** and **part 2** and processed in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in the **School/Trust' Data Protection Policy and General Protection Regulations (GDPR)** section above.

**Please complete the recruitment monitoring form on the next page.**

## 15. \*Recruitment Monitoring Form

This sheet will be detached from your application form and will not be seen by anyone involved in the selection process. The school/Trust will use this information for monitoring recruitment processes and, if you are appointed, for personnel/payroll records. The school/Trust may also forward a copy to Shropshire HR to assist the Trust with statutory returns.

*Surname:	*First name:		
*Known as:	*Second name:		
*Previous other names:	*Preferred title:		
*Date of Birth:	*Age band: 16-24	25-44	45-54
*Place of Birth:	55-64	65+	
Post applied for:	School:		
<b>*Legal Gender:</b>		<b>Job share:</b> Y/N	
<b>*Marital Status:</b> (see list below) Civil partnership/divorced/married/separated/single/widowed/cohabiting domestic partnership/unknown			
<b>*Nationality:</b> (see list below) UK/Other(please be specific)/prefer not to say			
<b>*Ethnic Origin:</b> I would describe my ethnic origin as: (see list below) White British/White English/White Scottish/White Welsh/White Irish/Any Other White Background Irish Traveller/Gypsy/Romany/Other Traveller Black/African/Caribbean/Black British/Black British Caribbean/Black British African/Other Black Asian/British Asian/Asian British Indian/Asian British Pakistani/Asian British Bangladeshi Chinese/Other Asian British Mixed White & Black African/Mixed White & Asian/Other Mixed Background/ Arab/Other Ethnic Background/Not known/Prefer not to say			

**\*Religion:** In terms of my religion, I would describe myself as:

(see list below)

No Religion/Buddhist/Christian/Hindu/Jewish/Muslim/Sikh/Any Other Religion/ Prefer not to say/Unknown

**\*Sexual Orientation:**

(see list below)

Bisexual/Gay man/Gay woman/Lesbian/Heterosexual/other not listed/Prefer not to say

**\*Disability:** For definition, please refer to our policy statement overleaf.

In line with this policy, do you consider yourself to have a disability?

Disabled/non-disabled: ☐

If you are selected for interview are there any special arrangements we would need to make as part of the recruitment and selection process or as part of your employment?

YES/NO:

(If **YES**, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangements).

**Advert:** Where did you see this vacancy advertised? Please specify.

☐ Local Newspaper

☐ National Newspaper

☐ Job Centre

☐ Professional Journal

☐ Shropshire Council website

☐ School/Trust website

☐ Social Media

☐ Gov.uk teaching vacancies

☐ Internet

☐ Other