

Application Form

CONFIDENTIAL

Please complete ALL sections. Sections 1 -6 of the application form will be used to shortlist candidates for interview.			
POST APPLIED FOR:		CLOSING DATE:	
LOCATION OF POST APPLIED FOR:			
1. PERSONAL DETAILS (please complete in block letters)			
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)		Last Name:	
First name(s)			
Address for Correspondence:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):			
Email address::			
Teacher reference number (TRN) – if applicable:		QTS date:	
2. 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:	
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:			

3. 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	

4. 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			

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

5. 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. You may also include a CV with this section although this is not a requirement and you should include more than a CV to demonstrate your suitability. 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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6. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. 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.

Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	

Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	
Do you give consent to us contacting your present employer prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

7. 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 be 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 Police 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 <input type="checkbox"/> NO <input type="checkbox"/>
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If yes, please give details:

Have you ever been received a caution?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If yes, please give details:

Do you have any convictions, cautions, bindovers or prosecutions pending?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If yes, please give details:

Are you disqualified from childcare? (Applicable if	YES <input type="checkbox"/> NO <input type="checkbox"/>
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working with children who are 8 or under).	
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.	
8. GENERAL	
Are you interested in job sharing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/>
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.	
9. 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 <input type="checkbox"/> NO <input type="checkbox"/>

Is there any information that we need in order to offer you a fair selection interview/process?

10. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

11. DATA PROTECTION

Please see the enclosed Privacy Notice in respect of use of your personal data.

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 to:

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 am	Bisexual	<input type="checkbox"/>
	Homosexual (Gay/Lesbian)	<input type="checkbox"/>
	Heterosexual/Straight	<input type="checkbox"/>
	Other*	<input type="checkbox"/>
	Prefer not to answer	<input type="checkbox"/>

*Please specify: _____

8 MARRIAGE AND CIVIL PARTNERSHIP: Are you presently:

Married	<input type="checkbox"/>	Single	<input type="checkbox"/>
In a Civil Partnership	<input type="checkbox"/>	Cohabiting	<input type="checkbox"/>
Widow/ Widower	<input type="checkbox"/>	Prefer not to answer	<input type="checkbox"/>

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

Christian	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Agnostic	<input type="checkbox"/>	Atheist	<input type="checkbox"/>	Other*	<input type="checkbox"/>

*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 / N

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.

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 from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

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 our Data Protection Officer:

Cathy Brown,
Head of Governance
The Mead Educational Trust
The Mead Centre
343 Gipsy Lane
Leicester
LE4 9DD

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 Cathy Brown (details above). 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. However you can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

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

Cathy Brown,
Head of Governance
The Mead Educational Trust
The Mead Centre
343 Gipsy Lane
Leicester
LE4 9DD