

Post applied for		
Vacancy No.	School	
PERSONAL DETAILS		
Surname:	First name(s):	
Former or changed name(s):		
Date of Birth:	Current Address:	
National Insurance Number:		
Home Tel:		
Work Tel:		
Email:		Post Code:
Do you consider yourself to have a disability?		Yes / No
Please tell us about any reasonable adjustment you need to help you with your employment application. (If you are appointed to the post, we will also ask you at that stage about any reasonable adjustments you may need to help you do the job for which you are applying.)		
If you are applying for a post open to job share please indicate how you wish to work by circling one of the following:		
FULL TIME ONLY	JOB SHARE ONLY	EITHER
RELATIONSHIPS & CANVASSING		
Please declare below any family or close relationship with an existing employee, trustee. Please refer to guidance notes.		
CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS		
CURRENT OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER		
Employer's name	Position held	
Employer's address	Date started	
	Date finished	
	Reason for leaving	
	Other Benefits	
Salary		
Brief description of duties, responsibilities etc		

ACTION FOR EQUALITY

Hadrian Learning Trust aims to ensure that no job applicant or employee receives less favourable treatment than another based on any of the protected characteristics in the Equality Act 2010 or any other factor unrelated to the requirements of the job and which are not restricted by legislation. We operate a guaranteed interview scheme for disabled applicants who meet the essential criteria in the person specification.



SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding children and young people and expect all staff and volunteers to share this commitment.

ALL PREVIOUS EMPLOYMENT - since leaving school, including voluntary work. Please list most recent first.

[illegible]

EDUCATION, VOCATIONAL TRAINING AND QUALIFICATIONS relevant to the position. Please list most recent first

[illegible]

MEMBERSHIP OF PROFESSIONAL BODIES – relevant to the position applied for

Name of Professional Body	Reference/Membership Number

FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION (please refer to guidance notes)

[illegible]

OTHER RELEVANT ACHIEVEMENTS (e.g. leisure interests and hobbies)

REFERENCES

Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. If you are not currently working with children and young people, you must include a referee from the last employment you had working with children (if any). Please note that requests not to contact the referee prior to interview may affect whether you will be shortlisted for a job working with children as statutory guidance is that references should be taken up before interview. References from friends or purely social acquaintances are unacceptable.

1

Name
Position
Relationship
Address
Postcode
Telephone No.
Email address:
Permission to contact prior to interview Yes/No

2

Name
Position
Relationship
Address
Postcode
Telephone No.
Email address:
Permission to contact prior to interview Yes/No

CRIMINAL RECORDS

Having a criminal conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant. The job information pack sent to you with this application form will contain more information including a Criminal Records Disclosure Form for you to return with this application form. The successful candidate will be required to produce a Disclosure and Barring Service (DBS) criminal records certificate and any offer of appointment will be conditional upon this being judged satisfactory by the Appointing Officer.

Please check and sign the statement below (noting that it is a criminal offence for anyone on the Children's Barred List to apply for a job that involves "regulated activity"):

I confirm that I am not on the Children's Barred List as being barred from working with children, I am not subject to sanctions imposed by a regulatory body and I have completed and returned the Criminal Records Declaration Form.

SIGNED..... **DATE**.....

DECLARATIONS

I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 1998 and GDPR regulations of May 2018, for Hadrian Learning Trust and the Board of Trustees of the Academy to retain and to make reasonable use of the personal information I have provided in connection with fulfilling the trust's legal responsibilities, its employment policies, procedures and practices.

SIGNED..... **DATE**.....

FURTHER INFORMATION

- Please note that if you are not notified in writing within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion and your application has been deleted / destroyed.
- If shortlisted, and attend interview, HLT will retain all information relating to the recruitment process for a period of 12 months after which time all information will be deleted / destroyed.
- Please tick this box only if you are happy for a representative of HLT to contact you within three months of submitting the application to the Trust if a further suitable alternative vacancy arises. ☐ ('Yes' is indicated by a ticked box)

Please note that consent for the use of, and retention of data, except in the execution of HLT legal duties can be withdrawn at any time by contacting rstokes@gehs.net or calling 01434 610300, and asking for the data protection officer.

Please sign below to indicate that you have read and understood the statements.

SIGNED..... **DATE**.....

Hadrian Learning Trust

Criminal Records Declaration Form

You must fill in the information below and return this form with your application form. Please refer to the attached guidance notes and policy statement first.

Applicants must complete EITHER Box A OR B. All applicants should complete Box C.

Academy Name		Full Name	
School Name		Position applied for	

Box A: Complete this box if you have never had a conviction, caution, reprimand or warning OR any conviction, caution, reprimand or warning you have will not appear on your Disclosure and Barring Service certificate of criminal record, as defined in the Guidance Notes below. Note some offences will always appear on a DBS certificate.

I HAVE NO CONVICTIONS, CAUTIONS, REPRIMANDS OR WARNINGS.

I confirm that the details shown above are an accurate record of the information that will appear on my Disclosure and Barring Service Certificate and understand this will be discussed with the Appointing Officer/Panel if I am invited to an interview.

Signature..... (Applicant) Date / /

Box B: Complete this box to record details of any conviction, caution, reprimand or warning you have that will appear on your Disclosure and Barring Service certificate of criminal record, as defined in the Guidance Notes below. Note some offences will always appear on a DBS certificate.

I HAVE THE FOLLOWING CONVICTIONS, CAUTIONS, REPRIMANDS AND/OR WARNINGS:

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.....

.....

.....

.....

I confirm that the details shown above are an accurate record of the information that will appear on my Disclosure and Barring Service Certificate and understand this will be discussed with the Appointing Officer/Panel if I am invited to an interview.

Signature..... (Applicant) Date / /

Box C: All applicants should complete this box.

1. Do you already have an Enhanced Disclosure and Barring Service Certificate for working with children or children and adults?
YES/NO
2. Was this certificate issued to you on or after 17 June 2013?
YES/NO
3. Are you currently registered with the DBS Update Service?
YES/NO

Answer this question only if the answer to ALL THREE questions above is YES: Do you give your permission for the Appointing Officer to carry out a status check with the DBS to confirm that your DBS certificate is up-to-date?

YES/NO

Signature..... (Applicant) Date / /

For completion by the Appointing Officer:

OVERSEAS ADDRESS CHECK – if applicable

APPLICANT NOTIFIED AND OBTAINING RELEVANT CHECK – YES / NO
COUNTRY / COUNTRIES RELEVANT CHECK REQUIRED FROM:

As Appointing Officer I have discussed with the applicant any details, as recorded above, that might appear on their DBS Certificate, in accordance with the Criminal Records Code of Practice.

Printed Name of Appointing Officer	Position
Signature	Date

How do I know whether any conviction, caution, reprimand or warning I have received must be declared in Box B?

As part of the safer recruitment process applicants are required to disclose relevant criminal offences prior to interview. The law no longer requires all convictions and cautions to be disclosed as some old and minor convictions are filtered out and no longer appear on an applicant's DBS certificate of criminal record. If the conviction or caution will no longer appear on the DBS certificate then you are not required to disclose it in Box B above and we are not entitled to ask you about it.

The following will no longer appear on a DBS certificate:

- **For those 18 or over at the time of the offence:**

An adult conviction will be removed from a DBS criminal record certificate if:

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

- **For those under 18 at the time of the offence:**

The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years.
The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

The following will always appear on a DBS certificate:

Any convictions, cautions, reprimands or warnings in relation to serious offences including sexual offending, violent offending and/or safeguarding must be disclosed in Box B. An indicative list of those offences is available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>. This is not the complete list as the legislation also extends to cover similar offences committed under the law of Scotland and Northern Ireland or under laws relevant to the armed services.

OVERSEAS CHECKS

If you receive a DBS disclosure from an applicant who has lived abroad within their 10 year address history, the applicant must be able to produce a criminal background check for the period concerned. Addresses for Foreign Embassies within the UK can be found by using the link below:
<https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>

Policy Statement - Criminal Records Declaration Form

Statement of commitment to safeguarding children and young people

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

Why we need you to declare your criminal convictions and other related information

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, warnings and bind-overs, unless they are regarded as 'spent', as described in the Guidance Notes above, must be declared. Some offences are regarded as never being spent for jobs working with children.

We therefore ask you to complete the Criminal Records Declaration Form as fully as possible and return it with your application form. The only people who will see the information will be those directly involved in the recruitment process. All information will be handled in accordance with our Criminal Records Code of Practice. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS), unless you have an existing certificate on the right level and type for the post you have applied for and are registered with the DBS Update Service.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offences, as set out in our Criminal Records Code of Practice. We also comply with the Disclosure and Barring Service's Code of Practice, which is available on their website at <https://www.gov.uk/government/publications/dbs-code-of-practice>

We ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences.

What will happen before interview if you are short-listed

Other than in exceptional circumstances, we will take up detailed references from your current and previous employers before you are invited for interview. If you have worked with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children. We will also ask if you have been the subject of any child protection allegations or concerns and if so, the outcome of any investigation and how the matter was resolved, however your employer should not disclose cases in which an allegation of abuse was proven to be false, unsubstantiated, unfounded or malicious.

What will happen at the interview stage

If you are invited for interview, we shall assess issues relating to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

We will also ask you to confirm that you have correctly completed the Criminal Records Declaration Form and discuss with you any information that you have declared.

What will happen if you are offered the post

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK and your qualifications. We will ask you to complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service, unless we have agreed to accept a previous certificate issued and carried out a status check using the DBS Update Service which has confirmed there is no additional information available since the certificate was issued.

We will also check:

- whether you are barred from working with children in a regulated activity, where relevant. It is a criminal offence for someone who appears on the Children's Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
- your Qualified Teacher Learning and Skills (QTLS) status with the Institute for Learning, if relevant; and
- that you are medically fit to undertake the role.

False Information

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

Updated: September 2013

Hadrian Learning Trust Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, HLT collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

HLT 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, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

HLT may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. In line with safer recruitment practices we will seek information from third parties only once you have been shortlisted for interview and will seek consent from you to contact your references at this stage via the HLT application form.

Storage of data

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 HLT process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with legal requirements, including safeguarding obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts and for all perspective employees to obtain a certificate from the Disclosure and Baring Service prior to commencing employment with the trust.

HLT has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

We may also need to process data from job applicants to respond to and defend against legal claims. HLT may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful at shortlisting stage, HLT will keep your personal data on file for three months in case there are future employment opportunities for which you may be suited. We will ask for your consent to keep your data for this purpose and you are free to withdraw your consent at any time by emailing rstokes@gehs.net.

If you are shortlisted for interview and are unsuccessful at the interview stage then all information pertaining to the recruitment process will be retained on file for 12 months after which point all personal data will be removed and destroyed.

Who has access to data?

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

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, the disclosure and barring service and occupational health services to obtain necessary pre-employment checks.

How does HLT protect data?

We take the security of your data seriously. We have 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 HLT keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

We will seek consent from you via the application form to allow HLT within 3 months of interview to contact you for consideration for alternative future employment opportunities within the trust. You may withdraw your consent to this at any time by contacting rstokes@gehs.net.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained for the duration of your employment within the trust.

On leaving the trust, your file will be transferred to a paper and electronic archive for a retention period in compliance with GDPR, safeguarding and legal requirements. The periods for which your data is held is found in the new privacy notice.

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 organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where HLT is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Rachael Stokes at rstokes@gehs.net. If you believe that the organisation has not complied with your data protection rights, you can complain to the data protection officer, Eleanor Simpson at esimpson@gehs.net.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to HLT during the recruitment process. However, failure to do so may result in HLT not being able to process your application properly, or, at all. In this case you will be informed of the reasons for failure in processing.