****

**We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures. Please fill in all sections of the form using black ink or type. The information you provide will help us make a fair decision in the selection process.**

|  |  |
| --- | --- |
| **About the role** | |
| Role applied for: | Click or tap here to enter text. |
| School/location: | Click or tap here to enter text. |
| Closing date: | Click or tap here to enter text. |
| Where did you hear about this post? | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **About you** | |
| Title: | Click or tap here to enter text. |
| Family name/surname: | Click or tap here to enter text. |
| Preferred surname (if different): | Click or tap here to enter text. |
| Previous surname: | Click or tap here to enter text. |
| Forename(s): | Click or tap here to enter text. |
| Home address: | Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Preferred contact telephone number: | Click or tap here to enter text. |
| Alternative telephone number: | Click or tap here to enter text. |
| NI Number: | Click or tap here to enter text. |

#### Notes for candidates

1. All sections of the application form must be completed. Incomplete applications will not be accepted. The application must then be forwarded to the School or Trust Recruitment Team, as specified in the advertisement, for processing.
2. Kernow Learning is committed to the protection of children, young people and adults who access our services. You are therefore required, in this application, to provide dates and details of your employment history that you might not, in other forms of employment, be required to provide. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.
3. Additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form. Please do not glue/attach information to the form as it makes it difficult to photocopy.
4. You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.
5. In completing this application form you should refer to the Recruitment Privacy Notice at the end of this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst

you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available from our school offices and will be issued on appointment. The Trust undertakes that if it needs to use the information for any other purpose, it will not do so without having first obtained your consent, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

1. Kernow Learning has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form and, if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases a medical examination may be necessary before an appointment can be confirmed.
2. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.
3. This post requires a criminal background check via the Disclosure Procedure.
4. The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on ‘protected’ convictions and cautions can be found at **https://www.gov.uk/government/collections/dbs-filtering-guidance**.

**Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:**

**https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974**

You will be required to disclose, when shortlisted for an interview, all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Trusts and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Trusts. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Headteacher/Head of School of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

1. The Trust strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, and sexual orientation.
2. Canvassing of our employees, Governors, Directors, Trustees or Members, directly or indirectly, will disqualify your application. Also, if you fail to declare any relationship with an employee, Governor, Director, Trustee or Member of Kernow Learning your application may be disqualified and, if appointed, you may be dismissed without notice.
3. The Trust is committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.
4. **We will be conducting Teacher Status Checks with the Teaching Regulation Agency to ensure that no prohibited teachers’ applications are accepted. If Kernow Learning are made aware that you are prohibited from the teaching profession we reserve the right to withdraw your employment**.

**THIS SPACE IS INTENTIONALLY BLANK**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary School education and training (continue on separate sheet if necessary)** | | | |
| Name of institution | Courses/Subjects taken | Grade | Year achieved |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Post-16 education and training below degree level (continue on separate sheet if necessary)** | | | |
| Name of institution | Courses/Subjects taken | Grade | Year achieved |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree level education and training, including teaching qualification (continue on separate sheet if necessary)** | | | |
| Name of institution | Courses/Subjects taken | Grade | Year achieved |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Specific qualifications related to teaching and education (continue on separate sheet if necessary)** | | | |
| Name of institution | Courses/Subjects taken  (eg NPQH, National Award for SEN Co-ordination etc.) | Grade | Year achieved |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| **Details of any recent professional development (please include dates)** |
| Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Teacher Training** | | |
| Do you have Qualified Teacher Status? | Choose an item. | |
| Date achieved: | Click or tap here to enter text. | |
| DfE Teacher Reference Number: | Click or tap here to enter text. | |
| Statutory Induction Period  (If qualified after 7th May 1999) | Start date: | Click or tap to enter a date. |
| Date completed: | Click or tap to enter a date. |
| Are you subject to any conditions or prohibitions placed on you by the Teacher Regulations Agency (or other) in the UK? | Choose an item. | |
| *If YES, please enclose details with dates in a sealed envelope and attach to this form. The Trust will check if you have ever been subject to sanctions imposed by the TRA.* | |

|  |  |  |
| --- | --- | --- |
| **Your current or most recent employment** | | |
| **NOTE:** If you are currently working for Kernow Learning through an agency, please ensure that you provide the name of the agency under “Employer’s Name and Address”. If you are applying for your first job, please provide voluntary work/work experience in the “Previous employment or experience” section. | | |
| Employer name: | Click or tap here to enter text. | |
| Employer address: | Click or tap here to enter text. | |
| Job title: | Click or tap here to enter text. | |
| Start date: | Click or tap here to enter text. | |
| Leave date (if applicable): | Click or tap here to enter text. | |
| Salary: | Click or tap here to enter text. | |
| Reason for leaving: | Click or tap here to enter text. | |
| Main duties and responsibilities:  Include any additional roles undertaken such as organising school trips or events, leading activities etc) | Click or tap here to enter text. | |
| If this is/was a teaching post, please complete the following details: | | |
| Type of school (please tick): |  | Nursery |
|  | Infant |
|  | Junior |
|  | Primary |
|  | Middle |
|  | Secondary |
|  | All-through |
|  | Special |
|  | PRU |
| Status of school (please tick): |  | Community |
|  | Foundation |
|  | Trust |
|  | Academy |
|  | Voluntary Controlled |
|  | Voluntary Aided |
|  | Independent |
| Gender taught |  | Boys |
|  | Girls |
|  | Co-educational |
| Key stages(s) or Year Group(s) taught: | Click or tap here to enter text. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment or experience (continue on separate sheet if necessary)** | | | | |
| Start with the most recent first and work backwards. You **must** include all work history and explain any gaps in your work history since you left education (eg unemployment; career breaks; voluntary work; travel etc) | | | | |
| Dates | | Employer name and address or reason for gap in employment | Job title, duties and responsibilities  Please include: type/status of school; number on roll; key stage(s) or year group(s) taught; and gender taught | Reason for leaving |
| From  MM/YY | To  MM/YY |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| **Your supporting statement (continue on separate sheet if necessary)** |
| Use this part of your application to tell us about yourself, key competencies, knowledge and skills. This important part of your application will be used to decide if you meet the criteria outlined in the Job Description and Person Specification and you should tell us how your skills and experience match these. You should include experience and achievements both in and out of work. |
| Click or tap here to enter text. |

|  |
| --- |
| **Safeguarding children, young people and vulnerable adults (continue on separate sheet if necessary)** |
| We care committed to safeguarding children, young people and vulnerable adults. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment. |
| Click or tap here to enter text. |

|  |
| --- |
| **Interview requirements** |
| We are committed to improving employment opportunities for people with disabilities. If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process or, if you would prefer, please contact the HR Manager. |
| Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| **References** | | |
| Please provide **TWO** references. **Do not use friends or relatives.** We will ask for references prior to interview if you are shortlisted. One of the referees must be your present/most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities are acceptable as referees.  If any of your previous roles (paid or voluntary) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is ‘time expired’) and whether you have been subject to an child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact the school you are applying to.  Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will be requested by email where possible and it is your responsibility to ensure that your referees consent to their details being provided.  **IMPORTANT: Please sign the form found at Appendix 1 to consent to us contacting your previous employer/s for a reference.** | | |
| Name of first referee: | Click or tap here to enter text. | |
| Address (including postcode): | Click or tap here to enter text. | |
| Email address: | Click or tap here to enter text. | |
| Daytime telephone number: | Click or tap here to enter text. | |
| Position/Relationship to you: | Click or tap here to enter text. | |
| Did this role involve working with children, young people and/or vulnerable adults? | | Choose an item. |
| Name of second referee: | Click or tap here to enter text. | |
| Address (including postcode): | Click or tap here to enter text. | |
| Email address: | Click or tap here to enter text. | |
| Daytime telephone number: | Click or tap here to enter text. | |
| Position/Relationship to you: | Click or tap here to enter text. | |
| Did this role involve working with children, young people and/or vulnerable adults? | | Choose an item. |

|  |  |  |
| --- | --- | --- |
| **Disclosure of interest** | | |
| Have you ever received a redundancy payment or pension from a local authority? | | Choose an item. |
| If yes, please give details including month and year: | Click or tap here to enter text. | |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (eg needing a work permit or visa)? | | Choose an item. |
| If yes, please give details: | Click or tap here to enter text. | |
| The role information supplied will say if this post requires travel and, if so, you will need access to transport and/or a full current UK driving licence. | | |
| If needed, do you have access to transport? | | Choose an item. |
| If needed, do you have a current full UK driving licence? | | Choose an item. |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? | | Choose an item. |
| If no, please give details of your other role and the days/hours you work: | Click or tap here to enter text. | |
| Canvassing of our employees, Governors, Directors or Members, directly or indirectly, for any appointment will disqualify your application. Also if you fail to declare any relationship with an employee, governor, director or member your application may be disqualified and, if appointed, you may be dismissed without notice. | | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current Kernow Learning employee, governor, director or member? | | Choose an item. |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? | | Choose an item. |
| If yes, please give details: | Click or tap here to enter text. | |
| Have you ever been the subject of a formal disciplinary procedure or have you ever been dismissed from any previous employment? | | Choose an item. |
| If yes, please give details: | Click or tap here to enter text. | |
| This information is required, including that related to warning regarded as ‘spent’ in order to ensure safe recruitment and to meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Please note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. | | |

|  |
| --- |
| **Protecting your personal information** |
| Details of how we use and store the personal information that you have supplied with your application can be found in the ‘privacy notice’ attached to this form |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your declaration** | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. I confirm that I am entitled to live and work in the UK and, if this application is successful, I undertake to produce appropriate documentary evidence to prove this prior to commencing work with the Trust. I am willing for this data to be held and processed by Kernow Learning and to be verified by third parties, including previous employers. | | | |
| Applicant’s signature: |  | Date: | Click or tap to enter a date. |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made | | | |

**Logo

Description automatically generated**

**APPENDIX 1**

I can confirm that I am happy for KERNOW LEARNING to contact my previous employer/s to obtain written references.

I understand that I can withdraw my consent at any time by contacting the HR Manager on [hr@kernowlearning.co.uk](mailto:hr@kernowlearning.co.uk) or 01637 303106.

Name: -----------------------------------------------------

Signature: -----------------------------------------------------

Job Title: -----------------------------------------------------

Date: -----------------------------------------------------

**Please send this form to the address contained within the advertisement.**

# Recruitment Privacy Notice

Policy Statement

As part of your application to join Kernow Learning, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

*Up to and including shortlisting stage:*

* your name and contact details (i.e. address, home and mobile phone numbers, email address);
* details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
* your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
* information regarding your criminal record;
* details of your referees;
* whether you are related to any member of our workforce; and
* details of any support or assistance you may need to assist you at the interview because of a disability.

*Following shortlisting stage, and prior to making a final decision*

* information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
  + confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
  + information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
  + your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
  + medical check to indicate fitness to work;\*
  + a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
  + if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
  + equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

* to assess your suitability for the role you are applying for;
* to take steps to enter into a contract with you;
* to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
* so that we are able to monitor applications for posts in the [Trust/Academy/School] to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

David Houghton (Data Protection Officer), Email: [info@kernowlearning.co.uk](mailto:info@kernowlearning.co.uk)

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

* Object to the processing of their personal data
* Have inaccurate or incomplete personal data about them rectified
* Restrict processing of their personal data
* Object to the making of decisions about them taken by automated means
* Have your data transferred to another organisation
* Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact David Houghton (Data Protection Officer)

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner’s Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Email: [info@kernowlearning.co.uk](mailto:info@kernowlearning.co.uk)