Applicant Surname (Capital Letters):

























Please return your completed application form to:

Mrs Marie Poole [Tel: 01375](Tel:01375) 648962

HR Officer Email: m.poole.scs@osborne.coop

St Clere’s School

Butts Lane

Stanford-le-Hope

Essex SS17 0NW

Thank you for your interest in Osborne Co-operative Academy Trust.

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

Please complete the application form in black ink or type and ensure you complete all the sections. The Declaration must be signed and can be found in section 15 of this form. If you submit this form electronically, you will be required to provide a signed copy of your completed application before any employment decision can be confirmed

Section 1

|  |  |
| --- | --- |
| **Post Details** |  |
| Application for appointment as: |  |
| School: |  |
| Closing Date: |  |
| How did you hear about this post? |  |
| Do you need permission to work in the UK? | Yes  No |

If yes, please provide details.

**Personal Details**

Section 2

|  |  |
| --- | --- |
| Last name and title: |  |
| First name(s): |  |
| Previous names: |  |
| Home Address: |  |
|  |  |
| Home telephone number: |  |
| Mobile number: |  |
| Home e-mail address: |  |
| National Insurance No: |  |

**Present Employment** (if currently employed) Section 3

|  |  |
| --- | --- |
| Employer’s name and address (if applicable) |  |
| Telephone Number: |  |
| Nature of business: |  |
| Job title: |  |
| Date appointed: |  |
| Grade/Salary Spine: |  |
| Current Salary (Point): |  |
| Notice required: |  |
| Allowance(s) received: Type(s):  Value(s)£ |  |
| Reason for leaving: |  |

Please check the box if you **do not** wish to be contacted at work

**Brief outline of duties in your current or most recent job.**

Section 4

Section 5

**Previous Employment** Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer: | Start  Date: | End  Date: | Job Title: | Salary/ Grade: | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: |
|  |

**Breaks in Employment History**

Section 6

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training.

**Mobility** (Please complete this section if the Person Specification for the post includes these requirements)

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have a valid driving licence? | Yes  † | No |  |
| Do you have access to a vehicle, which you are able to use for work purposes? | Yes  † | No |  |
| If not, are you able to travel, for work purposes, by another means of transport? | Yes | No |  |

Section 7

**Secondary School Education (**Please list most recent first) Section 8

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School(s): | From: | To: | Qualification/subject obtained & awarding body | Grade: | Dates: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Continuing Education** (University/College/Apprenticeships etc.) Please list most recent first.

Section 9

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Educational establishment: | From: | To: | Qualification/subject obtained & awarding body | Level/ Grade: | Dates: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Section 10

**Professional Qualifications**

Including details of professional association membership

Teacher Reference Number:

Do you hold Qualified Teacher Status (QTS)? Yes  No

If yes, please complete the following:

|  |  |
| --- | --- |
| Started: | Completed: |

Date Statutory Induction Period (if qualified since August 1999)

**Other relevant training and development activities attended in the last 5 years**

Please list the most recent first and continue on a separate sheet if necessary

Section 11

|  |  |  |
| --- | --- | --- |
| Brief description/Course title: | Date: | Organising Body: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Information in support of this application**

Section 12

Please use the Person Specification/Job Description as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification/Job Description (please continue on a separate sheet if necessary). If you are a teacher, please

provide details of any specialist teaching experience/skills you possess that may be relevant to the post.

**References**

Section 13

Please give the names, company name (where applicable) and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  Company name:  Address: | | Name:  Company name:  Address: | |
| Position: |  | Position: |  |
| Telephone number: |  | Telephone number: |  |
| Fax number: |  | Fax number: |  |
| E-mail: |  | E-mail: |  |

Notes: (i) Referees will be contacted before interviews unless otherwise requested (see below)

(ii) If either of your referees know you by another name please give details:

(iii) The Trust may contact other previous employers for a reference with your consent. (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends

(v) If you are currently working with children, your current employer will be asked about disciplinary offences relating to children, including any which the penalty is ‘time expired’ and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

**Close Personal Relationships**

Section 14

Are you a relative or partner, or do you have a close personal relationship with, any **employee** or Governor of

Osborne Co-operative Academy Trust? (see notes below)

Yes  No

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors or

Senior Managers by or on your behalf is not allowed.

Section 15

Please read the following statements and information relating to your application carefully. By signing and submitting this form, you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge.

**Declaration**

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the Trust, and is likely to

result in dismissal.

**Disclosure of Criminal Convictions**

Preferred candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether they have:

* any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
* 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.

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 notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application. A person’s criminal record will not in itself be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

**Safer recruitment and Childcare Disqualification Checks**

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory

body, which would prohibit or restrict me from applying for this post.

Preferred candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 (“the Regulations”) will be asked to complete a Disqualification Declaration Form.

A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the schools HR Officer/Trust HR Officer if you wish to review this form prior to submitting your application

**Data Protection Legislation**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be collected, held and processed in accordance with the Trust’s data protection policy and record retention schedule.

Section 15

**Correspondence**

Thank you for applying for this post. Your interest in working with us is very much appreciated. It is not practice to acknowledge receipt of applications. However, if you would like to be informed of the outcome of your application once the selection process has been completed, then please enclose a stamped addressed envelope.

|  |  |
| --- | --- |
| Signed: | Date: |

**RECRUITMENT MONITORING INFORMATION**

**OSBORNE CO-OPERATIVE ACADEMY TRUST**

Post title: …………………………………………….

Last name(s): …………………………………….. First name(s): …………………………........

Osborne Co-operative Academy Trust is an equal opportunity employer committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. The aim of our policy is to ensure that no job applicant or employee receives less favorable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel. This section will be detached from your application form prior to shortlisting. If you do not wish to share this information, you can select the ‘prefer not to say’ option.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Age** |  | | | | | | |
|  |  | 15-19 |  | 35-39 |  | 55-59 |  | Prefer not to say |
|  |  | 20-24 |  | 40-44 |  | 60-64 |  |  |
|  |  | 25-29 |  | 45-49 |  | 65-69 |  |  |
|  |  | 30-34 |  | 50-54 |  | 70+ |  |  |

**2. Gender**

Male  Female  Prefer not to say

**3. Ethnic origin**

Asian/Asian British—Bangladeshi

Asian/Asian British—Indian

Asian/Asian British—Pakistani

Asian/Asian British—Other

Chinese – Chinese

Black/Black British—African

Black/Black British—Caribbean

Black/Black British—Other

Mixed—White and Asian

Mixed—White and Black African

Mixed—White and Black Caribbean

Mixed—Other

White—British

White—Irish

White—Other

Other (please specify)

**4. Sexual Orientation**

Heterosexual

Bisexual

Lesbian

Gay man

Other

Prefer not to say

The information contained on this form will be held on a computer file

**5. Religion or belief**

Buddhist Sikh

Christian Other

Hindu No religion

Jewish Prefer not to say

Muslim

**6. Disability**

Do you have a disability?

**I do** consider myself to have a disability as defined by the Equality Act 2010 (as detailed below).

**I do not** consider myself to have a disability as defined by the Equality Act 2010 (as detailed below).

I prefer not to say

You will be considered as having a disability for discrimination purposes if you fit the definition as given in

the Equality Act 2010. In the Act, a disability is a ‘physical or mental impairment which has a substantial and

long-term adverse effect on a person’s ability to carry out normal day-to-day activities’. For these purposes,

‘long-term’ is taken to mean the condition is likely to last longer than 12 months or likely to recur.

**7. Data Protection statement**

Data Controller name: Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants, which is attached to this form.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting Osborne Co-operative Academy Trust at hr@osborne.coop

**Signature:**

**Date:**

**Privacy Notice - Applicants**

**Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the service being provided? | Recruitment of School Staff - Applicants | | | | | | | | | | | | |
| What personal data do we need from you? | |  |  |  |  | | --- | --- | --- | --- | | Name | Address | Date of Birth | Contact details, including email and phone number | | National Insurance Number | Employment History, including reason for leaving | Current level of Pay and any Allowances | Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks | | History of sickness absence from previous employer | Reference and Referees contact details | Qualifications/skills/  Experience, including Secondary School Education and Continuing Education and Professional Qualifications | Breaks in employment history | | Ability to travel | Training & Development History | Close Personal Relationship information | Disability information to enable us to make reasonable adjustments | | | | | | | | | | | | | |
| Who will be using your Personal Data? | Who is the [Data Controller](#DC)? | | | | Osborne Co-operative Academy Trust | | | | | | | | |
|  | Who is the Data Controller’s  [Data Protection Officer](#DPO)? | | | | Lauri Almond (Essex County Council). | | | | | | | | |
|  | Are there any [Data Processors](#DProc)? | | | | Yes | |  | | | No | |  | |
|  | Who are they? | | | | Members of the HR and Recruitment team, Interviewers, relevant Governors and Trustees, Legal Services contracted by the school. | | | | | | | | |
| What will it be used for and what gives us the right to ask for it and use it? | [The Purpose](#Purps)(s): | | | | Recruitment | | | | | | | | |
|  | The [Legal Condition](#LegCond)(s): | | | | * *Under Contract* * *Employment, Social Security* | | | | | | | | |
| Who else might we share your data with? | | | | | HR, Legal, Trustees and Governors, CEO/Headteacher/Head of School | | | | | | | | |
| Will your data be stored in or accessible from [countries with no UK-equivalent](#EEA) Privacy Law protections? | | | | | No | | | | | | | | |
| How long will your data be kept? | When will it stop being used? | | | | Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Trust’s Data Retention Schedule. | | | | | | | | |
|  | How long after this will it be deleted? | | | | Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Trust’s Data Retention Schedule. | | | | | | | | |
|  |  | | | |  | | | | | | | | |
| Our use of the data will be subject to your legal rights (marked if applicable): | [Inform](#Inform) |  | [Access](#Access) |  | [Rectify](#Rect) | |  | [Erase](#Erase) | | | | |  |
|  | [Restrict](#Restrict) |  | [Portable](#Portability) |  | [Object](#Object) | |  | [Automate](#Auto) | | | | |  |
| As you are giving us your data directly: | This is the reason why we are allowed to ask for it and use it: | | | | Contract Law  Eligibility to work in the UK  Keeping Children Safe in Education 2019 (As Updated). | | | | | | | | |
|  | This is what could happen if you refused to let us use your data for this purpose: | | | | Unable to process application/continue with recruitment process | | | | | | | | |
| As you are not giving your data directly to us: | This is who is giving us your personal data: | | | | Previous employer/s, DBS service, The Teaching Regulation Agency, Overseas Embassies | | | | | | | | |
|  | This is a source of personal data open to anyone | | | | Yes |  | | | No | |  | | |
|  | These are the categories of personal data being given to us | | | | Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, employment suitability/safeguarding checks, prohibition, right to work and qualifications checks | | | | | | | | |
| **Visit the following links for more information about Privacy Law, our obligations and your Rights:** | | | | | | | | | | | | | |
| The ICO Guide to the General Data Protection Regulations 2018  The General Data Protection Regulations 2018 | | | | | | | | | | | | | |
| **If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:** | | | | | | | | | | | | | |
| Postal Address | Essex County Council. County Hall. Chelmsford. CM1 1QH | | | | | | | | | | | | |
| Email | [IGS@essex.gov.uk](mailto:IGS@essex.gov.uk) | | | | | | | | | | | | |
| Phone Number | 03330322970 | | | | | | | | | | | | |
| **If you still have concerns following our response you have the right to raise the matter with the Information Commissioner’s Office:** | | | | | | | | | | | | | |
| Postal Address | Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF | | | | | | | | | | | | |
| Online Form | <https://ico.org.uk/concerns/handling/> | | | | | | | | | | | | |
| Phone Number | 0303 123 1113 | | | | | | | | | | | | |