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| **Brookvale Groby Learning Campus - Application Form** | | | | | | | | | |
| Post Applied For: |  | | | | | Please indicate where you saw post advertised? TES/ETeach/Leics County Council Website or Other………………………………………………………………… | | | |
|  |  | | | | |  | | | |
| **Personal Details** | | | | | | | | | |
| Surname: | |  | | | Previous Name(s): | | |  | |
| Forename(s): | |  | | | Title: | | |  | |
| Address: | |  | | | | | | | |
| Home No: | |  | | | Mobile No: | | |  | |
| Which number are you happy to be contacted on? Home No: YES / NO Mobile No: YES / NO | | | | | | | | | |
| Email Address: | | |  | | | | | | |
| Teacher number (if applicable) | | |  | | | NI Number: | |  | |
|  | | | | | | | | | |
| **Present Employment (or most recent)** | | | | | | | | | |
| Post Title: | |  | | | | Date Appointed: | |  | |
| Employers Name: | |  | | | | | | | |
| Employers  Address: | |  | | | | | | | |
| Type of School: | |  | | | Age Range: | | | |  |
| Subjects(s) Taught: | |  | | | No. On Roll: | | | |  |
| Salary on Leaving: | |  | | | Allowances: | | | |  |
| Date Left (if applicable): | |  | | | Reason for Leaving: | | | |  |
| **Please tick this box if you have lived or worked outside the UK** | | | | | | | | | |
| **References**  **(One reference MUST be from your current or most recent employer)** | | | | | | | | | |
| Name: | |  | | Name: | | |  | | |
| Job Title: | |  | | Job Title: | | |  | | |
| Address: | |  | | Address: | | |  | | |
| Contact Number | |  | | Contact Number: | | |  | | |
| Email Address | |  | | Email Address: | | |  | | |
| Relationship to Applicant: | |  | | Relationship to Applicant: | | |  | | |
| Character references will not be accepted, referees **MUST** only be those who can comment authoritatively on your work.  **REFERENCES WILL BE SOURCED PRIOR TO INTERVIEW.** | | | | | | | | | |

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| **Previous Employment – Teaching & Non-Teaching Posts - starting with the most recent**  **(Please add more lines if required)** | | | | | | | | | |
| Dates: | | Employer’s Name & Address: | Post: | | | Salary (inc. allowances): | | Reason for leaving: | |
| From: | To: |
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| **Education** | | | | | | | | | |
| Dates: | | Establishment Name & Address: | | | | Qualifications: | | Grade: | |
| From: | To: |
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| **Membership of Professional Organisations** | | | | | | | | | |
| Dates of Membership: | | Professional Body / Organisation: | | | Membership Level:  Grade:  Duration: | | | | |
| From | To |
|  |  |  | | |  | | | | |
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| **Relevant Professional Development**  **(in the last 5 years)** | | | | | | | | | |
| Dates: | | Organising Body: | | Subject: | | | Grade: | | Duration: |
| From | To |
|  |  |  | |  | | |  | |  |
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| **Break in Previous Employment History**  **(if applicable)** | | | | | | | | | |
| Dates: | | Reason for break: | | | | | | | |
| From | To |
|  |  |  | | | | | | | |
|  |  |  | | | | | | | |
| **Summary of Experience, Skills, Knowledge & Competencies** | | | | | | | | | |
| Please outline your suitability for the role by referring to the person specification and providing evidence of impact and outcomes. (maximum of 2 pages): | | | | | | | | | |

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| **Summary of Experience, Skills, Knowledge & Competencies (continued)** |
| Continue on this page. |
| **Additional Information – Maximum of 500 Words (if required)** |
| Please detail any further information you feel is relevant to your application that has not already been covered on this application: |
|  |
| **Interview Arrangements** |
| Please indicate below any dates you would not be available for interview: |
|  |
| **Disability / Health Conditions** |
| The Equality Act 2010 defines disability as ‘A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.’  Do you consider yourself to be disabled? Yes/No |
| Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable an interview, or which you wish us to take into account when considering your application? |

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| **Data Protection Act** | |
| The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, if your application is unsuccessful, the form will be held for up to 6 months and then destroyed. | |
|  | |
| **Applicant Declaration** | |
| I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualifications or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced. By signing this form, I agree to the School/College/Academy using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information. | |
| I understand that if I do not tell you about any relationships with employees or governors at the School/College/Academy and this is discovered after appointment, I could be dismissed. | |
| The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.  I understand that if I am shortlisted for the position and do not tell you about any relevant unspent criminal convictions including adult cautions, reprimands, warnings or that I am under investigation or have pending prosecutions and this is discovered after appointment, I could be dismissed without notice. | |
| **I can produce the original documents of my qualifications at the interview.** | |
| **I understand that any canvassing, directly or indirectly, will be a disqualification.** | |
| **I understand I MUST provide documents proving eligibility to work in the UK, prior to confirmation of appointment.** | |
| **I am prepared to undergo a medical examination, prior to confirmation of appointment.** | |
| SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PRINT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |

**OFFICE ONLY – MUST BE REMOVED PRIOR TO SHORTLISTING**

**M**

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| **Equal Opportunities Monitoring Section** | | | | | | | |
| This School / College / Academy want to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The School / College / Academy needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information you provide will stay confidential and be stored securely. | | | | | | | |
| 1) How would you describe your ethnicity? | | | | | | | |
|  | a) White | | b) Mixed | | c) Asian & British Asian | | |
|  | □ British | | □ White & Black Caribbean | | □ Indian | | |
|  | □ Irish | | □ White & Black African | | □ Pakistani | | |
|  |  | | □ White & Asian | | □ Bangladeshi | | |
|  | □ Any other White background\* | | □ Any other mixed background\* | | □ Any other Asian background\* | | |
|  | \* please state below: | | \* please state below: | | \* please state below: | | |
|  |  |  |  |  |  |  |  |
|  | d) Black or Black British | | e) Chinese or other Ethnic Group | | f) Gypsy / Traveller | | |
|  | □ Caribbean | | □ Chinese | | □ Irish Traveller | | |
|  | □ African | |  | | □ Romany Gypsy | | |
|  | □ Any other Black background\* | | □ Any other Ethnic Group\* | | □ Any other Asian background\* | | |
|  | \* please state below: | | \* please state below: | | \* please state below: | | |
|  |  |  |  |  |  |  |  |
|  | | | | | | | |
|  | □ Prefer not to state | |  | |  | | |
|  | | |  | |  | | |
| 2) My sex is: | | |  | |  | | |
|  | □ Male | | □ Female | | □ Prefer not to state | | |
|  | | |  | |  | | |
| 3) My date of birth is: | | |  | | □ Prefer not to state | | |
|  | | | | | | | |
| 4) The Equality Act 2010 defines disability as “**‘**A physical or mental impairment which has a substantial and  long term adverse effect on the ability to carry out normal day-to-day activities” | | | | | | | |
| I consider myself to be: | | | | | | | |
|  | □ Disabled | | □ Non-Disabled | | □ Prefer not to state | | |
|  | | | | | | | |
| 5) My religion is: | | | | | | | |
|  | □ Buddhist | | □ Christian (all denominations) | | □ Hindu | | |
|  | □ Jewish | | □ Muslim | | □ Sikh | | |
|  | □ None | | □ Prefer not to state | | □ Other \* | | |
|  |  | |  | | \* please state below: | | |
|  | | | | | |  |  |
| 6) My sexual orientation is: | | | | | | | |
|  | □ Bi-sexual | | □ Gay | | □ Lesbian | | |
|  | □ Heterosexual | | □ Transgender | | □ Prefer not to state | | |
|  |  | |  | | □ Other \* | | |
|  |  | |  | | \* please state below: | | |
|  | | | | | |  |  |
| 7) My nationality is: | | |  | |  | | |
|  | | | | | | | |
|  | □ Short listed | | □ Interviewed | | □ Appointed | | |



**Privacy Notice – Job Applicants**

**Introduction**

1. This privacy notice advises job applicants of the Trust’s data protection responsibilities on the collection, storage and use of personal data about individuals who apply to work at or be engaged by The Brookvale Groby Learning Trust (the Trust).
2. The Trust is committed to being transparent about how we collect and use personal data and to meeting our data protection obligations.
3. The Trust is required to explain how and why we collect personal data and what we do with that information. This privacy notice will also provide information as to what you can do about your personal information that is held and processed by us.
4. We, The Brookvale Groby Learning Trust, are the ‘data controller’ for the purposes of data protection law.
5. The Data Protection Officer is Sangeeta Patel, who can be contacted at [spatel@brookvalegroby.com](about:blank)
6. This privacy notice should be read in conjunction with the following documents which can be found on the Data Protection page of the Trust website.
   * Data Protection Policy
   * Records Management Policy
   * Secure Data Handling Policy

**The personal data we hold**

1. We collect and process data relating to those who apply to work at or be engaged by the Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

* Contact details (name, address, email, telephone)
* Age range, marital status, gender
* Current salary and benefits
* National Insurance number
* DfE teacher number (if applicable)
* employment records, including work history, job titles, working hours, training records and professional memberships
* DBS certificate numbers, dates and any disclosures made
* Relationships (and the nature where applicable) to any members of staff or governors

1. We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):
   * Race, ethnicity, religious beliefs, sexual orientation and political opinions
   * Trade union membership
   * Health, including any medical conditions, and sickness records
   * Disability, including any records for reasonable adjustments made throughout the recruitment process

**Why we use this data**

1. The Trust processes data relating to applicants for employment purposes to assist in the recruitment process, including to:
   * Enable the Trust to manage its recruitment process
   * Facilitate safer recruitment, as part of our safeguarding obligations towards students
   * Ensure the Trust is complying with its legal obligations in relation to the right to work in the UK
   * Ensure a candidate is suitable for the role
   * Enter in to an employment contract, should you be successful
   * Enable ethnicity and disability monitoring in accordance with the Equality Act
   * Ensure reasonable adjustments can be made for those applicants who have a disability
   * Ensure a fair recruitment process has taken place

**Our lawful basis for using this data**

1. The Trust will obtain your consent to hold, process and share your personal data in relation to the recruitment process.
2. You are under no obligation to provide your consent to provide data to the Trust during the recruitment process. However, if you do not consent to the Trust holding, processing and sharing your personal data during the recruitment process, the Trust will not be able to process your application.
3. The Trust will need to process data to ensure that it is complying with its legal obligations. For example, the Trust must check an applicant’s entitlement to work in the UK. Safer recruitment procedures in Trusts also require appropriate checks to be made on people who work with children.

**Collecting this information**

1. The Trust collects information in a variety of ways, for example, through:
   * Application forms, CVs or covering letters
   * Your passport or other identity documents, such as your driving licence
   * From third parties such as the DBS in carrying out safeguarding checks, references supplied by former employers
   * Forms completed by you as part of the recruitment process
   * Correspondence with you
   * Interviews, meetings or other assessments as part of the recruitment process

**How Long we Store this Data**

1. We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.
2. If you are successful in being appointed to the role, all personal data collected by the Trust will be processed and transferred to your personnel file.
3. Ongoing collection and processing of your personal data in relation to your employment with the Trust is explained in our privacy notice for staff, a copy of which will be provided to you on appointment.
4. If you are unsuccessful in your application, the Trust will retain your personal information for a period of 12 months after the end of the recruitment process. With your consent, the Trust will keep your personal data on file for a further 12 months for consideration of future employment opportunities. Should you withdraw your consent within that time, or once that time period has expired, your data will be deleted or destroyed

**Data Sharing**

1. We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.
2. In the event you are successful, the Trust is required, by law, to pass certain information about those engaged by us to specified external bodies, such as the Department for Education (DfE), so that they are able to meet their statutory obligations.
3. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with other members of staff involved in the recruitment process in order for them to perform their roles. This can include sharing personal data with the Senior Leadership Team, Governors, HR (including payroll) and line managers.
4. We may also share your personal data with third parties. This can include when obtaining background checks as part of safer recruitment guidelines, pre-employment references and criminal records checks from the DBS.
5. Throughout these processes we maintain strict confidentiality and only process and retain the personal data for as long as is necessary in accordance with our retention schedule and the processing purposes we state.

**Transferring data internationally**

1. With cloud-based storage and some other services sometimes being supplied outside the UK, personal data can be sent to other jurisdictions.
2. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.
3. Our servers and storage systems are based in countries governed by EU legislation and we have ensured that appropriate safeguards are in place to protect your personal data.

**Your rights regarding personal data**

1. Individuals have a right to make a subject access request to gain access to personal information that the Trust holds about them.
2. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
   * Object to the use of your personal data if it would cause, or is causing, damage or distress
   * Prevent your data being used to send direct marketing
   * Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
   * In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
   * Claim compensation for damages caused by a breach of the data protection regulations
3. To exercise any of these rights, please get in touch with our Data Protection Officer. See below for contact information.
4. If you have a concern about the way we are collecting or using your personal data, please raise your concern with the Trust in the first instance by contacting our Data Protection Officer. Alternatively, you can contact the Information Commissioner’s Office at<https://ico.org.uk/concerns/>

**Contact us**

1. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Sangeeta Patel

Brookvale Groby Learning Trust

Ratby Road

Groby

Leicester LE6 0FP

Tel: 0116 2879921

Email: [spatel@brookvalegroby.com](about:blank)