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| Rushey Mead Logo FINAL  **Application Form**  CONFIDENTIAL |  |
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*Updated 02/03/2020 - NPA*

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| **Please complete ALL sections. *Sections 1-10 of the application form will be used to shortlist candidates for interview.*** | | | | | | | | | | | | | | | |
| POST APPLIED FOR: | | | |  | | | | CLOSING DATE: | | | | |  | | |
| LOCATION OF POST APPLIED FOR: **RUSHEY MEAD ACADEMY** | | | | | | | | | | | | | | | |
| Where did you see/hear about this post: | | | | | | | | | | | | | | | |
| Teacher reference number (TRN) – if applicable: | | | | QTS date: | | | | | | | | | | | |
| **1. PRESENT OR LAST EMPLOYER** | | | | | | | | | | | | | | | |
| Name and address of employer: | | | |  | | | | Name and address of establishment where employed (if different): | | | | |  | | |
| Postcode: | | | |  | | | | Postcode: | | | | |  | | |
| Nature of business: | | | |  | | | | Job title: | | | | |  | | |
| Grade / Point / Allowance | | | |  | | | | |  | | |  | | | |
| Present annual salary or weekly income (gross): | | | |  | | | | | | | | | | | |
| Hours worked per week: | | | |  | | | | Other benefits (if applicable): | | | | |  | | |
| Date appointed: | | | |  | | | | Notice required or leaving date if already left | | | | |  | | |
| Reason for leaving: | | | |  | | | | | | | | | | | |
| Brief description of duties: | | | |  | | | | | | | | | | | |
| **2. PREVIOUS EMPLOYMENT** | | | | | | | | | | | | | | | |
| **Start with the most recent first.** Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary). | | | | | | | | | | | | | | | |
| Employer name & address | Job title | | | | Salary/income | | Full or part-time (if part-time, give hours) | | | Dates (month/year) | | | | Reason for leaving | |
|  |  | | | |  | |  | | | From | To | | |  | |
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| **3. EDUCATION, TRAINING & QUALIFICATIONS** | | | | | | | | | | | | | | | |
| *(Please continue on a separate sheet if necessary). Please start with the most recent.* | | | | | | | | | | | | | | | |
| Secondary School/College/University | | | Dates | | | | Qualifications gained (state level) | | | | Grade/class of degree | | | | Date |
|  | | | From | | | To |  | | | |  | | | |  |
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| **OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)** | | | | | | | | | | | | | | | |
| Organising Body | | | | | Course title | | | | | Length of course | | | | | |
|  | | | | |  | | | | |  | | | | | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | | | | | | | | | |
| Name of body | | | | | Type of membership | | | | | Date obtained | | | | | |
|  | | | | |  | | | | |  | | | | | |
| **4. INFORMATION IN SUPPORT OF YOUR APPLICATION** | | | | | | | | | | | | | | | |
| Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person specification. Attach additional sheets if required.  **NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.** | | | | | | | | | | | | | | | |
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| **5. REFEREES** | | | | | | | | | | | | | | | |
| Please provide details of two referees below. Friends and relatives are NOT acceptable referees.  **Referee 1**: must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her.  Referee 2: should be from your employment history and be able to provide a reference for you.  If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.  The Trust reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel. | | | | | | | | | | | | | | | |
| Title (**Referee 1**):  **(Must be present/most recent employer)** | | Mr/Mrs/Miss/Ms/other | | | | | Title (Referee 2): | | | | Mr/Mrs/Miss/Ms/other | | | | |
| Name: | |  | | | | | Name: | | | |  | | | | |
| Role: | |  | | | | | Role: | | | |  | | | | |
| Organisation (if appropriate): | |  | | | | | Organisation (if appropriate): | | | |  | | | | |
| Address: | |  | | | | | Address: | | | |  | | | | |
| Postcode: | |  | | | | | Postcode: | | | |  | | | | |
| Telephone No **(REQUIRED):** | |  | | | | | Telephone No **(REQUIRED):** | | | |  | | | | |
| Email address **(REQUIRED):** | |  | | | | | Email address **(REQUIRED):** | | | |  | | | | |
| How long known? | |  | | | | | How long known? | | | |  | | | | |
| What relationship to you? | |  | | | | | What relationship to you? | | | |  | | | | |
| Do you give consent to us contacting your present employer prior to interview? (If NO, it may cause delays as a Formal Offer is subject to references) | | | | | | | YES  NO | | | | | | | | |
| **6. PROTECTION OF CHILDREN** | | | | | | | | | | | | | | | |
| The Trust is required under the 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 175 (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>  You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can carried out if you are offered an appointment. If you are subsequently employed by the Trust 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 Trust. During the course of your employment with the Trust, should you be arrested by the Policy you are obliged to notify the Headteacher 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.  Please answer the following questions. | | | | | | | | | | | | | | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 175 (as amended in 2013)? | | | | | | | YES  NO | | | | | | | | |
| If yes, please give details: | | | | | | | | | | | | | | | |
| Have you ever been received a caution? | | | | | | | YES  NO | | | | | | | | |
| If yes, please give details: | | | | | | | | | | | | | | | |
| Do you have any convictions, cautions, bindovers or prosecutions pending? | | | | | | | YES  NO | | | | | | | | |
| If yes, please give details: | | | | | | | | | | | | | | | |
| Are you disqualified from childcare? (Applicable if working with children who are 8 or under). | | | | | | | YES  NO | | | | | | | | |
| If yes, please give details: | | | | | | | | | | | | | | | |
| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. Successful candidates will also be required to complete a declaration in respect of the disqualification from childcare requirements. | | | | | | | | | | | | | | | |
| **7. GENERAL** | | | | | | | | | | | | | | | |
| Are you interested in job sharing? | | | | | | | YES  NO | | | | | | | | |
| Please give details of any dates within the next month when you will not be available for interview. We cannot guarantee being able to offer you an alternative date. | | | | | | |  | | | | | | | | |
| Do you hold a current full driving licence? | | | | | | | YES  NO | | | | | | | | |
| Do you have regular use of a vehicle? | | | | | | | YES  NO | | | | | | | | |
| You are required to declare below any relationship with or to an employee of the Trust.  Please state name and position: | | | | | | | | | | | | | | | |
| Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below. | | | | | | | YES  NO | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and 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. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. | | | | | | | | | | | | | | | |
| **8. EQUALITY & REASONABLE ADJUSTMENTS** | | | | | | | | | | | | | | | |
| The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below. | | | | | | | | | | | | | | | |
| Do you consider yourself to be disabled? | | | | | | | YES  NO | | | | | | | | |
| Is there any information that we need in order to offer you a fair selection interview/process? | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **9. HEALTH/MEDICAL DETAILS** | | | | | | | | | | | | | | | |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination | | | | | | | | | | | | | | | |
| **10. DATA PROTECTION** | | | | | | | | | | | | | | | |
| Please see the enclosed Privacy Notice in respect of use of your personal data. | | | | | | | | | | | | | | | |

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| **11. PERSONAL DETAILS (please complete in block letters)** | | | | | | | | |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other) | |  | | | Legal Last Name **(REQUIRED):** | | |  |
| Legal First name **(REQUIRED):** | |  | | | | Preferred Full name: | |  |
| Address for Correspondence **(REQUIRED):** | |  | | | Postcode **(REQUIRED):** | | |  |
| Home telephone no: | |  | | | Mobile no: **(REQUIRED):** | | |  |
| Work telephone no: Extension (if applicable): | |  | | | | | | |
| Email address **(REQUIRED):** | |  | | | | | | |
| Date of Birth: | |  | | National Insurance no: | | | |  |
| Have you lived outside the UK during the past 5 years? **(REQUIRED)**  If yes, please provide details below | | | | YES/NO | | | | |
| Location: |  | | | Duration: | | |  | |
| Location: |  | | | Duration: | | |  | |
| Location: |  | | | Duration: | | |  | |
| Location: |  | | | Duration: | | |  | |
| Location: |  | | | Duration: | | |  | |
| **12. DECLARATION** | | | | | | | | |
| If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.  I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.  I confirm that I have a legal right to 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 [School/Academy/Trust]. | | | | | | | | |
| Signed | | | Date | | | | | |
| **Please return your completed application form and equal opportunities monitoring form by email, post or by hand by the closing date.** | | | | | | | | |

PLEASE COMPLETE EQUAL OPPORTUNITIES MONITORING FORM BELOW

**EQUAL OPPORTUNITIES MONITORING FORM**

TMET is an equal opportunities employer and intends to treat its employees and any applications for employment fairly, regardless of gender, age, religion, ethnic origin or disability.

In order to help us to achieve this we respectfully request that you complete this form in order that we can use the information to monitor the effectiveness of our policies and procedures.

The information contained in this form will be used for statistical monitoring purposes only and is not seen by the shortlisting or interview panel..

1a  **Post title and location:**

1b **Please state which job you are applying for/employed in:**

**­­­­­­­­­­­­­­­­­­­­­­­­­­­­**1c **Date of application/start of employment:**

2 **ETHNIC ORIGIN:**

I would describe my ethnic group as:

**White:** British Irish Any other white background\*

**Mixed:** White and Black Caribbean White and Black African

White and Asian Other mixed \*

**Black or Black British:** Caribbean

African Any other black background\*

**Asian or Asian British:** Indian Pakistani

Bangladeshi Any other Asian background\*

**Chinese or Other Ethnic Group:** Chinese Other Ethnic Group\*

\*Please specify:

3 **GENDER:** I am Male Female

Transgender with acquired gender of Male Female

4 If Female, are you presently Pregnant Within 26

Weeks of having

given birth

5 **DATE OF BIRTH:**

6 **DISABILITY:**

Disability is defined in the Equality Act 2010 as “a person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.” For example this can include diabetes, epilepsy, learning difficulties, hearing, speech, or visual impairments, physical impairment, arthritis and heart problems.

Do you consider yourself to have a disability? Yes No

Please provide further details:

7 **SEXUAL ORIENTATION:** How would you describe your sexuality?

I amBisexual Homosexual (Gay/Lesbian)

Heterosexual/Straight

Other\*

Prefer not to answer

\*Please specify:

8 **MARRIAGE AND CIVIL PARTNERSHIP:** Are you presently:

Married Single

In a Civil Partnership Cohabiting

Widow/ Widower Prefer not to answer

9 **RELIGION:** How would you describe your religion or belief?

Christian Buddhist Hindu

Muslim Sikh Jewish

Agnostic Atheist Other\*

\*Please specify:

**General Data Protection Regulation (2016)**

Please see the Privacy Notice for information on use of your data.

**Many thanks for taking the time to complete this form and thank you for assisting us in actively promoting equal opportunities.**

**INTERNAL USE ONLY**

Candidate reference number

Applicant shortlisted Y / N

Applicant appointed Y /

**Recruitment Privacy Notice**

**Policy Statement**

As part of your application to join The Mead Educational Trust, 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.

**Contact**

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

Cathy Brown

Data Protection Officer & Head of Governance

The Mead Educational Trust

The Mead Centre

343 Gipsy Lane

Leicester

LE4 9DD

0116 214 3148, dpo@tmet.uk

**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 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 during the recruitment process from a range of sources including: you; your referees (details of whom you will have provided); your education provider; any relevant professional body; the Disclosure and Barring Service (DBS); and the Home Office.

**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 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 and 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 the Trust Data Protection Officer (contact details given at end of this notice).

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 you want to exercise any of these rights then you should contact the Data Protection Officer. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

**Concerns**

If you have any concerns about how we are using your personal data, then we ask that you contact our Data Protection Officer in the first instance (contact details are on page 1). However you can contact the Information Commissioner’s Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.