



## Application Form

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### **Plume, Maldon's Community Academy**

Fambridge Road

Maldon

Essex CM9 6AB

Telephone: 01621 854681

Email: [personnel@plume.essex.sch.uk](mailto:personnel@plume.essex.sch.uk)

Website: [www.plume.essex.sch.uk](http://www.plume.essex.sch.uk)

Thank you for your interest in working with us at Plume, Maldon's Community Academy.

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 on the reverse of this form.

This is a generic form for all posts at the academy, both teaching and non-teaching appointments in accordance with Safer Recruitment guidelines.

### **Post Details**

Section 1

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Application for appointment as:

Applicants Name:

Closing date:

Do you need permission to work in the UK      Yes ☐ No ☐

How did you learn about this Vacancy?

TES ☐

Essex Schools Jobs ☐

Academy Website ☐

Other (Please indicate):

## Personal Details

## Section 2

Current Surname and Title:

First Names:

Previous Surnames:

National Insurance Number:

Home Telephone Number:

Home e-mail Address:

Work Telephone Number:

Mobile Telephone Number:

Work e-mail Address:

Date of Birth:

Address:

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

**Present Employment** (if currently employed)

### Section 3

Employer's name and address:

Nature of Business:

Job Title:

Grade/Salary Spine:

Notice Required:

Reasons for Leaving:

Date Appointed:

Current Salary Point:

Allowances Received:

### Brief outline of duties in your current or most recent job

## Section 4

Previous Employment

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

Employer:	From:	To:	Job Title	Salary/ Grade	Reason for leaving
	Select a date	Select a date			
	Select a date	Select a date			
	Select a date	Select a date			
	Select a date	Select a date			
	Select a date	Select a date			
	Select a date	Select a date			

Breaks in Employment History

Please provide dates and reason(s) for breaks

**Mobility****Section 7**

Please complete this section if the person specification for the post includes these requirements

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Do you have a valid driving licence?

Yes ☐ No ☐

If not, are you able to travel, for work purposes, by another means of transport?

Yes ☐ No ☐

**Secondary School Education****Section 8**

School	From:	To:	Qualification/ subject obtained	Grade	Dates

**Continuing Education****Section 9**

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

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School	From:	To:	Qualification/ subject obtained	Grade	Dates

Including details of professional association membership

Section 10

If you are a qualified teacher please complete the following:

DfES Number:

Date Statutory induction period completed:  
(if qualified since August 1999)

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

Section 11

[illegible]

Please 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 required for this post (please continue on a separate sheet if necessary). If you are a teacher, please provide details of an specialist teaching experience/skills

you possess that may be relevant to this post.

You may submit a formal letter of application if this allows you to set out more clearly your suitability for this post. A letter of application should be no longer than two sides of A4, minimum font size 11.

Please give the names and address of two referees. **One of these should be your most recent employer.** If you are unable to do this, please clearly outline who you referees are.

Name and email address: ☐

Name and email address: ☐

Position/relationship:

Position/relationship:

Telephone number:

Telephone number:

Postal address:

Postal address:

Notes: (i) Referees will be contacted before interviews unless otherwise requested (see below).  
(ii) if either of you referees know you by another name please give details.

NB. Please tick the boxes only if you do **not want** your referees to be contacted prior to interview

## Family Relationships

Are you related to any Trustee or member of staff at Plume Academy? If 'yes', please state the name(s) of the person(s) and the relationship (see notes below) Yes ☐ No ☐

Failure to disclose a family relationship as above may disqualify you. Canvassing by Trustees or staff on your behalf is prohibited.

**Data Protection Act 1998 and Privacy Notice**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of the Data Protection Act 1998 to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our Privacy Notice and Recruitment and Selection Policy Statement for job applicants which are attached at the end of this form.

**Disclosure of Criminal Convictions**

Short-listed candidates will be asked to complete a self-declaration of criminal convictions form (SD2), of which a copy is attached, and, in the event of a successful application, an enhanced disclosure will be sought from the Disclosure & Barring Service. A conviction will not necessarily be a bar to obtaining employment.

**Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the academy being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

**Correspondence**

Thank you for applying for this post. Your interest in working with us is very much appreciated.

**Signed:****Date:**

Disclosure of Criminal Convictions / Cautions / Reprimands / Bind overs

(Spent and Unspent)

**Self-Disclosure Form (SD2)**

Please read carefully the accompanying notes and then enter any convictions and cautions below.

**Please enter NONE if applicable**

<b>Offence</b>	<b>Date of conviction / caution / reprimand / bind over</b>	<b>Sentence</b>
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Please list below details of any pending prosecutions

**Please enter NONE if applicable**

<b>Court to which summoned</b>	<b>Appearance date</b>	<b>Alleged offence</b>
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I certify that I) I have read and understood the attached guidance notes; ii) to the best of my belief, the information I have entered is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by the County Council / Governing Body, and is likely to result in dismissal.

Name (*please use CAPITALS*):

Signature:

Date:

Post applied for:

## SD2 Notes of Guidance

1. 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'.
2. As the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose 'spent' as well as 'unspent' criminal convictions, cautions or reprimands or bind overs and any pending prosecutions against you in line with the requirements below.
3. **You must declare the following**
  - Cautions given less than 6 years ago (where you were over age 18 at the time of caution)
  - Cautions given less than 2 years ago (where you were age under 18 at the time of caution)
  - Any convictions, whenever they occurred, relating to an offence from a prescribed list available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> or from your Academy office.
  - All convictions that resulted in a custodial sentence (regardless of whether served and whenever they occurred)
  - Where you have more than one conviction all convictions must be declared.
  - Other convictions given less than 11 years ago (where you were over age 18 at the time of conviction)
  - Other convictions given less than 5.5 years ago (where you were under age 18 at the time of conviction)
4. The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
5. Disclosure of a conviction, caution, reprimand, bind over or pending prosecution does not necessarily mean that you will not be appointed; a person's suitability will be looked at as a whole in the light of all the information available, and in accordance with the policy on the employment of ex-offenders, a copy of which can be obtained from the Trustees. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for. If you disclose information which you are not required to, this will be disregarded. Any information provided which is not relevant to employment will be disregarded
6. A conviction includes:
  - a. A sentence of imprisonment, youth custody or in a young offenders' institution;
  - b. An absolute discharge, conditional discharge, bind over;
  - c. A fit person order, a supervision or care order, a probation order or community punishment order or an approved Academy/academy order arising from a criminal conviction;
  - d. Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces.
  - e. Detention by direction of the Home Secretary;
  - f. Remand centers, secure training centers or in secure accommodation;
  - g. A suspended sentence;
  - h. A fine or any other sentence not mentioned above.
7. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.
8. A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.
9. A Bind over is an order which requires the defendant to return to Court on an unspecified date for sentence.
10. Driving offences must be declared unless excluded by the criteria in 4. above.
11. Failure to disclose convictions, cautions, reprimands or bind overs and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the Board of Trustees.

As the post for which you are applying falls within the category for which a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for an enhanced Disclosure & Barring Service (DBS) disclosure. A refusal to make such an application could prevent your employment.

**DBS CONSENT FORM**  
(TO BE COMPLETED BY PREFERRED CANDIDATES/VOLUNTEERS)

**Applicant Name:**

I acknowledge that in order to process my application to be employed / engaged by the Academy that an enhanced DBS check will be undertaken.

I confirm that in the event that my DBS certificate contains any police or other information I will produce the original DBS certificate to the Academy within 5 working days following my receipt of it, in order for the Academy to proceed with my application/engagement. I acknowledge that if I fail to produce my original DBS certificate within this timeframe, the Academy may not proceed with my application.

I understand that if I commence work before I receive my DBS certificate and/or produce it to the Academy that this will be on a conditional basis as set out in my conditional offer letter/conditional contract/volunteer agreement. If my DBS check is unsatisfactory to the Academy I acknowledge that my employment/engagement will not be confirmed/will not continue.

I confirm that I give my consent for the Academy to take a copy or image of my original DBS certificate and hold the copy/image for as long as is necessary to complete the recruitment process. At the end of this period I acknowledge that the Academy will remove the copy from their records and destroy it.

I further acknowledge that the Academy may share the information contained on the DBS certificate with a third party for the purposes of seeking guidance on the recruitment decision, where appropriate.

The Academy confirms that it will comply with the DBS Code of Practice at all times. A copy of the Academy's policy on the recruitment of ex-offenders can found in the Recruitment Policy which is available [from the Academy office/on the intranet].

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

**Additional section to be completed by applicants who have a subscription to the DBS online update service:**

By signing this section of the form you confirm that you are registered with the DBS update service and you give permission for the Academy to carry out a status check with the DBS online update service.

You confirm you will produce to the Academy your current DBS certificate and any further information required to carry out a DBS status check.

You acknowledge that the Academy may require a new DBS check to be obtained if the certificate you have presented is not at an appropriate level or for an equivalent role. A new check may also be required if the online status check indicates that your certificate is no longer current.

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

## Recruitment and Selection Policy Statement

1. The Board of Trustees is committed to:
  - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
  - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
  - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Board of Trustees recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required:
  - receipt of satisfactory references\*
  - verification of the candidate's identity
  - a satisfactory DBS disclosure if undertaking Regulated Activity
  - verification that you are not on the DBS Children's barred list and therefore not barred from working with children (where applicable)
  - verification that you are not prohibited from teaching (where applicable)
  - verification of the candidate's medical fitness
  - verification of qualifications
  - verification of professional status where required e.g. QTS status
  - the production of evidence of the right to work in the UK
  - verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
  - (for applicable school settings and for roles covered by the Regulations only) a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted.

***NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.***

\*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the DfE requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service

The Board of Trustees is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the academy (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction?
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision Board of Trustees will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Board of Trustees is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of our Recruitment Procedure is available upon request.

## **PRIVACY NOTICE FOR STAFF, VOLUNTEERS & TRUSTEES**

### **Who we are**

Plume, Maldon's Community Academy is part of the Plume Academy Trust called Plume School. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Academy Trust headquarters is: Plume Academy, Fambridge Road, Maldon, CM9 6AB.

The Data Protection Officer for the Trust is Richard Scott. He can be contacted by email: [R.Scott@Plume.essex.sch.uk](mailto:R.Scott@Plume.essex.sch.uk) or by phone 01621 879854.

In this policy 'we' and 'us' means the Plume Academy Trust.

### **How we use your information**

We process personal data relating to those we employ to work or volunteer at, or otherwise engage to work within our Trust. This is for employment purposes to assist in the running of the Trust and / or to enable individuals to be paid.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract
- The processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the academy trust to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

### **How we share your information with third parties**

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- our local authority
- the Department for Education (DfE)
- Her Majesty's Revenue & Customs (HMRC)

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

If you require more information about how we and / or DfE / HMRC store and use your personal data please visit:

- <https://www.Essex.gov.uk>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We disclose details Human Resource and Legal about you to our HR and Legal Advisors (Stone King LLP) for the purposes of HR management.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers (EdenRed Ltd) and the 'cycle to work' cyclescheme Ltd, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

### **How long we keep your personal information**

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our records retention policy.

### **Your rights**

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you (unless we have a legal/ safeguarding reason to retain that data)
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact: Richard Scott, Director of Finance & Premises (DPO)

More information about your rights is available in our data protection policy. (available on the H Drive)

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer (Richard Scott) and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.