

## Application Form

This Application Form has been designed to exclude information that might lead to discrimination.  
Please read the Guidance Notes below before completing this form.

### Guidance Notes & Data Protection Act

- Please note that we do not accept CVs (curriculum vitae).
- Applications will only be accepted if they are completed in full.
- Please read the [Child Protection policy](#) before completing the
- We will decide whether to invite you for interview on the basis of information given by you on this application form.
- When you sign and return this form, you are giving us permission to process the information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal, which will be collected, used, stored, transferred and secured in accordance with data protection law, including the General Data Protection Regulation (GDPR).
- The data may be used by The 3-18 Education Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

### 1. Vacancy Details

Post for which you are applying:

Closing Date:

**Please return this form to : [clare.ellis@stm.318education.co.uk](mailto:clare.ellis@stm.318education.co.uk)**

### 2. Personal Details

Current Last name:	Initials:
Home address:	Home number:
	Mobile number:
	Work number:
	May we contact you on this number? Y/N
NI number:	Email address:
QTS/Teacher Reference Number:	Do you have the right to work in the UK? Y/N  <i>We require proof of this before an offer of employment can be confirmed. You must provide any relevant documentation which confirms your right to work in the UK as required by the Immigration, Asylum and Nationality Act 2006.</i>
Do you hold a full driving licence? Y/N	Do you have a vehicle available for work purposes? Y/N
Any former names?	

## Time Spent Living and/or Working Overseas

If you have lived or worked outside the UK in the last 5 years, the school/3-18 Education 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 the UK in the last 5 years? Y/N**

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

## 3. Educational Qualifications

**Please provide details of secondary, further, higher education and professional qualifications achieved. Start with the most recent.**

Date	Institute details (eg University, College, School, etc), plus Qualification(s) gained or pending and subject	Grade obtained	Office use only Certificates checked by

**4. Membership of Professional Bodies (Please state whether by election, exemption or examination)**

Date	Professional Body	Membership No.	Grade/ Level	Office use only Certificates checked by

**5. Current Employment (If you are unemployed, please leave blank)**

Job title: \_\_\_\_\_ Basic pay/grade: \_\_\_\_\_  
 Employer's name: \_\_\_\_\_ Other pay: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date started: \_\_\_\_\_  
 \_\_\_\_\_ Period of notice: \_\_\_\_\_

Outline of duties and responsibilities:

## 6. Previous Employment

Please list ALL of your previous jobs since leaving school including education and any with your current employer.

Start with the most recent and use a separate sheet if needed.

Job title:	Date started:
Employer's name:	Date left:
Address:	Brief outline of duties:
Postcode:	
Reason for leaving:	
Job title:	Date started:
Employer's name:	Date left:
Address:	Brief outline of duties:
Postcode:	
Reason for leaving:	
Job title:	Date started:
Employer's name:	Date left:
Address:	Brief outline of duties:
Postcode:	
Reason for leaving:	
Job title:	Date started:
Employer's name:	Date left:
Address:	Brief outline of duties:
Postcode:	
Reason for leaving:	

**7. Breaks in employment history since leaving school (completion is mandatory). Details of any gaps in employment history since leaving school and the reason must be detailed below. These could include voluntary work, unemployment, domestic reasons, etc.**

From:	To:	Reason:
From:	To:	Reason:
From:	To:	Reason:

**8. Training (Please list below relevant job-related raining you have undertaken)**

Date	Course Title	Organiser	Length	Office use only Certificates checked by

**9. Languages (Please detail below if you have any language ability other than English)**

Able to effectively converse and read:

Able to converse, read and write:

Totally fluent:

## 10. Further Details

Please provide a covering statement of how your experience (voluntary or work), skills and abilities and any specialist knowledge are relevant to the requirements of the post as set out in the job description and person specification.

## 11. Disciplinary Matters

Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? Include any investigations or actions taken by your professional body. Both "Spent" or "Unspent" matters need to be disclosed. **Y/N**

If YES, please provide details below of action taken including dates. Include any pending incident/action:

## 12. Relationships (Please list any personal relationships that exist between you and any members of the Trust, i.e., Board members, Governors, staff or students at the school)

Name:

Relationship:

Role at Trust/School:

## 13. Rehabilitation, Disclosure and Barring & Childcare Disqualification

The 3-18 Education Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making confirmed appointments to relevant posts. The role you are applying for is considered an 'excepted post' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order (1975). As such, if selected, you will be required to disclose any spent or unspent conviction, caution, reprimand or warning, other than those deemed 'protected' under the Exceptions Order 2013. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

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.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offences and when they occurred.

If you are in any doubt you should take advice, or check:

[Guidance on the Rehabilitation of Offenders Act 1974 and The Exceptions Order 1975](#)

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy statement.

***I can confirm that I am not on the barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body, where applicable. I also agree for an enhanced DBS check to be conducted if appointed to the position for which I have applied.***

Signature (electronic accepted):

Date:

## 14. References

- Please give referee details from two employers, the first of which **MUST** be your current or most recent employer.
- If your current or former employment was within an education establishment this **MUST** be the Headteacher.
- References will not be accepted from relatives, friends or individuals who no longer work for the establishment.
- Where applicable one reference should be from the last time you worked with children.
- References will usually only be taken up if you are selected for interview.
- Any offers of appointment will not be confirmed until we have received a satisfactory reference from your present or most recent employer.

(1) Name:	(2) Name:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Email address:	Email address:
Occupation:	Occupation:
<i>Working relationship to candidate:</i>	<i>Working relationship to candidate:</i>
<b>May we contact these referees without asking you?</b>	
Reference 1: Y/N	Reference 2: Y/N

## 15. Your signature

I certify that, to the best of my knowledge, the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.

<b>Signature:</b>	<b>Date:</b>
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**Please Note: If you provide us with an electronic signature in any of the above sections, this application form must then be signed at interview.**



## Equal Opportunities

We believe that equal opportunity is about treating people fairly, openly and honestly and recognising that people all have different needs, cultures, experiences and expectations.

It is our policy to ensure that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of his or her sex, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable.

We take positive steps to promote Equality & Diversity in employment.

### Equality Act 2010

The Equality Act 2010 places a general duty on the Trust to promote equality. This means that in everything we do, we need to:

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality of opportunity.
- Foster good relations between different people.



We are accredited with the **Valued Worker Scheme** initiative. This Scheme promotes the adoption of policies and practices that demonstrate our commitment to treating all employees fairly, equitably and with dignity.



### Policy Statement for Applicants with Disabilities

Under the Disability Discrimination Act 1995, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

The Act defines a disabled person in the following way: "A disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities".

You should be aware that we may ask you to give details of your disability should you be invited to interview. Any supporting information would be helpful.

The 3-18 Education Trust has been awarded with Disability Confident Committed status.

## Equality and Diversity Monitoring Form

This sheet will be detached from your application form and will not be seen by anyone involved in the selection process. We will use this information for monitoring our recruitment processes and, if you are appointed, for our personnel/payroll records.

Last name:	First name(s):						
Previous last name(s):	Known as:						
Title (ie, Mr, Mrs, Ms, Miss, Dr, etc):	Sex (Male/Female/Prefer not to say):						
Date of Birth:	Age:						
Post applied for:							
<p><b>What is your ethnicity?</b> 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 most appropriate box:</p> <table border="1"> <tr> <td> <p><b>White</b></p> <input type="checkbox"/> British  <input type="checkbox"/> Irish  <input type="checkbox"/> Gypsy or Irish Traveller  <input type="checkbox"/> Any other White background</td> <td> <p><b>Black or Black British</b></p> <input type="checkbox"/> African  <input type="checkbox"/> Caribbean  <input type="checkbox"/> Any other Black background</td> <td> <p><b>Other Ethnic Groups</b></p> <input type="checkbox"/> Arab  <input type="checkbox"/> Any other ethnic group</td> </tr> <tr> <td> <p><b>Asian or British Asian</b></p> <input type="checkbox"/> Bangladeshi  <input type="checkbox"/> Indian  <input type="checkbox"/> Pakistani  <input type="checkbox"/> Chinese</td> <td> <p><b>Mixed</b></p> <input type="checkbox"/> White and Asian  <input type="checkbox"/> White and Black African  <input type="checkbox"/> White and Black Caribbean  <input type="checkbox"/> Any other mixed background</td> <td> <input type="checkbox"/> Prefer not to say</td> </tr> </table>		<p><b>White</b></p> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background	<p><b>Black or Black British</b></p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<p><b>Other Ethnic Groups</b></p> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group	<p><b>Asian or British Asian</b></p> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	<p><b>Mixed</b></p> <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	<input type="checkbox"/> Prefer not to say
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<p><b>What is your religious belief?</b></p> <table border="1"> <tr> <td> <input type="checkbox"/> Agnostic  <input type="checkbox"/> Atheist  <input type="checkbox"/> Buddhist  <input type="checkbox"/> Christian  <input type="checkbox"/> Hindu</td> <td> <input type="checkbox"/> Jain  <input type="checkbox"/> Jewish  <input type="checkbox"/> Muslim  <input type="checkbox"/> Pagan  <input type="checkbox"/> Sikh</td> <td> <input type="checkbox"/> Other  <input type="checkbox"/> No religion  <input type="checkbox"/> Prefer not to say</td> </tr> </table>		<input type="checkbox"/> Agnostic <input type="checkbox"/> Atheist <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu	<input type="checkbox"/> Jain <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Pagan <input type="checkbox"/> Sikh	<input type="checkbox"/> Other <input type="checkbox"/> No religion <input type="checkbox"/> Prefer not to say			
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<p><b>What is your sexual orientation?</b></p> Heterosexual <input type="checkbox"/> Gay woman/lesbian <input type="checkbox"/> Gay man <input type="checkbox"/> Bisexual <input type="checkbox"/> Transgender <input type="checkbox"/> I would prefer not to say <input type="checkbox"/>							
<p><b>Do you consider yourself to have disability or health condition?</b>  Yes <input type="checkbox"/>      No <input type="checkbox"/>      Prefer not to say <input type="checkbox"/></p> <p>What is the effect or impact of your disability or health condition on your ability to give your best at work?  Please write here:</p>							
<p><b>Where did you see/hear about this vacancy?</b></p> Trust/School website <input type="checkbox"/> Local Authority Website <input type="checkbox"/> Shropshire Star <input type="checkbox"/> TES Online <input type="checkbox"/> Teaching-Vacancies.gov.uk <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Social media (please state) <input type="checkbox"/> Other website/publication (please state) <input type="checkbox"/>							

## Short Form Privacy Notice for Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at on the Trust's websites or on request which detail how we use your information.

### Why Do We Collect This Information?

Once you have submitted an application form, the Trust use this information in order to take a decision on recruitment and to take steps to enter into a contract.

### What Information Do We Collect?

We collect all the information included in the Application Form in order to take a decision as to recruitment:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses.
- Emergency contact information such as names, relationship, phone numbers and email addresses.
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications.
- Details of your employment history including job titles, salary and working hours.
- Information regarding your criminal record as required by law to enable you to work with children.
- Details of your referees and references.
- Details collected through any pre-employment checks including online searches for data.
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

### How We May Share the Information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

### How Long We Keep Your Information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

### Job Applicants Privacy Notice

A full version of the Applicants Privacy Notice is available on our vacancies pages on our website. Alternatively, you may request copy from the school.