

# Application Form - Support

## Your guide to completing the form

### Before you begin:

Read the advertisement and any additional supporting information provided, including:

- The job description, which lists the tasks you will be expected to carry out and describes how the job fits in with other employees.
- The person specification, which details the experience, skills and abilities needed for the role. It is vital that your application demonstrates how you met these requirements.

In order to improve your chances of being selected, use specific examples from your experience and relate them to the person specification, job description and any other information provided. It is in your interest to complete the form in such a way as to maximise your chances of being selected.

### Supporting statement:

Please complete this in the section 'Reasons for applying' on page 5. Remember to relate your skills, knowledge and experience to the job description and person specification when completing this section.

### Important notes:

- If you want to **complete the form electronically** and email it to us:
  1. You can type into the form and can return the completed version to us via email.
  2. You will not be able to sign the form on page 6. By e-mailing the form to us, you declare that the information on this form, and your answers to the section on the Rehabilitation of Offenders Act 1974, are true and accurate. Email is taken as substitute for your signature. Please ensure that you type your name on the Data Protection & Applicant Declaration section to state that you are happy with how we process and use your information.
- If you want to **print the form** and send it via post:
  1. Complete the form in black ink and ensure that it is legible.
  2. Do not write outside the lines.
  3. Ensure you mark each sheet with your full name.
  4. Ensure that you have read and understood the declaration on page 6, and that you have signed and dated your completed application form before returning it.
- You may attach more sheets if necessary, ensuring you mark each additional sheet with your full name and the vacancy reference number. If you are completing the form electronically and run out of space, create another document with the additional information and attach it to the email you send.
- You may find it useful to take a copy of your completed application form for your own personal records.

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Name or initials	
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ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

Please ensure you read the guidance notes on the cover page before filling in this form. If you are completing it online, do not complete it in upper case. If you are completing the form by hand, please initial each page.

## Your application (All fields with \* MUST be completed)

*Job Title	*Vacancy reference number:
*How did you hear of this post?	
*Name of school (if applicable):	
*Have you applied to us before? Please highlight: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
If so, which position, and when?	

## Personal details

*Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/>	Other (please specify):		
*Forenames	*Surname:		
*Permanent address:			
*Postcode:	*Email address:		
Phone numbers	Home	Work	*Mobile
*Preferred means of contact:			

## \*Asylum and Immigration Act

Before you commence working, you MUST provide evidence to demonstrate your right to work in the United Kingdom. If you are appointed to a post you will receive further guidance.

Are you eligible to work in the UK?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Is this subject to a Work Permit or Visa?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

## \*Current and last position of employment

Name of school/organisation	
Job title:	
Start date:	End date (if applicable):
Ages taught (if applicable):	
Point of Scale:	Salary:
Additional allowances (if applicable):	
Brief description of duties/responsibilities:	

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## Last employment (continue on a separate sheet if necessary)

This should include any employment after the age of 18, i.e. clerical, social, industrial (excluding casual employment).

Name and address of	Dates (from/to)	Job title and brief description of duties

## Courses Attended (continue on a separate sheet if necessary)

Please include details of all courses relevant to your application.

Course title	College/organisation	Date and length of course

## \*Education and qualifications (continue on a separate sheet if necessary)

### Higher and Further Education

University/college/institute (state country if non-UK)	Examinations passed and education level (e.g. Diploma, Degree)	Grade	Date started (mm/yy)	Date finished (mm/yy)

### Secondary Education and Examination Results

Name of school	Examinations passed and education level (e.g. GCSE/O/A/GNVQ)	Grade	Date (mm/yy)

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If you would like to be considered for a vacancy in one of our Church of England Primary Schools, please complete this section.

We welcome, as teachers and other members of staff, people of many faiths and beliefs. We do, however, ask that all staff should support the values, ethos and philosophy of a Christian school, in the tradition of the Church of England, and we would expect staff to make a positive contribution to the development of that Christian ethos.

We expect our school leaders to demonstrate a clear commitment to the Christian ethos.

If you are a practising member of a Christian Church, please give details:
Denomination:
Place of Worship:
Address:
Diocese (if applicable):
If possible please give the name of a parish priest or minister from whom a reference may be sought:

If you do not attend a church please attach a brief statement in support of your application to a Church of England school. Please complete this on a separate sheet and attach this to your application.

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Reasons for applying – Please complete your reasons for applying below or on a different document and attach this to your application.

Please ensure that if you are using a separate document for your supporting statement, you include your name on the page.

Please demonstrate how you meet the [requirements of the person specification below](#), giving examples, where appropriate. Also include further information about yourself that you feel is relevant. Please ensure you read the guidance notes on the first page before completing this section.

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## References (all fields in this section must be completed)

Please give the names and addresses of two individuals, not related to you, from whom we may obtain references. At least one of them MUST be a professional reference. If you are working then one of these must be your current employer. However, if you are a student or have been out of work for a period of time then teachers or a previous employer will be sufficient. Please remember that the referees you give should be able to comment on your ability to perform the job for which you are applying. If you do not provide us with two full references, the progression of your application form might be affected. NQTs should include their initial teacher and a successful teacher practice school.

Name:	Name:
Title (Mr, Ms, Miss, Mrs, etc.):	Title (Mr, Ms, Miss, Mrs, etc.):
Job Title:	Job Title:
Relationship:	Relationship:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:
May we contact this referee prior to interview? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	May we contact this referee prior to interview? Yes: <input type="checkbox"/> No: <input type="checkbox"/>

## Rehabilitation of Offenders Act 1974 (all applicants must answer all questions in this section)

Because of the nature of the work for which you are applying this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 in accordance with the Rehabilitation of Offenders Act 1974 (Exceptional) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by The Trust. Any information given will be completely confidential. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence.

Please answer the following questions:

Have you been convicted of a criminal offence in the past?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	(If yes, please complete the section below, alternatively you can provide this information on a separate document)
Details:		
Date of conviction:	Reference number:	
Have you previously used or do you currently use any other forename(s), surname(s) or aliases (including maiden names)?		
If yes, please state name(s) and dates used:		

## Declaration (to be signed by all applicants)

I have read and understood the information contained in this application form. I declare that all information provided in this application form is true and accurate to the best of my knowledge. I understand that omissions or incorrect statements will disqualify me, or if appointed, I will be liable to be dismissed. This declaration constitutes part of the terms of contract if I am appointed.

Signed (see Notes below):	Date:
Print name:	

Note: If you email this form to us (i.e. you can't sign it), then it is assumed that you declare that the information on this form, and your answers to the section on the Rehabilitation of Offenders ACT 1974, are true and accurate.

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## DATA PROTECTION & APPLICANT DECLARATION

### Data Protection – Applicant Privacy Notice

The School is a Data Controller and as such has a duty to explain to you what information is collected and why, and who, if anyone, it is shared with under the General Data Protection Regulation 2016. This information is briefly laid out below and is also available in our Staffing Privacy Notices, along with details of our Data Protection Officer.

We collect all the information laid out in this form, in the form of references from current and/or previous employers, information regarding criminal convictions and if shortlisted from the selection process. The information given to us, and collected by us will form part of the contract of employment for successful candidates.

We process this information in order to:

- administer the application, shortlisting and selection process
- assess your suitability to work with children and young people
- inform the development of recruitment and retention policies
- defend legal claims
- fraud detection and prevention
- monitor protected characteristics in order to promote equality at work

No decisions are based on automated decision making.

We process this information about you because the processing is necessary for us to enter into an employment (or other work-related) contract with you. We also need to process this information to ensure that we are complying with our legal obligations under the Employment Act and with the DfE statutory guidance document, Keeping Children Safe in Education, as well as other school specific legislation.

We have a legitimate interest in processing data from job applicants in order to administer the recruitment process, to monitor compliance with our policies, to defend any legal claims and to ensure that the most suitable applicant is appointed to the role, based on an assessment of their likely performance amongst other factors.

We process special category data, such as information about your ethnic origin or health, as part of our equal opportunities monitoring process and in order to meet legal obligations. This information is collected with the express consent of job applicants. Consent may be withdrawn by an applicant at any time.

We may offer to contact unsuccessful applicants within a period of six months following the application if another suitable vacancy arises. Information is only used in this way with the express consent of applicants, which may be withdrawn at any time.

If we wish to process your personal data for a new purpose we will inform you of any additional processing. Information from your application form and from the shortlisting and selection process will be stored in a paper-based file, in electronic records within our HR system and also in other IT systems, including email.

A copy of your application form and all other personal data collected during the recruitment and selection process will be held as follows:

- For successful applicants this will be transferred to a personnel file where it will be held securely. You will be given a workforce privacy notice upon appointment which will explain how we will hold and process your data as an employee.
- For unsuccessful applicants, securely for a period of six months.
- Your information will be shared with school staff with a recruitment responsibility. This will include members of our HR and administrative staff, those responsible for shortlisting and interviewing and managers within the relevant area of work or department. Equality monitoring information is separated from the application form upon receipt and is not shared with those responsible for shortlisting and interviewing.
- We do not share information about job applicants with anyone without consent unless the law and our policies allow us to do so.

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We will not share your data with third parties unless and until an offer of employment is made to you. At that stage, your data will be shared to fulfil legal requirements, obtain or provide necessary information or because the third party processes data on our behalf. These third parties include:

- The Disclosure and Barring Service in order to undertake a criminal record check
- Suppliers and consultants that provide us with a service, such as occupational health, HR or legal services
- Relevant professional bodies in order to verify your qualifications (such as the Teaching Regulation Agency for teaching posts).

When we appoint third parties to process data on our behalf, the third party is also required to process the data lawfully and fairly and in a manner that ensures appropriate security of the data, using appropriate technical or organisational measures to protect against unauthorised or unlawful processing and accidental loss.

We do not transfer your data to countries outside the European Economic Area.

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our data protection officer (details at the beginning of this document).

You also have the right to:

- restrict processing of your data in certain circumstances;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- object to the processing of your data where we are relying on our legitimate interests as the lawful basis for processing;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of data protection legislation.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

If you would like to discuss anything above, please contact the School Office.

## Applicant Declaration

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form are an offence and could result in my application being rejected or summary dismissal and, where relevant, possible referral to the teachers' misconduct team or police if appropriate. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Date:

Signed: \_\_\_\_\_



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## Monitoring Equal Opportunities

Name or initials	
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Primary Advantage is committed to being an equal opportunities employer. Primary Advantage does not discriminate on the basis of race, religion or belief, colour, sex or sexual orientation, age, physical or mental disability, marital status, nationality, ethnic or national origin. All matters related to employment are decided on the basis of qualifications, merit and business need.

**The Monitoring information section will be removed prior to shortlisting and will not be used for selection purposes. It will only be used for statistical monitoring purposes to ensure all applicants receive the same consideration and are treated fairly when applying for jobs.**

Please complete the Equal Opportunities Monitoring form to enable us to monitor the effectiveness of our equal opportunities policy in regards to our applicants. Information will be treated in strict confidence and used only for monitoring purposes and will not form any part of the assessment process. Data is collected in accordance with the requirements of the Data Protection Act and the Code of Practice issued by the Chartered Institute of Personnel and Development.

## Disabilities Disclosure Statement

Primary Advantage is committed to providing a service that is inclusive of diversity and equality. In order for us to provide such a service, we require you to complete the following declaration relating to disabilities. If you do not consider yourself to have a disability, please tick the box at the end of the next section.

Primary Advantage has a duty under Part 3 of the Disability Discrimination Act 1995 to make 'reasonable adjustments' for people with disabilities who want to access our services. To do this, it is important that you let us know if you have a disability so that we can make reasonable adjustments to meet your needs and ensure you can use our services.

In order to make these adjustments, some information regarding your disability may have to be disclosed to various members of staff or our partners. Detailed information about the nature of your impairment or medical information will not be passed on unless it is relevant to making reasonable adjustments.

You can request that no information about your disability is passed on to others, or you can request that information is restricted to certain people. However, you should be aware that if you do this it could limit the types of adjustments our partners or we are able to make.

You should also be aware that even if you have asked for information about your disability not to be passed on to any other members of staff or partners, there could be certain instances where this may still have to be done for reasons of health and safety, emergencies or public policy.

I do not consider myself to have a disability: <input type="checkbox"/>		
I agree to information regarding my disability to be passed on:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/> Restricted: <input type="checkbox"/>
If you have ticked 'restricted', please list those to whom you agree the information can be passed:		

# Application Form - Support

## Monitoring Equal Opportunities

Name or initials

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## Personal and post details

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Sex: Male:  Female:

Post applied for: \_\_\_\_\_ Vacancy reference number: \_\_\_\_\_

## Marital status (please tick)

Single:  Civil Partnership:  Widow/Widower:  Separated:   
Married:  Living with Partner:  Divorced:  Do not wish to disclose:

## Disability (please tick)

Under the Disability Discrimination Act 2005 the definition includes anyone with a "physical or mental impairment which has a substantial, long term, adverse effect on their ability to carry out normal day to day activities". This can include cancer or other such long term illnesses.

Under this new definition do you consider yourself to have a disability? Yes:  No:  Do not wish to disclose:

If yes, which of the following best describes your disability:

Speech:  Visual (not including wearing glasses or contact lenses):   
Hearing:  Co-ordination, dexterity or mobility:   
Mental health:  Other physical or mental conditions  
Learning difficulties:  (please specify): \_\_\_\_\_

## Religion of belief (please tick)

Catholic:  Hindu:  Jain:   
Church of England:  Buddhist:  No religion:   
Jewish:  Muslim:  Other:   
Orthodox Jewish/Charedi:  Sikh:   
Do not wish to disclose:  Please specify: \_\_\_\_\_

## Caring responsibilities (please tick)

Do you have a carer responsibility for anyone? Yes:  No:  Do not wish to disclose:

If yes, are they: Adults:  Sick:  Disabled:  Elderly:   
Children under 16:  Sick:  Disabled:

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## Monitoring Equal Opportunities

Name or initials

### Sexual orientation (please tick)

Are you?    Heterosexual:     Lesbian:     Gay:     Bisexual:     Do not wish to disclose:

### Transgendered (please tick)

Are you Transgendered/Transsexual?    Yes:     No:     Do not wish to disclose:

### Ethnic group (please tick)

#### WHITE

British:

Irish:

Other:<sup>1</sup>

Please specify:

#### MIXED

White and Black Caribbean:

White and Black African:

White and Asian:

Any other Mixed background:

Please specify:

#### BLACK OR BLACK BRITISH

Caribbean:

African:<sup>2</sup>

Please specify:

Any other Black background:

Please specify:

#### ASIAN OR ASIAN BRITISH

Indian:

Pakistani:

Bangladeshi:

Any other Asian background:

Please specify:

#### CHINESE AND OTHER

Chinese:

Any other background:<sup>3</sup>

Please specify:

Do not wish to disclose:

#### NOTES:

1. Turkish, Turkish Cypriot, Traveller of Irish Heritage, Albanian, Greek/Greek Cypriot, Gypsy/Roma, White Western European, White Eastern European, any other White.
2. Angolan, Congolese, Ghanaian, Nigerian Sierra Leonean, Somali, Sudanese, any other Black African.
3. Afghan, Kurdish, Latin/South/Central American, Vietnamese, any other ethnic group.

### Language (please tick)

Language	Fluency (Mother Tongue or qualified fluency etc)	Is this your first Language?
	Mother Tongue <input type="checkbox"/> Fluency (Qualified) <input type="checkbox"/> Other <input type="checkbox"/>	
	Mother Tongue <input type="checkbox"/> Fluency (Qualified) <input type="checkbox"/> Other <input type="checkbox"/>	
	Mother Tongue <input type="checkbox"/> Fluency (Qualified) <input type="checkbox"/> Other <input type="checkbox"/>	