



Unity Schools Trust
'Excellence through collaboration'

Job Application Form

School Support Staff Posts

Confidential

Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

Please return your completed form to:	HR Department Unity Schools Trust Thorpe Road Staines-upon-Thames Surrey TW18 3HJ Or email to vacancies@unityschoolstrust.co.uk	Ref. No. (Office Use Only)
The deadline for receipt of completed applications is:		

Details of Post Applied For:

Job Title	
School	
Please confirm the date you would be able to start work, if successful	

Personal Details:

Title		First Name(s)	
Surname			
If you have previously been known by another name, please specify:			
Address			
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.		
	Daytime Contact Number:		
	Evening Contact Number:		
	Mobile Number:		

	Email Address:			
National Insurance Number				
Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:	

Education and Qualifications:

Please also include any relevant professional qualifications.

Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examinations Results or Award
	From (Month/Year)	To (Month/Year)	

Professional Development:

Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Employment History:

Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Periods When Not Working:		
Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education.		
Date From (Month/Year)	Date To (Month/Year)	Reason

Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

Referees:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		Referee 2	
Title (Miss/Mr etc)		Title (Miss/Mr etc)	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Fax Number		Fax Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

Reasonable Adjustments to the Shortlisting Process:

The Trust welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

Declarations:

This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check). You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

Important changes to the law on the disclosure of criminal records information mean that a prospective employer can only ask you to disclose any unspent cautions, convictions, warnings or bindovers, that are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). New filtering rules have also been introduced, although these rules do not apply for individuals who have two or more convictions. Guidance and criteria on the filtering rules can be found at the Disclosure and Barring Service website at: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>. Also, because positions in schools are considered to be 'excepted', when your certificate is issued it may contain information on spent convictions that the DBS decides your employer needs to take into account in order to ensure the protection of vulnerable groups, including children. In addition, some specific offences will never be removed from a DBS certificate, such as serious sexual and violent offences. You can view this specified list of offences at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

Further guidance on what convictions you must declare and a policy on recruiting ex-offenders are available from the Trust.

Please answer the following questions:

Do you have any unspent convictions, cautions, warnings or bind-overs that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and/or are you the subject of a current police investigation or have criminal proceedings pending against you?	YES/NO
Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)?	YES/NO

It is a criminal offence for barred individuals to seek, or to undertake, work with children.

If you have answered 'YES' to either of the above, please provide **further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'**.

Are you currently registered with the DBS Update Service?	YES/NO
If YES, please provide the information below. If NO, please proceed to the next section.	
DBS Registration Number	Annual Registration Renewal Date
Level of check obtained at point of registration? (<i>select one</i>)	STANDARD / ENHANCED
Which workforce was your check requested for at point of registration? (<i>select one</i>)	CHILDREN / ADULT / ADULT & CHILDREN / OTHER

Declaration: By signing this application form and providing the information above I understand that I am authorising the Trust to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.

A Note on Childcare Disqualification Requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009. All staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work upon appointment.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering;
- Living in the same household where another person who is disqualified lives or works (referred to as disqualification 'by association').

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Declaration of Relationships:

Do you know a member of staff or governor of the Trust or any school within the Trust?

YES / NO

If YES, please provide below his/her name and role, and state your relationship:

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Signature of Applicant

Date

If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application.

Retention of Application Forms: It is the Trust's policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box

Equality Monitoring Form

The Trust aims to select staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of the Trust's Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel.** Thank you.

Post Applied For:		Where did you see this post advertised?	
-------------------	--	---	--

Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female Male Date of Birth:

Disability: Do you consider yourself to have a disability? Yes No

Ethnicity: Please tick **one** category below. The categories are based on the population census.

Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:	
Bangladeshi	
Indian	
Pakistani	
Any other Asian background (specify if you wish):	
Black, Black British, Black English, Black Scottish or Black Welsh:	
African	
Caribbean	
Any other Black background (specify if you wish):	

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:	
Chinese	
Any other ethnic background (specify if you wish):	
Mixed:	
White and Asian	
White and Black African	
White and Black Caribbean	
White and Chinese	
Any other Mixed background (specify if you wish):	

White:			
British		Scottish	
English		Welsh	
Irish		Any other White background (specify if you wish):	

Recruitment Specific Privacy Policy

This Recruitment Specific Privacy Notice has been written to inform prospective employees of Unity Schools Trust about what we do with your personal information.

Who are we?

Unity Schools Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation. The Trusts Data Protection Officer (DPO) is Mrs Rnuka Dhir. The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. The Data Protection Officer can be contacted on: Dataprotection@unityschoolstrust.co.uk.

What information do we collect and why do we require it?

As part of your job application Unity Schools Trust will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this. This information includes, but is not necessarily limited to:

- Your name(s), title, contact details, address, and National Insurance Number;
- ID Documents;
- Eligibility to Work;
- Previous employment history;
- Education and Professional Qualifications;
- Membership of professional or government bodies;
- Referee Details;
- Equalities information (so that we can monitor workplace equality);
- Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- Any other relevant information you wish to provide to us;

Who do we obtain your information from?

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- Your nominated referees
- The Disclosure and Barring Service

Who do we share your personal data with?

We will keep your personal data within the Trust, which will only be accessed by relevant staff in relation to your application.

How long do we keep your personal data for?

Data held	Retention period
If your job application is successful	Your information will be kept on your personnel file and kept in accordance with other HR retention period
If your job application is unsuccessful	Your information will be kept for six months

What is our lawful basis for processing your personal data?

The Trust is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter in to an employment contract.

The Trust is also legally required to collect some information as defined by employment law (i.e. equalities and diversity).

What rights do you have over your data?

Under GDPR you have the following rights in relation to the processing of your personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data that we hold, and be provided with a copy
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed

You can exercise any of these rights by contacting:

*Unity Schools Trust
The Magna Carta School
Thorpe Road
Staines TW18 3HJ*

Or Dataprotection@unityschoolstrust.co.uk

If you have any concerns about the way we have handled your personal data or would like any further information, please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF*

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

0303 123 1113 (Monday-Friday 9am-5pm)

Declaration

I declare that I have read **The Recruitment Specific Privacy Notice** and understand the following:

- The Trust and school has a legal and legitimate interest to collect and process my personal data in order to meet employment and statutory requirements
- How my personal data is used and the retention period
- The Trust and school will not share my data with any other third parties and will keep all personal data within the school, which will only be accessed by relevant staff in relation to the application
- The Trust and school will always ask for consent before contacting a referee, and I must provide this consent if I agree to the data being processed
- My data is retained in line with the Trust's GDPR Data Protection & Freedom of Rights Policy
- My rights to the processing of my personal data
- Where I can find out more information about the processing of my personal data

Applicant Name:

Applicant Signature:

Date:

Please return this page and keep the previous pages for your reference