**AQUINAS Church of England Education Trust**

"Life - Transforming - Learning"

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| **APPLICATION FOR POST OF:**  **Please return to: Rye College, The Grove, Rye, East Sussex, TN31 7NQ**  **Or Email to: hrassistant@ryecollege.co.uk** |

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| Surname (block capitals): Mr/Mrs/Miss/Ms Other names: |

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| Address :    Telephone no. home: National Insurance Number:    Telephone no. mobile: Telephone no. work:  *(only quote if you may be telephoned at work)*  Email Address: |

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| Do you require permission/sponsorship to work in the UK?  (NB The successful candidate will be required to provide proof of their right to live and work in the UK.) |

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| Where did you see the post for which you are applying advertised? |

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| Present post:  Name of employer:  Address:  Date appointed: Grade: *(if appropriate)* Annual salary: *(inclusive)*  Notice required: Other remuneration or benefits: |

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| Teacher Reference Number: |

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| Previous employment *(please start with most recent and continue on a separate sheet if necessary)* | | | | | |
| Name of employer | Post | From | To | Grade/Salary | Reason for leaving |
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| Please give details of any gaps in your employment history: |

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| Employment details:  *(Please give details of your duties and responsibilities in your present or last employment.)* |

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| Education, Training and Qualifications  Schools, Colleges or Universities attended with dates | Qualifications and certificates obtained | | |
|  | Subject and Qualification | Date | Grade/Class |
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| Membership of professional bodies:  *(please give grade of membership and date, also state whether membership was gained by examination)* |

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| **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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| Names and addresses of two referees:  *(At least one referee must be your most recent employer except where there is no such employment)*  1. 2. |
| Relationship to you: Relationship to you: |
| Telephone No.: Telephone No.: |
| Email address: Email address: |
| **Your referees will be contacted if you are called to interview.** |

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| Do you consider yourself to have a disability? Yes  No  Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process: |

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| 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): |

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| **OTHER INFORMATION:** | |
| Are you, to your knowledge,  related to any member of the  Trust Board or any holder  of senior office in the Trust or academy? |  |
| If yes, please state the person(s)  and relationship(s). |  |
| Do you have any outstanding holiday commitments and if so when? |  |

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| **REHABILITATION OF OFFENDERS ACT 1974** |
| For posts in educational establishments you are required before appointment to disclose any conviction, caution or binding over, including ‘spent convictions’, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Disclosure will be required only if, following interview, it is considered that you are the most suitable applicant for the post.  **STATEMENT**  To the best of my knowledge and belief the information contained in this form is accurate.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Before signing this form please check that every section has been completed. Candidates are invited to support their application with a brief letter. The form and letter should bereturned as instructed in the details of the post. Enclose a stamped addressed envelope if you wish us to acknowledge your application.  If you are appointed the Contract you will be asked to signincludes the first paragraph of the following clause and may include parts of the second paragraph:-  As a member of staff in a Church of England Trust you are required to have regard to the Christian character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the Foundation. |

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.

Signed: …………………………………………………………………….…….. Date: ……………………………………………………………….

Please send this completed application form, together with any other relevant documentation to the school detailed on the front of this application form.

**PRIVACY NOTICE FOR ALL JOB APPLICANTS**

**Introduction**

Aquinas Church of England Education Trust (Trust) is a Church of England trust, which is the data controller for the purposes of General Data Protection Regulation (GDPR) and the Data Protection Act (2018). The Trust is a charitable company limited by guarantee under company number 07525735. The Trust’s offices are at Magpie Hall Lane, Bromley BR2 8HZ. For further information please see [www.aquinastrust.org](http://www.aquinastrust.org).

As part of any recruitment process, 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 Mary Capon by writing to her at Aquinas Trust, Magpie Hall Lane, Bromley BR2 8HZ or emailing her at info@aquinastrust.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.

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| **Equal Opportunities Monitoring** |

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

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| Female | Male | Date of Birth |

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| Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box: | | | | | | | |
| **White** |  |  | **Mixed/multi** |  |  | **Any other ethnic group** |  |
| English |  |  | White and Black Caribbean |  |  | Cypriot Greek |  |
| Welsh |  |  | White and Black African |  |  | Cypriot Turkish |  |
| Scottish |  |  | White and Asian |  |  | Cypriot Other |  |
| Northern Irish |  |  | Prefer not to say |  |  | Arab |  |
| Irish |  |  | Any other mixed background please say: |  |  | Prefer not to say |  |
| British |  |  |  | Any other ethnic background please say: |  |
| Gypsy or Irish Traveller |  |  | **Asian** |  |  |
| Prefer not to say |  |  | Asian British |  |  |  | |
| Any other white background please say: |  |  | Indian |  |  |
|  | Pakistani |  |  |
| **Black** |  |  | Bangladeshi |  |  |
| Black British |  |  | Chinese/Vietnamese |  |  |
| Caribbean |  |  | Prefer not to say |  |
| African |  |  | Any other Asian background please say: |  |  |
| Prefer not to say |  |  |  | | |
| Any other black background please say: |  |  |
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| Do you consider yourself to have a disability\*? | Yes | No | Prefer not to say |
| *\*“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”* | | | |

Return this page only to : Aquinas Church of England Education Trust, Magpie Hall Lane, Bromley. BR2 8HZ