

**Privacy Notice**

**Who is collecting your data?**

The School is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the School only.

If we make an offer of employment, the School will provide a fully informed privacy notice to employees.

**Why are we collecting your data?**

* So we can process your application to the next stage
* Check and verify your identity
* Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
* For research, analysis and statistical purposes
* Meet our statutory obligations under the Equality Act 2010.

**What is being collected?**

The information you provide us with in this form is provided with your fully **informed consent.** This includes:

* Name and contacts details (phone number, email, address)
* Previous work history and experience
* Referee contact details (ensure you have asked for their consent to use this)

We also process special category data such as:

* Religion
* Ethnicity
* Disability Issues
* Criminal Conviction Information

This information will not be shared outside of the School until an application is successful.

**Do we share your data?**

Information on this application form and notes made during the interview process are not shared with a third party if an offer of employment is not made.

**Your rights.**

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters/>.

You may withdraw your consent for us to process your data at any point in the process prior to an acceptance of employment and we have 28 days to comply with the request.

**Retention**

Unsuccessful candidates application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant’s personnel file. This is kept in line with the School’s record retention schedule. This can be found on the School website.

**Signature –** I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.

I also understand that the information I have provided may be subject to checking. I have not canvassed an Elected Member/employee of the MAT, either directly or indirectly in connection with this application and I will not do so.

**By signing this notice, I explicitly consent for my personal information to be processed by the School in line with the recruitment process in relation to this application only. I understand I can withdraw my consent to use my personal information in this application at any point prior to accepting an employment offer.**

Signature: Date:

Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it.

**Please complete in black ink**

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| **Job Application**  Job Reference Number:  Job Title: Director of Business and Operations  Closing Date: 9am on 15th March 2021  Interview Date: | | | | | | | **Return Address:**  Jane Durkin – Head of Operations  [**jdurkin@ietrust.org**](mailto:jdurkin@ietrust.org) | |
| **Personal Details – Please complete this section in capital letters**  Title:  Mr  Mrs  Miss  Ms  Last name:       First Name(s):  Address:    Post Code:  Daytime Telephone Number:       Evening Telephone Number:  Mobile Telephone Number:  E-mail Address:  Please indicate if you are happy to receive correspondence via your email address, e.g. invite to interview letter?  Yes  No  National Insurance Number:  Are you eligible to work in the UK? Yes  No Do you require a work permit?  Yes  No | | | | | | | | |
| Are you currently, or have you previously been, employed by Inspire Education Trust  Yes  No  If yes, please provide dates from and to and reasons for leaving (if applicable):  Date from:       Date to:  Reason for leaving: | | | | | | | | |
| Please provide two referees, one of whom must be your current or most recent employer and ideally somebody in a more senior position to you. Family members may not be used as referees. Any offer of appointment will be subject to references which are satisfactory for our purposes. | | | | | | | | |
| First Reference (Current or most recent employer)  Name:  Job title:  Organisation:  Address:    Postcode:  Telephone No:  E-mail Address:  Relationship to you: | | | | Second Reference  Name:  Job title:  Organisation:  Address:    Postcode:  Telephone No:  E-mail Address:  Relationship to you: | | | | |
| Do you wish to be consulted before this referee is approached?  Yes  No | | | | Do you wish to be consulted before this referee is approached?  Yes  No | | | | |
| Do you hold a current, valid, full diving licence?  Yes  No  If yes, please state type (e.g. PSV, HGV1): | | | | | | | | |
| Please state any dates you are unavailable for interview: | | | | | | | | |
| **Present or most recent employment**  Name:  Job Title:  Address:    Postcode:  Telephone number: | | | | Date from:  Date to (if applicable):  Salary and benefits:  Notice Required:  Hours worked per week:  Reason for leaving (if applicable): | | | | |
| Please provide brief details of duties and responsibilities: | | | | | | | | |
| **Employment history** | | | | | | | | |
| Employer name & address | Job Title | Salary/Income | Full or part time. (If part time give hours) | | Dates (month/year) | | | Reason for leaving |
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| **Relevant education and qualifications** | | | | | | | | | |
| Secondary School/College/University | | Dates | | | Qualification gained (state level) | | Grade / class of degree | | Date |
|  | | From | To | |  | |  | |  |
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| Teaching Qualification (Certificate/Diploma/GTP/RTP) – Particulars of subjects studied | | | | | | | | | Type and date of award |
| **Relevant training** | | | | | | | | | |
| **Date:** | **Course title:** | | | | **Organising body:** | | | | **Length of course:** |
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| **Membership of relevant professional bodies:** | | | | | | | | | |
| **Name of professional body:** | | | | **Type of membership:** | | **Date of membership:** | | **Membership number:** | |
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| **Relevant skills and experience**  Please demonstrate below how you meet the criteria on the person specification. You can include experience or knowledge you have gained through paid or unpaid work. Please ensure that your personal statement has been fully aligned to the requirements of the job, otherwise we will be unable to consider you for the post. This statement will be used to assess whether you will be invited to interview/assessment. |

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| **Protection of children -** The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  Any unspent conditional cautions, reprimands, warnings or convictions under the Rehabilitation of Offenders Act 1974, whether in the United Kingdom or other country.  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  During the course of your employment with Blue Coat School should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy and training that outlines the duties and responsibilities of the employer and all employees. |
| Are there any restrictions on you being resident or being employed in the UK? YES/NO  If yes, please provide details |
| Have you lived outside the UK for more than three months in the past five years? YES/NO  If yes, please provide details. Please specify which countries and the month and year those stays started and ended.  (A Police Certificate of Good Conduct from that country may be required) |
| Are you related to a member of the Governor Body or employee of this organisation?  Yes  No  If yes, please provide details. Name:  Relationship to you:  NB A candidate who knowingly fails to disclose such a relationship will be disqualified from appointment. |
| Have you ever been the subject of formal disciplinary proceedings? YES/NO  If yes please give details including dates |
| This information is required, including that related to warnings regarded as “spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. |
| **Health/ Medical Details -** Successful applications will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. |
| **Disability –** The MAT welcomes applications from disabled people. This means that the MAT is committed to interviewing all applicants with a disability who meet the minimum criteria for a job vacancy and to consider them on their abilities.  Do you consider yourself to have a disability that you would like us to be aware of at this stage of the application process? YES/NO |
| **Working Time Directive** **-** Are you intending to hold additional jobs?  Yes  No  If yes, please state the number of hours you will be working in other jobs in this box  This information is required to ensure we comply with Working Time Regulations. |
| **Declaration**  I confirm that the information contained in this application is, to the best of my knowledge, correct and understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 1998 and subsequent legislation.  Signature:       Date:  Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it. |