

JOB APPLICATION (SUPPORT)



CORE
EDUCATION
TRUST

Please complete all sections – do not send a curriculum vitae.

Contact: recruitment@core-education.co.uk or 0121 389 2824

Job Details
Position applied for:

Personal Details			
Surname:		Previous Name(s) (if applicable):	
Forename(s):		Title:	
Home Address:		Home Telephone:	
		Mobile Telephone:	
Which number are you happy to be contacted on? Home No: YES / NO Mobile No: YES / NO			
Email Address:		NI Number:	

Present Employment (or most recent)			
Post Title:		Date Appointed:	
Employers Name:		Date Left (if applicable):	
Employers Address:		Salary on Leaving:	
		Reason for Leaving:	

References: One must be your present employer or your last employment when you worked with children. (Please note references will be contacted prior to interview.)	
Name:	Name:
Job Title:	Job Title:
Organisation and Address:	Organisation and Address:
Telephone:	Telephone:
Email:	Email:
Relationship to applicant:	Relationship to applicant:

**Previous Employment – please include all paid employment – 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:				

Break in Previous Employment History (if applicable)

Dates:		Reason for break: (include maternity/raising family, unemployment, voluntary work, training, travel):
From:	To:	

Education

Dates:		Establishment Name & Address:	Qualifications:	Grade:
From:	To:			

Membership of Professional Organisations			
Dates:		Professional Body / Organisation:	Membership Level, Grade & Duration:
From:	To:		

Relevant Professional Development					
Dates:		Organising Body:	Subject:	Grade:	Duration:
From:	To:				

Please indicate any dates you may not be available for interview during the next 6 weeks

Relationship to the School/Trust		
<p>Please provide details of any personal or family relationships that exist between you and any of the following members of the school/trust community:</p> <ul style="list-style-type: none"> • Trustees • Local governors • Employees • Students 		
Name	Position	Relationship
<p>Please note: If you ask a Trustee, an officer or school governor to use their influence to help you get this position, we may disqualify you from the recruitment process. If we discover evidence of this after your appointment, we may dismiss you without notice or payment in lieu of notice.</p>		

Summary of Experience, Skills, Knowledge & Competencies

Please outline why you feel you are suitable for the role by referring to the person specification and providing evidence of impact and outcomes. (Maximum 2 pages)

Disclosure and Barring Service Check (DBS)

CORE Education Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; therefore, pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (**DBS**) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. 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.

For posts in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a children's barred list.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection legislation and the Trust's privacy notice which is at the end of this application form.

The Trust will request shortlisted candidates to complete a Self-Disclosure form providing any information about unspent and unprotected convictions and cautions prior to interview. Before completing the form you may seek legal advice and/or impartial advice from Nacro (www.nacro.org.uk) and/or Unlock (www.unlock.org.uk).

If you have lived or worked outside of the UK, the Trust may require additional information 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?: ☐ Yes ☐ No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Declaration: I have read and understood the above statement. If I have any convictions or cautions to declare I will provide relevant information when requested during the recruitment process if I am shortlisted for interview.

Signature:

Date:

Additional personal details

Have you ever been known by any other name?

☐ Yes ☐ No If yes, please give other name(s):

Have you changed your address in the last five years?

☐ Yes ☐ No If yes, please give details:

Dates from

Dates to

Address

Transport Requirements

If the job requires you to have a driving licence and/or transport available for work, please complete the following section:

Do you have a full current driving licence? ☐ Yes ☐ No

Will you have access to your own transport for work? ☐ Yes ☐ No

Eligibility 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.

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. By signing this form I agree to the Trust 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 don't tell you about any relationships with employees, Trustees or governors at the Trust, or I neglect to tell you about any unspent criminal convictions including cautions, reprimands, warnings or that I am under investigation or have pending prosecutions I could be disqualified from the recruitment process or, if this is discovered after appointment, dismissed without notice or payment in lieu of notice.

- I confirm that I can produce the original documents of my qualifications, prior to any appointment.
- I understand that any canvassing, directly or indirectly, with employees, Trustees or governors at the Trust may result in me being disqualified from the recruitment process.
- I understand I am required to provide documents proving eligibility to work in the UK, prior to any appointment, and agree that I will do so.
- I am prepared to complete a health management questionnaire and undergo a medical examination if required, prior to any appointment.

Type your name here:

Date:

Please bring a signed copy of this application form to interview if you are invited.

Data Protection Act

We will treat all information you provide in confidence and in accordance with the Data Protection Act 2018. We will hold it electronically, and keep it secure. We will use it for helping our recruitment process and for payroll and administration purposes if your application is successful. If you are a Jobcentre Plus client, we will disclose information to them for performance and monitoring purposes.

We will share it with other officers involved in the recruitment process including managers, human resource officers and departmental support employees. For senior appointments, this could also include Trustees and occasionally external assessors. We will not disclose it to other organisations or use it for any other purpose without your explicit consent.

If you are unsuccessful, we will usually destroy your application form and any other papers you have submitted six months after we have made the appointment. We will only hold information beyond six months with your consent.

Personal sensitive data

Under the Data Protection Act 2018 equality information such as ethnic origin, disability, sexuality, criminal convictions, is defined as personal sensitive data. The Trust is required by law to monitor this information as part of recruitment practices. Only those personnel who require this information as part of their role will have access to it. We will not disclose it to anyone else without your explicit consent unless we have to do so by law.

Where did you learn about this vacancy? Please tick one

☐ School / Trust Website

☐ Other internet site, please tell us which one:

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you would like feedback about why you have not been short-listed or appointed, please contact the recruiting officer within eight weeks of the closing date.

If you want to make a complaint about any part of the recruitment process, you should write to the Trust's Chief Executive Officer or the school that had the vacancy within two weeks of receiving your feedback.

Equal Opportunities Monitoring Section (not included during shortlisting)

The Trust meets 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. It is important that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

This form will be separated from your application on receipt. The information you provide will stay confidential, and be stored securely in-line with data protection legislation. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

1) What is your ethnicity?

☐ Prefer not to say

a) White

- ☐ British
☐ English
☐ Irish
☐ Scottish
☐ Welsh
☐ Any other White background*
*

b) Mixed

- ☐ White & Black Caribbean
☐ White & Black African
☐ White & Asian
☐ Any other mixed background*
*

c) Asian & British Asian

- ☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background*
*

d) Black or Black British

- ☐ Caribbean
☐ African
☐ Any other Black background*
*

e) Other Ethnic Group

- ☐ Chinese
☐ Latino
☐ Arab
☐ Any other Ethnic Group*
*

2) Which best describes your gender?

☐ Prefer not to say

- ☐ Male
☐ Prefer to self-describe

☐ Female

☐ Non-binary

3) What is your date of birth?

☐ 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”

Do you consider yourself to be:

- ☐ Disabled
☐ Non-Disabled
☐ Prefer not to say

5) What is your religion or belief?

☐ Prefer not to say

- | | | |
|--|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Catholic | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Humanist |
| <input type="checkbox"/> C of E | <input type="checkbox"/> Jewish | <input type="checkbox"/> Agnostic |
| <input type="checkbox"/> Methodist | <input type="checkbox"/> Hindu | <input type="checkbox"/> Atheist |
| <input type="checkbox"/> Protestant | <input type="checkbox"/> Sikh | <input type="checkbox"/> Other |
| <input type="checkbox"/> Other Christian | <input type="checkbox"/> African | |
| | <input type="checkbox"/> Muslim | |

6) What is your sexual orientation?

☐ Prefer not to say

- ☐ Bisexual
☐ Gay
☐ Lesbian
☐ Heterosexual
☐ Prefer to self-describe*
*

CORE Education Trust Privacy Notice

How is your information used?

CORE Education Trust Employees: -

We may use your information to: fulfil our obligations under your contract of employment with any associated CORE Education Trust employment policies and us. This includes sharing your information with Government bodies as required by law, such as providing tax information to HM Revenue and Customs and salary information to the Court Service. This is to help us pay you correctly including sharing information about your pay and employment with other relevant bodies such as pension administrators, union bodies and employee benefits providers. This would include sharing relevant information with external training providers in support of your apprenticeship and personal development.

Any information we provide for equality statistics will be anonymised.

Candidates: -

Personal data such as full name, date of birth, address and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as employment history, duties and qualifications is collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. Equalities data is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns.

Who has access to your information?

We may share your information with:

- Trust central staff, Headteachers/School Business Managers, and the Trust's Auditors, to ensure we meet our statutory and contractual duties. This would exclude equalities data that is only accessible by HR colleagues.
- External organisation's such as; HM Revenue & Customs, Disclosure and Barring Service, HM Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, Teachers Pension, Prudential, Standard Life, NHS Pension and NEST), voluntary payroll deductions, Employee Benefits Provider, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.

For further information about how your personal information will be used, please email enquiry@core-education.co.uk