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| **ALL SAINTS' ACADEMY CHELTENHAM**  **SUPPORT STAFF APPLICATION FORM** |

PLEASE ENSURE THAT YOU FILL IN ALL PARTS OF THE APPLICATION FORM. PLEASE BE AWARE THAT PROVIDING FALSE INFORMATION WILL RESULT IN THE APPLICATION BEING REJECTED, OR WITHDRAWAL OF ANY OFFER OF EMPLOYMENT, OR SUMMARY DISMISSAL IF YOU ARE IN POST AND POSSIBLE REFERRAL TO THE POLICE. CHECKS MAY BE CARRIED OUT TO VERIFY THE INFORMATION YOU PROVIDE ON THE APPLICATION FORM. PLEASE COMPLETE USING BLACK INK OR TYPE.

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| APPLICATION FOR THE POST OF: | | |  |
|  | | **JOB REF. NUMBER:**      (where available) | |
| SURNAME:’  TITLE: | **FORENAME(S):**  Please give details of any previous surnames: | | |
| ADDRESS FOR CORRESPONDENCE:  E-MAIL ADDRESS: (will be the one we use to send information to you) | **TELEPHONE NUMBERS**  **HOME:**  WORK:  May we contact you at work?  NATIONAL INSURANCE NUMBER: | | |

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| Employment History | |
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| PRESENT OR MOST RECENT EMPLOYMENT | |
| Name & address of employer:  Nature of business/Role/Responsibility:  Education | **Job title**  **Are you still** **currently employed by this organisation?**: |
| Date of appointment: | **Grade and details of allowance:**    **Salary Scale and Current Salary:**  **Notice required:**  **Date available to take up new post**: |
| Reasons for leaving (If applicable): |

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| PREVIOUS EMPLOYMENT  Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time.Start with the most recent. Please continue on a separate sheet if necessary. | | | | |
| **Employer’s name and address** | **From**  **Month / Year** | **To**  **Month / Year** | **Job title and summary of main duties** | Reason for leaving post |
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| Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education. | | | | |

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| Support of Application | | | | | | | |
| Please detail below:   * The experience you have gained relevant to the position applied for. * What attracts you to our Academy * What you will bring to the Position | | | | | | | |
| Qualifications and Training | | | | | | | |
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| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested. | | | | | | | |
| **Course** | **School/College**  **University/Institution** | | **From** | **To** | | **Result/Qualifications gained** | |
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| CONTINUING PROFESSIONAL DEVELOPMENTGive details of the most recent, relevant courses attended and indicate any awards earned. | | | | | | | |
| **Subject** | | Provider | | | **Duration** | | **Dates** |

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| References | | | | | |
| *Please provide the contact details of your current or most recent employer so we can contact them for a reference. Please note if this is in a school setting we require the reference to be from the Principal or Head. If the references provided below do not cover at least the last 5 years or any time working with children or young people you may be asked to provide additional referees or we will look to obtain references from other past employers listed on this form.*  ***It is the normal practice for references to be obtained before any formal interview.*** | | | | | |
| If you were known to either of your referees by another name please give details: | | | | | |
| **1st Referee**. | **If this is your current employer please confirm that we can contact before interview? Y/N** |  | **2nd Referee**. |  |  |
| Name: |  |  | Name: |  |  |
| Position: |  |  | Position: |  |  |
| Address: |  |  | Address: |  |  |
| Tel: |  |  | Tel: |  |  |
| Email: |  |  | Email: |  |  |
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| **Please give details of your interests outside work** |
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| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK?  YES/NO  2. Do you hold a full current driving licence?  YES/NO  3. Are you a relative or partner of any employee or Governor of All Saints Academy?  If YES, Please state name of person and relationship:    4. Where did you see the advertisement for this post? | | |
| Criminal Convictions - Rehabilitation of Offenders Act 1974 | |
| **COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND‑OVERS**  If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.  **DATA PROTECTION ACT 1998**  The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998.  The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.  When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed.  If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.  **NOTES**  (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.  (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.  (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination | |
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All Saints Academy abides by the Disclosure and Barring Service Code of Practice, a copy is available on request or visit [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

A copy of the Policy for the recruitment of ex-offenders is available from the Organisational Development and Human Resources service

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| Declaration | |
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| I agree that any offer of employment with All Saints Academy is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 1998 Data Protection Act, it is agreed that All Saints Academy may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. All Saints Academy is committed to the prevention, detection and elimination or fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may result in my application be rejected, any offer of employment being withdrawn and, in the event of employment, dismissal or disciplinary action by All Saints Academy. If you are submitting this form electronically you will be required to sign it at the interview stage. | |
| **Signed:** | **Date:** |

***REQUEST FOR YOUR CONSENT TO PROCESS YOUR DATA***

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

**Important Information Regarding Your Consent**

1. We are All Saints’ Academy, Blaisdon Way, Cheltenham, GL51 0WH

2. The Data Protection Lead (DPL) is responsible for data protection within our organisation. You can contact the DPL if you have any questions relating to the handling of your data by emailing [dataprotection@asachelt.org](mailto:dataprotection@asachelt.org)

3. We require the information we have requested on this form in order to process your application for employment.

4. To the extent that you have shared any special categories of personal data[[1]](#footnote-1) this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.

5. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.

6. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.

7. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.

8. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Officer (see 3 above) that you wish to withdraw your consent.

9. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the Data Protection Lead by emailing [dataprotection@asachelt.org](mailto:dataprotection@asachelt.org) . If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: ico.org.uk

**Request For Your Consent**

Please ensure that you have read paragraphs 1-9 above and raised any relevant questions before providing your consent below.

* I confirm that I have read and understood paragraphs 1-9 above and that I have been offered the opportunity to raise any relevant questions: YES  NO  [Tick applicable box].
* Please tick this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-12 above .
* I agree to my personal data being shared as stated in paragraphs 2 and 5 above:

Yes  No  [Tick as applicable].

1. Article 9(1) GDPR sets out the special categories of personal data as follows: *“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation…”* [↑](#footnote-ref-1)