

**Personal Information and Monitoring Form**

**Your contract of employment is directly with Gatehouse Green Learning Trust (“the Trust"). You may be deployed to work at any school within the Trust and carry out duties that may be reasonably required in relation to such deployment.**

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| **Vacancy information** |
| Which school within the Trust are you applying to? ………………………………………………………………………..Application for the post of: …………………………………………………………….......................................................Where did you first hear about this vacancy?:……………………………………………………………………………… |

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| **Data protection notice** |
| Throughout this form, we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:* You have given us your consent
* We must process it to comply with our legal obligations
* We need to process it for our legitimate interests

Please contact the school for more information on our legitimate interests and how we use your personal data. |

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# Instructions

Please complete all sections of this form using black ink or type and note that a curriculum vita will not be accepted as a substitute.

This sections of the application will be handled entirely separately from the application and will not be seen by anyone shortlisting. This is to ensure that your application is dealt with objectively and fairly.

**Applications will only be accepted if both parts are completed in full and returned to the school prior to midnight on the closing date.**

# Personal details

Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not be used for selection purposes and will not be seen by those involved in the shortlisting.

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| **Personal details** |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **Preferred name if different to one listed above** |  |

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| **Contact details** |
| **Address** |  |
| **Postcode** |  |
| **Main contact number phone** |  |
| **Secondary contact number phone** |  |
| **Email address** |  |

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| **Disability and accessibility** |
| The trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

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| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** |
| ☐ Yes☐ No☐ Prefer not to say |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** |
| ☐ Physical impairment☐ Sensory impairment☐ Learning disability / difficulty☐ Long-standing illness | ☐ Mental health condition☐ Developmental condition☐ Other |

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| **Relationship to the trust** |
| Please list any personal relationships that exist between you and any of the following members of the Trust community:* Governors, Trustees or Members of the Trust
* Staff
* Students

If you have a relationship with any of these, this does not necessarily prevent them from acting as a reference for you. |
| **Name** | **Relationship** | **Role at the Trust** |
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# References

Please provide details of two people to whom reference may be made.

The first referee should be your present Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children.

Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

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.

The Trust reserves the right to seek any additional references we deem appropriate.

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| **Reference 1** |
| **Name** |  | **Relationship to you** |  |
| **Address and postcode** |  |
| **Email address** |  | **Contact Number** |  |
| **Reference 2** |
| **Name** |  | **Relationship to you** |  |
| **Address and postcode** |  |
| **Email address** |  | **Contact Number** |  |

If either of your referees knows you by a different name, please state:

I confirm that I have sought permission from my referee to share their data and I consent to this reference being requested before interview if I am shortlisted. Yes: ☐ No: ☐ Yes, but not the current employer until after interview: ☐

# Confirmation

1. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 and Order 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and Order 2020 and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service or the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) website.

If you are invited to interview, you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

1. Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

1. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available via the Trust and the Privacy Notice for Job Applicants is available from each school’s website.

Each school has a person responsible for Data Protection and you can contact them with any questions relating to our handling of your data.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled, you can contact the Information Commissioners Office via their [website](https://ico.org.uk/).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

1. Notes

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

(d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

# Declaration

I certify that, to the best of my knowledge and belief, all particulars included in **both parts of my application** are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above and, in particular, that checks may be carried out to verify the contents of my application form.

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| **Disclosure and Barring and childcare disqualification** |
| Gatehouse Green Learning Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy statement.**Do you have a roaming DBS certificate?:** ☐Yes ☐No Date of check: If you have 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 **If so in which country/s:** |

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| **Right to work in the UK** |
| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.**Initials**: |

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| **Signature** |
| By signing you confirm that all details contained within **both** application parts are true and correct and you have understood and agree to all information within **both**.**Signature:****Print name:****Date:** |