



## Non-Teaching Staff Application Form

**APPLICATION FOR POST OF:**

### APPLICANT PERSONAL DETAILS:

Surname:

Christian name(s)/forename(s):

Title: (Mr/Mrs/Ms/Miss/Dr/Rev):

Address:

Email Address:

Home telephone number:

Work telephone number:

Mobile telephone number:

DfES reference number:

Date of qualification as a teacher:

Do you require permission/sponsorship to work in the UK? ☐ Yes ☐ No

(NB The successful candidate will be required to provide proof of their right to live and work in the UK.)

### PRESENT POST:

| Job Title | Name and address of employer | Date Appointed | Grade and Annual Salary<br>(include any other remuneration or benefits) | Notice Period |
|-----------|------------------------------|----------------|-------------------------------------------------------------------------|---------------|
|           |                              |                |                                                                         |               |

**PREVIOUS EMPLOYMENT** (PLEASE START WITH MOST RECENT AND CONTINUE ON A SEPARATE SHEET IF NECESSARY):

| Name of Employer | Job Title | From | To | Grade and Salary<br>(state if part-time) | Reason for Leaving |
|------------------|-----------|------|----|------------------------------------------|--------------------|
|                  |           |      |    |                                          |                    |
|                  |           |      |    |                                          |                    |
|                  |           |      |    |                                          |                    |
|                  |           |      |    |                                          |                    |

Please give details of any gaps in your employment history:

**CURRENT EMPLOYMENT DETAILS:**

Please give details of your duties and responsibilities in your present or last employment

**EDUCATION:**

Please list all Training and Qualifications, Schools, Colleges or Universities attended with dates. Including GCSE, GCE, O/A level or equivalent, and participation in courses whether or not they result in a formal qualification. Use additional sheet if necessary.

| Education, Colleges or University Name | Qualifications and certificates obtained. |      |       |
|----------------------------------------|-------------------------------------------|------|-------|
|                                        | Subject and Qualification                 | Date | Grade |
|                                        |                                           |      |       |
|                                        |                                           |      |       |
|                                        |                                           |      |       |
|                                        |                                           |      |       |

**MEMBERSHIP TO PROFESSIONAL BODIES:**

Please give grade of membership and date, also state whether membership was gained by examination

**PERSONAL STATEMENT:**

This application form is an important part of our selection procedure. Please state your reasons for applying for this post and why you would be the best candidate for this position, emphasising any points which you consider relevant to your application. Continue on a separate sheet if necessary.

|  |
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|--|

**REFEREES:**

Please provide the details of two people who are able to comment on your suitability for this post.

**One should be your present employer.**

|                                                                                                                             |                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 1)<br>Name:<br><br><br><br><br><br><br><br><br><br>                                                                         | 2)<br>Name:<br><br><br><br><br><br><br><br><br><br>                                                                         |
| Position:<br><br><br><br><br><br><br><br><br><br>                                                                           | Position:<br><br><br><br><br><br><br><br><br><br>                                                                           |
| Address:<br><br><br><br><br><br><br><br><br><br>                                                                            | Address:<br><br><br><br><br><br><br><br><br><br>                                                                            |
| Email address:<br><br><br><br><br><br><br><br><br><br>                                                                      | Email address:<br><br><br><br><br><br><br><br><br><br>                                                                      |
| Telephone no.:<br><br><br><br><br><br><br><br><br><br>                                                                      | Telephone no.:<br><br><br><br><br><br><br><br><br><br>                                                                      |
| I consent to this reference being requested before interview.    Yes: <input type="checkbox"/> No: <input type="checkbox"/> | I consent to this reference being requested before interview.    Yes: <input type="checkbox"/> No: <input type="checkbox"/> |

**It is normal practice to take up references on shortlisted candidates prior to interview.**  
This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

**REFERENCE DECLARATION:**

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are 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.
- All formal time-limited capability warnings which have not passed the expiration date.
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns.
- Details of any child protection concerns, and if so, the outcome of any enquiry
- 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.

By signing the below I consent to my named referees being contacted in accordance with the above.

Signature:

Date:

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

**OTHER INFORMATION:**

Please state where you learned of this vacancy:

☐ Trust Website   ☐ Educator Job Finder   ☐ Gov.UK   ☐ Other: \_\_\_\_\_

Are you, to your knowledge, related to any member of the Governing Body or any holder of senior office in the school?   ☐ Yes   ☐ No

If yes, please state the person(s) and relationship(s):

Do you have any outstanding holiday commitments and if so when:

Do you have:

**a)** A full current driving licence? ☐ Yes ☐ No    **b)** A car you can use for work? ☐ Yes ☐ No

Are you licensed to drive any of the following (please delete those you are not licensed to drive):

Private Car only / Motor Bike / HGV / PSV / other (please give details):

#### **REHABILITATION OF OFFENDERS ACT 1974**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered 'spent' under the terms of the Act. Changes to the legislation in 2013, however, mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant, you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**I agree that the appropriate enquiry may be made to the DBS** ☐

#### **STATEMENT**

To the best of my knowledge and belief the information contained in this form is accurate.

Signature:

Date:

Before signing this form please check that every section has been completed. Candidates are invited to support their application with a brief letter. This form and your covering letter should be returned as instructed in the "How to Apply" details of the post.

You are reminded that this is an application form for a post, and that the employer is the Diocese of Norwich Education Academies Trust.

Signature:

Date:

## Online searches

As part of the recruitment process, online searches may be carried out including, but not limited to, the candidate's social media pages and online presence. Candidates will not need to provide log in details as employers will use information available publicly online.

**I acknowledge that the employer may search online for any of my publicly available information. ☐**

The particulars contained in my application are correct and I understand that failure to complete this form accurately and honestly may adversely affect any contract of employment made with me.

|            |  |
|------------|--|
| Signature: |  |
| Date:      |  |

Please send this completed application form, together with any other relevant documentation to the addressee detailed in the advert.

## PRIVACY NOTICE FOR ALL JOB APPLICANTS

As part of any recruitment process, the Trust collects and processes personal data relating to job applicants.

The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the GDPR and DPA.

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, before, during and after a job application process.

### What information does the Trust collect?

The Trust collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration;
- whether or not you have a disability for which the Trust needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Trust collects this information in a variety of ways. For example, data might be contained in our online portal, application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Trust will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The Trust will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## **Why does the Trust process personal data?**

The Trust needs to process data to take steps at your request as a part of the job application process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Trust processes personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims. The Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The Trust collects and uses your information under the following lawful bases:

- a. where we have the consent of the data subject (Article 6 (a));
- b. where it is necessary for the performance of a contract with the data subject (Article 6 (b));
- c. where it is necessary for compliance with a legal obligation (Article 6 (c));
- d. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).

Where the Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. As an educational provider the Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. We will only process it where:

- a. we have explicit consent;
- b. processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement. In addition, the processing satisfies the requirements of Schedule 1 Part 1 of the DPA and / or
- c. processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. In addition, the processing satisfies one of the requirements of 1 Part 2 of the DPA.

The Trust will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR department, interviewers involved in the recruitment process, managers in the department with a vacancy, and IT staff if access to the data is necessary for the performance of their roles.

The Trust will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

## **How does the Trust protect data?**



The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the Trust keep data?**

If your application for employment is unsuccessful, the Trust will hold your data on file for six months after the end of the relevant recruitment process. If you wish the Trust to retain your details in relation to future opportunities, it will only do so with your consent.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. For further details, please see the Trust's Document Management and Retention Policy.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Trust to change incorrect or incomplete data;
- require the Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Trust is relying on performance of a task in the public interest as the legal ground for processing; and
- ask the Trust to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Trust's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Trust's Data Protection Officer Hannah Monk by writing to Diocese of Norwich Education Services Company, Orchard House, Hall Lane, East Tuddenham, Norfolk, NR20 3LR or emailing [hannah.monk@donesc.org](mailto:hannah.monk@donesc.org) and inserting 'subject access request' in the subject box.

If you believe that the Trust has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly or at all.

## Equal Opportunities Monitoring

To help us check that we are employing people fairly, please tick the appropriate sections below.

|                                 |                               |                |
|---------------------------------|-------------------------------|----------------|
| Female <input type="checkbox"/> | Male <input type="checkbox"/> | Date of Birth: |
|---------------------------------|-------------------------------|----------------|

Do you consider your ethnic origin to be:

| White                      |                          | Multi/Mixed                  |                          | Black                      |                          |
|----------------------------|--------------------------|------------------------------|--------------------------|----------------------------|--------------------------|
| English                    | <input type="checkbox"/> | White and Black Caribbean    | <input type="checkbox"/> | Black British              | <input type="checkbox"/> |
| Welsh                      | <input type="checkbox"/> | White and Black African      | <input type="checkbox"/> | Caribbean                  | <input type="checkbox"/> |
| Scottish                   | <input type="checkbox"/> | White and Asian              | <input type="checkbox"/> | African                    | <input type="checkbox"/> |
| Northern Irish             | <input type="checkbox"/> | White and Chinese/Vietnamese | <input type="checkbox"/> | Prefer not to say          | <input type="checkbox"/> |
| Prefer not to say          | <input type="checkbox"/> | White and Other              | <input type="checkbox"/> | Any other black background | <input type="checkbox"/> |
| Any other white background | <input type="checkbox"/> | Prefer not to say            | <input type="checkbox"/> |                            |                          |
|                            |                          | Any other mixed background   | <input type="checkbox"/> |                            |                          |

| Asian                      |                          | Any other ethnic group |                          | Prefer not to say |                          |
|----------------------------|--------------------------|------------------------|--------------------------|-------------------|--------------------------|
| Asian British              | <input type="checkbox"/> | Chinese / Vietnamese   | <input type="checkbox"/> |                   | <input type="checkbox"/> |
| Indian                     | <input type="checkbox"/> | Cypriot Greek          | <input type="checkbox"/> |                   |                          |
| Pakistani                  | <input type="checkbox"/> | Cypriot Turkish        | <input type="checkbox"/> |                   |                          |
| Bangladeshi                | <input type="checkbox"/> | Cypriot Other          | <input type="checkbox"/> |                   |                          |
| Any other Asian Background | <input type="checkbox"/> | Any other ethnic group | <input type="checkbox"/> |                   |                          |

Do you consider yourself to have a disability: ☐

If yes, please state nature of disability:

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process:

*The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities"*