*CONFIDENTIAL:* **IRONSTONE ACADEMY TRUST STAFF APPLICATION FORM**

*(Before completing, please read the full form with care)*



**Safeguarding Statement:- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

|  |
| --- |
| **Name of Candidate:**  |
| **Candidate Reference Number:** *(to be added by the Trust on receipt of the application)* |

**TO BE USED FOR All POSITIONS, BOTH TEMPORARY OR PERMANENT, with the exception of:**

Head Teacher, Executive Head, Chief Executive , Trust Finance and Business Manager

**BEFORE YOU BEGIN, PLEASE CHECK THAT YOU HAVE THE FOLLOWING:**

1. Correct application form for the position being applied for. This may be done electronically or ‘by hand’.
2. Details of the specific position you are applying for- the Trust does not accept blanket applications
3. Recruitment monitoring form
4. Consent to obtain references form

**PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE TRUST. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE/ACADEMY/MULTI ACADEMY TRUST COMPANY WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION MAY NOT BE PROCESSED.**

**DETAILS OF ROLE APPLIED FOR:**

|  |  |
| --- | --- |
| Application for the position of: |  |
| Full Time ☐ Part Time ☐ Job Share ☐ |
| At: | School / Academy / Central Trust |
| At which Ironstone Academy Trust is the employer.  |
| In the Local Authority of: |  |
| Please state where you first learned of this vacancy: |  |

**PERSONAL DETAILS:**

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| First Name*(s)*:  |  |
| Known as *(if applicable)*: |  |
| Address:  |  |
| Telephone Numbers: | *Home:* |
| *Mobile:* |
| *Work:* |
| Email Address:  |  |
| National Insurance Number: |  |
| How do you prefer to be contacted? | Via Phone ☐ via Email ☐ |
| If you are a qualified teacher please complete the following section, if you are not, please proceed to the next section: | Do you have Qualified Teacher Status? Yes ☐ No ☐ |
| QTS Certificate Number:       |  |
| Date of qualification as a teacher:       |  |
| Education Workforce Council *(Welsh Applicants only)* or other Membership Number: |  |
| DFE Teacher Reference Number:     |  |

**DETAILS OF PRESENT EMPLOYMENT:**

|  |  |
| --- | --- |
| Are you presently employed: | Yes ☐ No ☐ |
| ***If no, please proceed to the next section.*** |

**DETAILS OF PRESENT POST:**

|  |  |
| --- | --- |
| Role:  |  |
| Name of employer: |  |
| Name of school / Academy *(if applicable)*:      |  |
| Address: |  |
| Telephone Number: |  |
| Local Authority *(if applicable)*:  |  |
| Permanent ☐ Temporary ☐ |
| Full time ☐ Part time ☐ Job share ☐ |

**DESCRIPTION OF KEY DUTIES / RESPONSIBILITIES**:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Date of appointment:  |  |
| Notice required: |  |
| If notice already given, date      it is due to expire: |  |
| Reason for leaving: |  |
| Gross annual salary (include details of salary scale and spine point if applicable): |  |

**EMPLOYMENT HISTORY AND WORK EXPERIENCE:**

*Please complete in chronological order, starting with the* ***most recent****:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s name, address and nature of business** | **Full / Part time** | **Job title and brief description of duties and responsibilities** | **Dates employed month / year (from - to)** | **Reason for leaving** |
|  |       |       |       |       |
|      |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them below with dates. The information provided in this form mustprovide a complete chronology from the age of 18. **Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.**

**EDUCATION AND TRAINING:**

*Please complete in chronological order, starting with the* ***most recent****:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address of establishment** | **Full / Part time** | **Dates attended month / year****from - to** | **Date of award** | **Awarding body and registration number (if known)** | **Award and classification** |
| Post-Graduate Qualifications |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Higher Education Qualifications |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| School / College Qualifications |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**CONTINUING PROFESSIONAL DEVELOPMENT**

*Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post. You can add additional rows to the table, if you need.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Course Provider** | **Length of Course** | **Dates****from - to** | **Award / Classification *(if applicable)*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Please provide details of your most recent safeguarding training: |

**PROFESSIONAL MEMBERSHIPS:**

|  |  |
| --- | --- |
| Chartered College of Teaching: | Affiliate ☐ Associate ☐ Member (MCCT) ☐ Fellow (FCCT) ☐ Chartered Teacher (CTeach) ☐ |
| Please list any other professional bodies of which you are a member: |  |

**INTERESTS AND HOBBIES:**

|  |
| --- |
| Please list your interests and hobbies outside of work: |

**SUPPORTING STATEMENT:**

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post.

|  |
| --- |
|  |

**REFERENCES:**

A referee who is a current or former employer should have full access to the applicant’s personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation.

Please ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

* all disciplinary offences (including those where the penalty is “time expired” if related to children); and
* all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

|  |
| --- |
| **PRESENT SCHOOL / EMPLOYER:** |
| Name:  |  |
| Address: |  |
| Role:  |  |
| Telephone:  |  |
| Email:  |  |

**Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):**

|  |  |
| --- | --- |
| Name:  |  |
| Address: |  |
| Role:  |  |
| Telephone:  |  |
| Email:  |  |

|  |  |
| --- | --- |
| If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust / or any current employee(s) of the Governing Body / Academy Trust please provide the relevant details here: |  |
| Name(s) of Governing Body / Academy Trust / Employee(s): |  |
| Relationship(s) to you:      |  |

**DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS**

The Governing Body / Academy Trust is obliged by law to operate a checking procedure for employees who have access to children and young people. Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes ☐ No ☐

|  |
| --- |
| If yes please provide full details: |

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: ☐

**REHABILITATION OF OFFENDERS ACT 1974**

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

**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 Ironstone Academy Trust.
2. Being an education provider, we work closely with the school’s governors, academy’s Trustees, the Local Authority and the Department for Education, with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Mrs T Hart and you can contact them with any questions relating to our handling of your data. You can contact them by email at thart@normanby.org.uk
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data[[1]](#footnote-2) this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. 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.
7. 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.
8. 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.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish 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 following the procedure on the school website. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**REQUEST FOR YOUR CONSENT**

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

* **I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐**
* **Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above: ☐**
* **I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes ☐ No ☐**

**RIGHT TO WORK IN THE UK**

The Governing Body / Academy Trust will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. More information can be found in the Notes to Applicants.

**By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: ☐**

 **LANGUAGE REQUIREMENTS FOR PUBLIC SECTOR WORKERS**

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. This is because this is a public facing public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.

**DECLARATION**

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date:

***(The post will be subject to the terms and conditions of the appropriate Trust model contract).***

**CONFIDENTIAL**

****

**REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM**

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant CES Application Form.

If you are invited for interview, please bring this form with you to the interview in a separate, sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 - Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups. We ask for this information in order to facilitate an honest and open dialogue with prospective employees and we encourage all prospective employees to provide contextual information regarding any convictions disclosed.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless they are a “protected” convictions/cautions under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure.

**This means that you must disclose all spent and unspent convictions on this form other than those which are so “protected”. This may include driving offences but will not include youth cautions, reprimands or warnings. Please note that the rules on multiple convictions were changed in November 2020. If you are unsure about whether or not your conviction requires disclosure please review the Ministry of Justice guidance on the filtering of “protected” convictions and cautions which can be accessed on the** [**Ministry of Justice**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) **website.**

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have had any disclosable criminal convictions and a referral to the Police may be made.

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.**

**Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

No: [ ]  Yes: [ ]

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

No: [ ]  Yes: [ ]

If you have answered yes to the question above, please set out the following details below:

* Date of each conviction / pending hearing / reprimand / warning;
* The offence;
* The sentence; and
* The Police Force / Court involved.

**Declaration:** I hereby certify that the information given above is true and accurate:

SIGNATURE :

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 form.

**Important information regarding your consent**

1. We, Ironstone Academy Trust are a Data Controller as defined by Article 4(7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed, in particular in relation to your application for admission to the school. 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.
2. To the extent that you have disclosed any criminal records information on this form, your information may be shared with OFSTED/Estyn and the Local Authority Designated Officer for child protection matters (the LADO).
3. The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with the UK GDPR and to oversee data protection procedures. Veritau’s contact details are: Schools Data Protection Officer Veritau Ltd, County Hall, Racecourse Lane, Northallerton, DL7 8AL. Email - schoolsDPO@veritau.co.uk . Phone No. 01904 554025.
4. We require the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centred environment.
5. We require you to complete this form regarding criminal records disclosure as the information is needed in order to assist us in complying with our legal obligation to safeguard and protect children from harm.
6. If your application is successful and you have disclosed criminal records information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School’s data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED/Estyn and/or the LADO and any other appropriate third party.[[2]](#footnote-3)
7. If you are unsuccessful and you have disclosed criminal records information which could disqualify you from working with children/in a child centred environment, we shall share the information you have provided on this form with OFSTED/Estyn and/or the LADO and any other appropriate third party.[[3]](#footnote-4)
8. If you are unsuccessful and you have not disclosed criminal records information on this form, this form shall be destroyed after a maximum period of 6 months.
9. 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 form.
10. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
11. If you fail to complete this form, we may not be able to comply with our legal duty to safeguard children. This means that we may not therefore continue to process your employment application or offer you a position within our organisation.
12. To read about your individual rights you can refer to our fair processing notice and data protection policies.
13. 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 relevant school office. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your consent**

Please ensure that you read paragraphs 1-13 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-13 above and that I have been offered the opportunity to raise any relevant questions: Yes [ ]  No [ ]
* Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-11 above: [ ]
* I agree to my personal data being shared as stated in paragraphs 2, 6 and 7 above:

Yes [ ]  No [ ]

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-2)
2. See paragraph 2. [↑](#footnote-ref-3)
3. Ibid [↑](#footnote-ref-4)