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| **Application for Employment at**  **The Primary First Trust** |  |

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| Section 1 – Contact Details |

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| First Name(s): | Last Name: |
| Previous Surname(s): | Title: |
| Home Address: | Home telephone number: |
| Mobile telephone number: |
| Email: |
|  | If currently employed may we contact you at work?  Yes  No |

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| Section 2 – Status (if applicable) |

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| Do you have Qualified Teacher Status? | Yes  NoIf Yes, please give date of award: |
| Do you have a Teachers Reference Number? | Yes  No  Number: |
| Are you subject to any conditions or prohibitions placed on you by the GTCE (prior to abolition in April 2012)  or by the Department for Education? If Yes, please give full details on an additional sheet attached in a sealed envelope. | |

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| **Section 3 – Education / Qualifications** | | |
| Name of School, College, University or Institute | Date of Qualifying | Qualifications and/or Certificates  (including subjects & grades) |
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| **Education Qualification(s) Currently Being Pursued (if applicable)** | | |
| Name of College, University or Institute | Expected completion | Qualification being undertaken  (including subjects) |
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| **Section 4 - Training** (any relevant work courses, including organisation, dates and subjects covered) | |
| Course Title and Subjects Covered | Date |
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| **Section 5 - Driving Licence** |
| Do you hold a current, clean, valid driving licence? Yes  No  Please give details if you have answered ‘No’ to the above question:  Do you own or have use of a car? Yes  No |

**Section 6 - References**

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| **Before completing this section please read the guidance notes attached carefully.**  **References will be taken up if you are short listed prior to interview.** | | | |
| **School currently/most recently worked** | | **Previous School/Course Tutor/Other Referee** | |
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| Address: | | Address: | |
| Tel: | Fax: | Tel: | Fax: |
| E-mail: | | E-mail: | |
| May this referee be contacted if you are shortlisted?  Yes  No | | May this referee be contacted if you are shortlisted?  Yes  No | |

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| **Section 7 – Rehabilitation of Offenders Act: Declaration of Criminal Offences** |

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| Before completing this section please read the guidance notes carefully. Having a criminal record will not necessarily prevent you from gaining employment.  **This post is also subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.** | |
| Do you have any warnings, offences, convictions, cautions, bind-overs, or are you currently undergoing criminal investigation? | Yes  No |
| If yes please give details of conviction(s) and date(s). | |

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| **Section 8 – Dismissal or Disciplinary Action** | |
| Before completing this section please read the guidance notes attached carefully. This will not necessarily prevent you from gaining employment with The Primary First Trust. | |
| Have you ever been dismissed or resigned from a position pending disciplinary investigations taking place? If yes please give details on a separate sheet. | * Yes * No |

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| **Section 9 – Asylum and immigration Act 1996** |
| Do you have the legal right to live and work in the UK?  Yes  No |
| Please give your National Insurance Number: |

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| **Section 10 – Declaring an Interest** |
| Please give details if you are related to or have a personal relationship with a Director/Member of the Board or Employee of The Primary First Trust; if you have any financial interest in contracts with The Primary Trust or pending tenders: |
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| **Section 11 – Additional Information / Special Arrangements** |
| Dates and times when not available for interview: |
| Any other relevant additional information: |

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| **Section 12 – Data Protection Declaration** | |
| Under the terms of the Data Protection Act 1998 the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring the Primary First Trust’s policies and procedures and human resource management purposes.  If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and / or to defend The Primary First Trust against a legal challenge to the fairness of the selection process from any interested party.  The Primary First Trust is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.  I understand the information above and hereby   1. Declare that the information provided in this application form and monitoring form is correct to the best of my knowledge and belief. I understand that any false statements on this form will justify withdrawal of an offer of appointment or my dismissal from The Primary First Trust’s service. 2. Agree that the information I give The Primary First Trust in connection with this application for employment may be stored and processed for the purposes stated above. 3. Consent to The Primary First Trust undertaking any checks it may deem necessary in connection with my application. 4. Agree to The Primary First Trust asking my previous employers questions regarding my disciplinary record and give my consent for my previous employers to disclose this information. 5. Understand that canvassing of Elected Members directly or indirectly in connection with any appointment shall disqualify me. | |
| Signed: | Date: |
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| For Posts involving working with children or vulnerable adults the following declaration must also be completed:  I confirm I am not on the Children’s Barred List, or otherwise disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body (including but not limited to) the General Teaching Council for England (GTCE), prior to abolition in April 2012, or by the Department for Education or General Social Care Council (GSCC). I understand that the provision of false information may possibly result in referral to the police.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Please confirm if you are happy for us to keep your details on our system for the next six months for future reference.  Yes  No | |

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| **Recruitment Monitoring Form** |  |  |

The Primary First Trust is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Diversity Policy demonstrates a commitment to all job applicants. With this in mind, all stages of the recruitment process will be monitored.

**This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.**

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| **Section 13 – Personal Details** | | |
| **A. Sex** | □ Male | □ Female |
| **B. Age** | Date of Birth: | Age: |
| **C. Ethnic Group** | **a. White** | **b. Mixed** |
| □ British | □ White and Black Caribbean |
| □ Irish | □ White and Black African |
| □ Any other White background  Please give details: | □ White and Asian |
| □ Any other Mixed background  Please give details: |
| **c. Asian or Asian British** | **d. Black or Black British** |
| □ Indian | □ Caribbean |
| □ Pakistani | □ African |
| □ Bangladeshi | □ Any other Black background  Please give details: |
| □ Any other Asian background  Please give details: |
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| **e. Chinese or other ethnic group** |
| □ Chinese |
| □ Any other, please give details: |
| **D. Nationality:** |  | |
| **E. Religion** | □ Christian | □ Muslim |
| □ Hindu | □ Sikh |
| □ Jewish | □ None |
| □ Jehovah Witness | □ Any other religion |
| □ Buddhist |

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| **Section 14 – Disability** | |
| Do you consider yourself to have a disability? Yes  No | |
| Please state the type of disability you have: |  |
| Please give details of any reasonable adjustments you may require: |  |

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| **Section 15 – Advertising Monitoring** |
| How did you find out about this vacancy?  Please list which publication or internet site: |

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| **Section 16 – Under the GDPR (2018), we require your permission to process and hold the personal data stored in this application.**  See items 12 and supporting PFT Data Protection and Privacy policies for more details. | **Signed** | **Date** |
| I give permission for The Primary First Trust to securely hold and process the personal information I have shared in this application. I understand that the trust will process this data/information in line with the trust’s data protection policies under the General Data Protection Regulation (2018). |  |  |

Thank you for completing this application form, please see advertisement for return address and contact details.

**Guidance Notes for Applicants Completing the Application**

**General Information**

The following information is designed to help you complete the application form as effectively as possible.

Please read the information pack paying particular attention to the job description and person specification.

Although you are enclosing an up to date CV as part of this application process, you must still fully complete and return the application form and recruitment monitoring form.

**Section 1**

**Contact Details**

Please complete this section fully.

**Section 2**

**Status**

Please complete this section fully.

**Section 3**

**Education/Qualifications**

Please complete this section as fully as possible, we will require evidence of your highest and / or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

**Section 4**

**Training**

Please complete as fully as possible.

**Section 6**

**References**

All offers of appointment depend on receiving satisfactory references. You must give two referees that have had managerial responsibility for you, one of whom must be your Line Manager with your current / most recent role. If you

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

We reserve the right to ask for substitute referees, if one of the references you have provided is not deemed to be suitable.

We will specifically enquire if disciplinary action has ever been taken or was pending. If you are currently working with children, either on paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any in which the penalty is “time expired” and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.

You may ask to see these references, however some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

* the third party has consented for it to be released

or

* + your right to know this information and its source outweighs the right to privacy of the third party.

**Section 7**

**Declaration of Criminal Offences**

This post involves access to persons under 18 and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of an Exception Order. You must therefore give details of all convictions or cautions or bind-overs you have, including those regarded as “spent” or any court case pending.

**Section 8**

**Dismissal or Disciplinary Action**

Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.

**Section 9**

**Asylum & Immigration Act 1996 - Eligibility to Work**

Please complete this section fully, relevant documentation will be checked for the successful candidate.

**Section 10**

**Declaring an Interest**

Failure to disclose an interest will disqualify you from being appointed to a post with The Primary First Trust.

**Section 11**

**Additional Information / Special Arrangements**

Please provide dates and times when you are not available for interview, plus any additional information or special arrangements we may need to consider or make for you.

**Section 12**

**Declaration**

Please read this section carefully before signing your application form. In order to process the personal information in your application, we need your consent to do so. Information you share with us will only be used in line with our Data Protection and Privacy policies which can be found on our website. The personal information supplied will only be used by trust staff and representatives during the recruitment process but will be held on file in line with our Records Retention policy.

**Section 13**

**Personal Details**

In order to make sure that The Primary First Trust’s policy on Valuing Diversity is working effectively, monitoring information needs to be collected and analysed. This information is confidential and will not be used for selection purposes.

**Section 14**

**Disability**

The Primary First Trust is committed to ensuring that employees who have a disability are given every possible assistance in the workplace.

If you answer YES to the question asking if you have a disability. or medical condition and require any special arrangements at interview, please add these to Section 11. You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

**Section 15**

**Advertising Monitoring**

This information is required to ensure that The Primary First Trust can monitor the effectiveness of its recruitment advertising.

**Checklist**

* Read through your completed application form carefully making sure you have fully answered all the questions.
* If you have completed separate sheets make sure that these are numbered and clearly marked with your name.
* Keep a copy of your application form for reference.
* Make sure you return the application form in plenty of time before the closing date.

**What Happens Next**

Together with your supporting letter, your current CV and your completed application form will be used to decide whether or not you are selected for interview against a set criteria.

Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form.

If you have any queries, then please refer to the advertisement for contact details.