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| --- |
| Application for Teaching Appointment |
| The school values diversity and is striving to be an Equal Opportunity Employer |
| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.Please complete in black ink or type  |
| 1. Post applied for:

       |  | 1. School/Establishment:

      |
| Grade/Scale:       |
| **Personal: Please complete all sections to enable your application to be considered** |
| 1. Surname: Dr/Mr/Mrs/Miss/Ms

      |  | 1. Forename(s):

      |
| Previous names: (if relevant)       |
|  |
| 1. Address:

       |  | 7. Date of Birth:       |
|  |
| 8. E-mail:       Fax:       |
|  |
| Postcode: |       |  | 9. Daytime telephone:       |
| 6. NI Number:       |  |  Evening telephone:       |
|  GTC ref no: |       |  |
|  DCSF ref no: |       |  |
| QTS status: **Yes** | [ ]  | **No** | [ ]  | (please tick) |
| NPQH: **Yes** | [ ]  | **No** | [ ]  | (please tick) | Date obtained:       |
|  |
| **Employment** Please give details of your present/most recent post |
| Post held:      | Scale/Allowance:       |
| Incremental point:       |
| Place of work:      | Annual salary:       |
| Date first went through threshold, if applicable       |
|  |
| Main duties/responsibilities:      |
| Date appointed to post:       | Date left (if applicable):       |
| Name and address of present or most recentschool:      | LA Name and address:      |
| Telephone:       |
| Date employed from:      Date employed to:       | E-mail:       |
| Fax:       |
|  |
| **Employment background** Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education  |
| Frommonth/year | Tomonth/year | Place of work/employer (if applicable) | Scale/grade | Title/responsibility | Reason for leaving |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
| Have you ever been dismissed by any of the above employers? |
| If yes, further details may be requested from you | Yes       | No       |
| **Education background** Secondary education |
| Name of institution | Frommonth/year | Tomonth/year | Qualifications obtained (Please indicate level, subject(s), grades and dates of award) |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Further, higher and professional education (Proof of qualifications will be required)** |
| Name of institution | Frommonth/year | Tomonth/year | Qualifications obtained (Please indicate level, subject(s), grades and dates of award) |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Professional development/training**(State involvement in the last five years appropriate to your application) |
| Dates of course | Length of course | Details of course | Course provider |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |
|       |       |       |       |
| **Explanation of any gaps** |
| Please explain here any gaps in employment, education or training since leaving full time education.      |
| **Letter of application** |
| Please include any information you feel would help evaluate your suitability for the post. |
| **Early retirement or ill-health retirement** |
| Have you been granted early retirement or ill-health retirement from any Local Authority? | **Yes** | [ ]  | **No** | [ ]  | (please tick) |
| In order to comply with our **Valuing Diversity Policy**, please indicate if you have a disability? | **Yes** | [ ]  | **No** | [ ]  | (please tick) |
| If YES, do you require any adjustments to the recruitment process? | **Yes** | [ ]  | **No** | [ ]  | (please tick) |
| If YES, please give details in your application. |
| **Rehabilitation of Offenders Act 1974** |
| Owing to the nature and location of the work, the post is exempt from the previous provisions of the above Act, therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. **The Authority will check information provided under this heading.**  |
|  |
| Have you at any time been convicted of any criminal offence? **Yes**(including cautions, bind-overs and any pending prosecutions) | [ ]  | **No** | [ ]  |  |
|  |
| Are you disqualified from working with children or subject to any **Yes**sanctions imposed by a regulatory body i.e. GTC? | [ ]  | **No** | [ ]  |  |
|  |
| **Data Protection** In accordance with the Act, you should be aware that personal details submitted with this application form, will be used only for selection and interview procedures, and for employment records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties.  |
| **References**  |
|  |
| Please give the name and address of two persons from whom references may be obtained, **one of these should be your current Head Teacher**. Applicants for voluntary aided schools may wish to include a referee from their relevant Church background. If not currently working with children, then one reference should be from a previous employer in a child related role, if applicable. **References from friends or relatives will not be accepted. References will be sought prior to interview.** |
|  |  |  |
| (1) Name: |       |  | (2) Name: |       |
|  Position held: |       |  Position held: |       |
|  |  |  |
| Address: (including Post Code)      |  | Address: (including Post Code)      |
| Telephone No: |       | Telephone No: |       |
| E-mail:  |       |  | E-mail:  |       |
| Fax: |       |  | Fax: |       |
|  |
| Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment. |
|  |
| **Declaration**  |
|  |
| I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate. |
| **Signature:** |  | **Date:** |  |
|  |
| **We regret that we are unable to acknowledge receipt of this form because of the high cost involved. If you receive no further communication within 6 weeks of the closing date, please assume that your application has been unsuccessful. Thank you for your interest in the post.** |
|  |
| **Your application, when completed, should be returned to the address stated in the advertisement.** |

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| **For office use only** |
|  |
| Date received: |

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| **Fairness in Employment Monitoring**  |
|  | **Strictly Confidential** |
| **Job Ref:** |  | **Grade** |
|       |  |       |
|  |
|  | **Department:** |
|  |  | [ ]  | Adult Services | [ ]  | Children's Services | [ ]  | Development & Regeneration |
|  |  | [ ]  | Chief Executive's | [ ]  | Corporate Resources | [ ]  | Environmental Services |
|  |
|  | **How did you find out about this job? (e.g. which publication)** |
|  |  | [ ]  | BEN | [ ]  | Guardian | [ ]  | Professional Journal (*please state which below)* |
|  |  | [ ]  | MEN | [ ]  | Bolton Council Website | [ ]  | Other, inc any other websites (*please state below)* |
|  |  | [ ]  | Job Centre | [ ]  | Internal |  |
|  |
|   | *Professional journal or other please state* |       |
|  |
|  |  | **My Racial origin:** *(please tick appropriate box)* |
|  |
|   | **White** |  | [ ]  | British | [ ]  | Irish | [ ]  | European |  | [ ]  | Other |
|  |
|   | **Black or Black British** |  | [ ]  | Caribbean | [ ]  | African |  |  |  |  |  |  |
|  |
|   | **Asian or Asian British** |  | [ ]  | Indian | [ ]  | Pakistani | [ ]  | Kashmiri |  | [ ]  | Bangladeshi |
|  |
|   | **Mixed Race** |  | [ ]  | White & Black Caribbean | [ ]  | White & Black African | [ ]  | White & Indian |  | [ ]  | White & Pakistani |
|  |
|   | **Chinese/other group** |  | [ ]  | Chinese |
|   | *For any other racial group* *please write in box* |  |       |
|  |
|   | **My gender:** |  | [ ]  | Female |  | [ ]  | Male |
|  |
|  | **My sexuality:** |  | [ ]  | Heterosexual |  | [ ]  | Lesbian |  | [ ]  | Don't want to say |
|  |  |  | [ ]  | Gay |  | [ ]  | Bisexual |  |  |  |
|  |
|  | **My present employment: (I currently work for the Council):** | [ ]  | Yes | [ ]  | No |
|  |
|  | **My disability status:** *(please read the definition over the page before answering)* |
|  |  | [ ]  | I am not a disabled person |  | [ ]  | I consider myself a disabled person |
|  |
|   | **My age:** | [ ]  | 16-19 | [ ]  | 20-29 | [ ]  | 30-39 | [ ]  | 40-49 | [ ]  | 50-59 | [ ]  | 60-64 | [ ]  | 65 + |
|  |
|  | **My religion:** |  | [ ]  | Christian *(including* *Church of England,**Catholic, Protestant* *and all other denominations)* |  | [ ]  | Sikh |  | [ ]  | Muslim |
|  |  |  |  |  | [ ]  | Hindu |  | [ ]  | Buddhist |
|  |  |  |  |  | [ ]  | Jewish |  | [ ]  | None |
|  |
|  |  *Any other religion –**please write in box* |       |
|  |  |  |  |  |  |  |  |
|  | **My caring responsibilities:** | [ ]  | I look after children |  | [ ]  | I help an adult with her/his daily routine |
|  |  |  |  |  |  |  |  |
|  |  |
|  |  |  |  |  |  |  |  |
|  | **For Office Use Only** |
| [ ]  | Part-time | [ ]  | Full-time |  | [ ]  | Permanent |  | [ ]  | Fixed term |  | [ ]  | Interviewees |  | [ ]  | Candidate(s)  |
|  |
| **No** |       |  |  |  |  |  |  |  |  | **NC** | [ ]  |  |  |  |  |  | selected |

Valuing Diversity

**Fairness in Employment Monitoring Sheet**

The information that you give us on this form will be used for monitoring and will not be used for any other purpose. The form will be separated from your application as soon as it is received and it will not be passed on to anyone involved in short-listing or interviewing for the post for which you are applying.

**Help us to help you**

We are committed to achieving fairness and equality in employment. We want to make sure that all job applicants and employees are treated fairly and are judged solely on their merits and abilities.

One of our most important ways of making sure that we are being fair is by monitoring - counting the people that apply to us for jobs, and those who get our jobs. To help us to do that, please fill out the form on the other side of this page and return it with your application.

**What information are we looking for?**

We need different kinds of information for different reasons. We ask about your race, your gender, your age, whether or not you consider you are disabled and your religion so that we can check how closely the numbers of people who apply to us for jobs, or who get jobs with us, match up to the local population.

This tells us a lot about whether our recruitment processes are fair and equally open to everyone.

In addition we are asking you to tell us something about your caring responsibilities. By that we mean looking after a child, whether as a parent, guardian or foster parent, or helping an adult carry out their daily routine. This might mean providing assistance to an adult relative or friend who is disabled or has a long term illness. These questions help us to assess the demand for family-friendly policies, such as more flexible working arrangements.

We are also asking about whether you already work for the Academy, which helps us to make sure that both internal and external candidates have equal chances of getting Academy jobs.

**Disability - Definition**

Under the terms of the Disability Discrimination Act 1995 a person has a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

**RECRUITMENT PRIVACY NOTICE**

**Policy Statement**

We are Leverhulme Academy Church of England and Community Trust. As part of your application to join us, 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), date of birth and NI Number;
* 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;
* information regarding your criminal record;
* details of your referees;
* whether you are related to any member of our workforce;
* details of any support or assistance you may need to assist you at the interview because of a disability; and
* equal opportunities’ monitoring data, including your racial or ethnic origin, marital status, gender, sexual orientation, religious or similar beliefs, and if you are disabled.

*Following shortlisting stage, and prior to making a final decision*

* information about your previous academic and/or employment history, including details of any conduct, grievance 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

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 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 government bodies, including 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 Records Management 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 or 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:

Mrs J Clapperton – HR Manager.

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 an individual wants to exercise any of these rights then they should contact the Headteacher. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

**Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer, Miss M Jefferies, in the first instance. However, an individual can contact the Information Commissioner’s Office should they 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: Miss M Jefferies, Director of Resources at Harper Green School.