**Post details**



**Section 1**

Application Form

Plume, Maldon’s Community Academy

Fambridge Road

Maldon,

Essex CM9 6AB

Telephone: 01621 854681

Email: personnel@plume.essex.sch.uk

Website: 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.

It is not our usual practice to acknowledge receipt of applications.

Do you need permission to work in UK Yes [ ]  No [ ]

This document can be downloaded from the academy’s website

**www.plume.essex.sch.uk** and can be submitted electronically by email to personnel@plume.essex.sch.uk

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| Application for appointment as: |  |
| Applicant’s name: |  |
| Closing date: |  |

How did you learn about this vacancy?

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| TES [ ]  | Essex Schools Jobs [ ]  |  |
| Academy website [ ]  | Other (Please Indicate)  |  |

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| Current Surname and title: |  | First name(s): |  |
| Any 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: |  |  |  |
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| Please tick the box if you do not wish to be contacted at work |[ ]
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**Personal details**

**Section 2**

**Present Employment** (if currently employed)

**Section 3**

**Section 4**

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

Reason for leaving:

Notice required: Allowances received:

Grade/Salary Spine: Current Salary Point:

Job title: Date appointed:

Nature of business:

Employer’s name and address:

 **Section 5**

**Section 5**

**5**

**Previous Employment** Please list the most recent first and continue on a separate sheet if necessary.

**Section 6**

**Breaks in Employment History (*Please provide dates and reason/s for break/s)***

**Section 6**

**Section 8**

**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?

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| Employer | From: | To: | Job Title: | Salary/Grade: | Reason for leaving |
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**Section 7**

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**Section 8**

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**Secondary School Education**

**Section 9**

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

**Section 10**

**Section 11**

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

**Section 12**

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| Educational establishments: | From: | To: | Qualification/subject obtained: | Level/Grade: | Dates: |
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\*Please list the most recent first and continue on a separate sheet if necessary)

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| If you are a qualified teacher please complete the following: DfES Number: |
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| Date Statutory Induction Period completed (if qualified since August 1999): |

**Professional qualifications** Including details of professional association membership

**Section 10**

**Section 9**

**Section 11**

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| Brief description/course title: | Date: | Organising body: |
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**Professional qualifications** Including details of professional association membership

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| School(s): | From: | To: | Qualification/subject obtained | Grade: | Dates: |
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**Section 12**

**Information in support of this application**

**Section 13**

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 any 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.

**Section 13**

**References**

**Section 14**

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:

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

**Family Relationships**

**Section 15**

Failure to disclose a family relationship as above may disqualify you.

Canvassing of Trustees or staff on your behalf is prohibited.

**Declaration**

**Section 16**

**Data Protection Act 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed:

Date:

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 academy, and is likely

to result in dismissal.

Please give the names and addresses of two referees. **One of these should be your most recent employer**.

If you are unable to do this, please clearly outline who your referees are.

**Correspondence**

Thank you for applying for this post. Your interest in working with us is very much appreciated**.** It is not our 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.

**Disclosure of Criminal Convictions**

Short-listed candidates will be asked to complete a self-declaration of criminal convictions form (SD2) and,

an enhanced disclosure will be sought from the Disclosure & Barring Service in the event of a successful application.

A conviction will not necessarily be a bar to obtaining employment.

**Section 15**

**Section 14**

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Are you related to any Trustee or member of staff of Plume Academy? Yes [ ]  No [ ]

If ‘Yes’, please state the name(s) of the person(s) and the relationship (see notes below)

|  |  |
| --- | --- |
| Name and **email address**: [ ]  | Name and **email address**: [ ]  |
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|   |  |
| Position/Relationship: | Position/Relationship: |
| Telephone number: | Telephone number: |
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| Postal address: | Postal address: |
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**DBS CONSENT FORM**

(TO BE COMPLETED BY PREFERRED CANDIDATES/VOLUNTEERS)

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| **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].

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| Signed  |  |

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| Print name |  |

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| --- | --- |
| Date |  |

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| **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.

|  |  |
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| Signed  |  |

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| Print name |  |

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| Date |  |

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# **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 be email: 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.