

**Application for employment**

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| --- | --- |
| **Applicant’s name:** |  |
| **Title of post applied for:** |  |
| **School name:** |  |
| **School address:** | Somerset Road  Salisbury  Wiltshire  SP1 3BL |

**Please read Privacy Notice and Guidance for Completion of Application Form.**

# **Privacy Notice – New Applicants (Recruitment)**

## **Background**

Somerset Road Education Trust (SRET) is committed to ensuring your personal data is protected in accordance with the Data Protection Act 2018. This privacy notice describes how SRET, the data controller, collects, uses and protects information relating to the recruitment of staff and volunteers.

## **How we collect your information**

The information we collect is from your application form, references from third parties, DBS and where applicable any relevant medical information.

## **The type of information we hold**

This information may include name, address, contact telephone numbers, email address, passport details, education and work history, qualifications and personal sensitive information such as medical information, ethnic group, convictions and cautions.

## **How we use your information**

We process personal data relating to those who apply for job vacancies at SRET for the legitimate business interest of recruiting suitable staff and volunteers.

## **Who we will share your information with**

We will not share personal information about you with third parties without your consent. We will only share your personal information with those involved in the recruitment process at SRET.

## **Storing your information**

Your personal information will be stored on systems owned or operated by SRET and will only be stored inside the European Economic Area (EEA), or a country approved by the EU.

## **Retention**

Unsuccessful applicant data will be deleted after 6 months. Successful applicant data will be transferred to SRET HR files.

## **How you can access your information**

If you would like a copy of the information we hold about you, please email the Data Protection Officer at [dpo@sret.uk](mailto:dpo@sret.uk).

## **Your Rights**

You have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress;
* have inaccurate personal data rectified;
* request your information to be deleted or destroyed and if we can we will but sometimes we must maintain some records for legal reasons.

If you are not happy how we are using your information or how we have responded to your request, you have the right to complain to the Information Commissioner’s Office at [www.ico.org.co.uk](http://www.ico.org.co.uk).

## **How we will tell you about future changes to this Privacy Notice**

Any changes we make to our privacy notice will be communicated via our website.

## **How to contact us**

If you have any questions or concerns about our use of your personal information, please email the Data Protection Officer at [dpo@sret.uk](mailto:dpo@sret.uk).

**Guidance for completion of the application for employment form**

This information has been compiled to assist you in the completion of the application form. Please remember the application form is an essential part of our selection process, and the information you give will assist in selecting a shortlist of candidates for interview. It is therefore important that you complete the application form in full. If you wish to complete it by hand, please use black ink.

**Completing your application form:**

* **Read** through the information you have been sent and in particular study the advertisement, job description and person specification.
* **Complete** all of the sections as fully as possible. If any information requested is not applicable to you then please state this in the relevant section.
* **Curriculum Vitae (CV**) – **Please do not enclose a CV.** You are asked to complete the application form in full. It is acceptable to provide additional information in support of your application in the relevant section of this form, but this should be relevant to the job you are applying for.

**Return your form:** Please return to the address given in the supporting information. All applications received are handled in accordance with the requirements of the GDPR and DPA (2018).

**Commitment to disabled people:** Disabled applicants can face additional challenges to gaining employment and we are committed to promoting employment opportunities for people with disabilities.

**Support and assistance**: We also aim to ensure that our recruitment process is flexible and supportive to individual needs so please contact the school to which you are applying if you need any assistance in completing the application form or if you need information in an alternative format.

**Definition of disability**: Under the Equality Act 2010 a person has a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to-day activities.

* **Impairment**: A disability can arise from a wide range of impairments including: mental illness, learning disabilities, deaf and hard of hearing, sight impairments, diabetes, dyslexia, heart conditions, etc.
* **Substantial**: This is something more than minor or trivial and beyond normal differences in ability which may exist among people.
* **Long-term adverse effect**: The effect must be a detrimental one and is long-term if it has lasted or is likely to last for at least 12 months or for the rest of a person’s life. If the effect is likely to recur beyond 12 months, it is treated as long term.
* **Normal day-to-day activities**: These are activities carried out by most people on a fairly regular and frequent basis. They do not include specialised activities which are normal only for a particular person or a group of people.
* **Progressive conditions**: This applies to conditions which will increase in severity over time and are medically diagnosed as likely to have a substantial adverse effect on the ability to carry our normal day-to-day activities before they actually have this effect. Examples include muscular dystrophy, systemic lupus erythematosus (SLE), various types of dementia and motor neurone disease. A person who has cancer, HIV infection or multiple sclerosis (MS) will automatically be considered disabled under the Act. Those officially certified as blind or sight impaired by a consultant ophthalmologist may also automatically be covered.
* **Past disabilities**: The Equality Act 2010 also covers people who have had a disability in the past.

**Commitment to safeguarding of children and young people:**

The post for which you are applying gives substantial access to children. Somerset Road Education Trust is committed to safeguarding and promoting the welfare of children and young people and all staff working with children and young people are expected to share a commitment to this.

You will be expected to report any concerns about the safeguarding of children and/or young people in accordance with the agreed procedures.

Successful applicants will be required, as part of their role, to attend regular safeguarding training relevant to the role.

If your conduct in relation to the safeguarding of children or young people gives cause for concern, **the Trust’s agreed child protection procedures will be followed alongside** the MAT’s disciplinary procedure.

References will be sought prior to interview and we will ask about your performance and conduct, including any disciplinary action taken and/or allegations/issues relating to children and young people in order that your suitability to work with children/young people can be assessed.

**Employment is conditional upon the results of an enhanced Disclosure and Barring Service (DBS) check (with a barred list check) which will indicate your suitability to work with children. Additionally, if you meet the criteria, you must also complete and sign a declaration of disqualification under the Childcare Act 2006 form.**

**Applications for teaching roles will involve a check of the Teaching Council's Prohibition List, to ensure they are not subject to a prohibition order issued by the Secretary of State.**

1. **PERSONAL DETAILS**

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| **First name:** |  |
| **Surname:** |  |
| **Preferred title:** |  |
| **Previous surname/s:** |  |
| **If you prefer to be called by a name other than the one listed above, please specify:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Home telephone:** |  |
| **Mobile telephone:** |  |
| **Email address:** |  |

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| --- | --- |
| **Professional registration / membership of professional body details:** | |
| Teacher registration number: | Other registration number/s if applicable: |

1. **NEWLY QUALIFIED TEACHERS – POST MAY 1999**

To be completed by NQT’s only. Please give details of your induction year and whether this was completed in full (if not applicable go to section 3.)

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1. **EDUCATION AND QUALIFICATIONS OBTAINED**

Please include all public examinations passed, including GCSE, NVQ/GNVQ and ‘A’ Levels (or equivalents). For degrees, please specify class and division and whether honours or not.

For professional teaching qualifications please state the age-range/subject(s) you are trained to teach. If qualified teaching status was gained overseas please indicate whether this qualification is recognised in the UK. (Your employer will verify this with the NCTL, as part of their commitment to safer recruitment practices. A non UK employee may be required to provide a letter of good conduct from their originating police authority.)

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| --- | --- | --- | --- | --- | --- |
| **Name and address of school, college, university attended** | **Dates** | | **Qualification** | **Main subjects** | **Grade/**  **class** |
| **From** | **To** |
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1. **OTHER AWARDS, TRAINING AND COURSES ATTENDED IN THE LAST FOUR YEARS**

(Please include evidence of continuing professional development and include details of any child protection/safeguarding training)

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| --- | --- | --- | --- |
| **College, education centre or institution** | **Dates** | | **Award/course title and qualification** |
| **From** | **To** |
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1. **EMPLOYMENT HISTORY**

Please note that under Keeping Children Safe in Education 2018 we may contact any of your previous employers for a reference, before interview. We will seek details of any performance, conduct and disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people, including any where the disciplinary sanction has expired. Please let us know if you do not want us to contact your present employer for a reference prior to interview.

If you are applying for a teaching post and are not currently employed as a teacher, please provide details of the school, college or local authority where you were most recently employed. (Keeping Children Safe in Education, 2018)

**Please ensure all periods of time are accounted for and any gaps in employment since leaving education are evidenced. Please include any volunteering roles.**

If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor.

**CURRENT AND PREVIOUS EMPLOYMENT (most recent first)**

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| --- | --- | --- | --- |
| **Employer:** |  | **Dates**  **(month & year)** | |
| **Contact name for reference:** |  | **From** | **To** |
| **Full Address:** |  |  |  |
| **Post code:** |  |
| **Employer’s email address** |  |
| **Job Title:** |  |
| **Salary:** |  | **Reason for leaving** | |
| **Main duties** | |  | |

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| --- | --- | --- | --- |
| **Employer:** |  | **Dates**  **(month & year)** | |
| **Contact name for reference:** |  | **From** | **To** |
| **Full Address:** |  |  |  |
| **Post code:** |  |
| **Employer’s email address** |  |
| **Job Title:** |  |
| **Salary:** |  | **Reason for leaving** | |
| **Main duties** | |  | |

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| --- | --- | --- | --- |
| **Employer:** |  | **Dates**  **(month & year)** | |
| **Contact name for reference:** |  | **From** | **To** |
| **Full Address:** |  |  |  |
| **Post code:** |  |
| **Employer’s email address** |  |
| **Job Title:** |  |
| **Salary:** |  | **Reason for leaving** | |
| **Main duties** | |  | |

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| --- | --- | --- | --- |
| **Employer:** |  | **Dates**  **(month & year)** | |
| **Contact name for reference:** |  | **From** | **To** |
| **Full Address:** |  |  |  |
| **Post code:** |  |
| **Employer’s email address** |  |
| **Job Title:** |  |
| **Salary:** |  | **Reason for leaving** | |
| **Main duties** | |  | |

Continue on a separate sheet if necessary - we require details of your complete employment history.

1. **PROFESSIONAL MEMBERSHIP**

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| Please give details of membership of any professional bodies including dates: |

1. **ADDITIONAL INFORMATION**

Any information you provide will be used in the assessment of your suitability for this post. Please describe in more detail any experience, skills, etc, you have which are relevant to this job (referring to the person specification for this post). Please give your reasons for applying for this post.

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| Continue on a separate sheet if necessary (box will expand if completing this electronically) |

1. **Disability and Accessibility**

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| Whilst you do not have to declare a disability here, Somerset Road Education Trust is committed to promoting employment opportunities for disabled people, who can face additional challenges to gaining employment. The trust may operate the double tick symbol or works within it principles, which means that they may offer a guaranteed interview to any person who details a disability, and meets the minimum or essential criteria for the vacancy.  Do you consider yourself to have a disability? Yes No  (please see the guidelines for completing the application form)  Please indicate if you need any particular arrangements or modifications to assist you in attending the interview.  e P |

1. **PERSONAL REFEREE**

References will be sought from your current and previous employer(s) when available. However, when these are not available, or when you have a limited employment history, we may seek a reference from a personal referee. For this purpose, please state the name and address of a person whom you have known for at least three years and who may be approached for a reference prior to interview.

**Do not quote your current or previous head teacher/employer in this section. It is important that you make this person aware of the possibility that they will be asked to supply a reference.**

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| --- | --- | --- | --- |
| Name and position /profession | Address | Telephone number and email address | Capacity in which you are known to this person |
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1. **DISCLOUSRE AND BARRING AND RECRUITMENT CHECKS**

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| The trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations.  It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.  **Do you have a DBS certificate?:** ☐Yes ☐No Date of check:  If you’ve lived or worked outside of the UK in the last 5 years the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** ☐Yes ☐No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Any convictions listed on a DBS check will be considered on a case-by-case basis. |

1. **ADDITIONAL INFORMATION**

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| --- | --- | --- |
|  | **Yes** | **No** |
| Do you have a valid UK/European driver’s licence? |  |  |
| Do you have regular access to the use of a car, if this post involves travel? |  |  |
| Do you have another means of getting to work/client locations if the role is a mobile one? |  |  |
| Do you require a work permit? |  |  |
| Are you currently volunteering in this or another school or academy? |  |  |
| Do you require an employment of children’s work permit? (Children 16 or under need such a permit until the last Friday of June of their school year 11) |  |  |
| Are you related to or closely acquainted with another employee, Trustee or Governor at the school? |  |  |
| If yes, please give name and position. |  | |
| The working time regulations place a maximum limit on weekly hours worked. Will you continue in any other employment, should you be offered this appointment? |  |  |
| * If yes, how many hours per week? |  | |
| * In what capacity? |  | |

Please note:

* Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed.
* Canvassing of directors or school governors, directly or indirectly, will disqualify your application.
* The appointment is subject to satisfactory evidence of your medical fitness and the results of a ‘disclosure’ from the Disclosure and Barring Service, where applicable**.**
* The information you supply will be used by the Trust for the purpose of administration in relation to prospective, current and past staff. If your application is successful, some of the information will be used to compile your personal file. It may be used and shared with other designated bodies administering public funds, for the prevention and detection of fraud.
* Following receipt of your application for this post consideration will be given to all applicants and shortlisted candidates will be contacted.

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| **Please sign and date to confirm that the information given on this form is accurate** |
| Name (please print):  Signature:  Date: |