

Application Form (To be completed by all applicants - paid and unpaid positions)

GA-F0001

PLEASE COMPLETE THIS FORM IN BLACK INK OR TYPESCRIPT

CONFIDENTIAL

(If you are a volunteer please state this and the capacity in which you are volunteering.)

Application for the post of:

FOR OFFICE USE

☐ GA Solihull ☐ GA Coventry ☐ GA Darlaston ☐ Foundation

REC	ACK	SHORT	REFS	INT	APP

PERSONAL DETAILS - PLEASE COMPLETE THIS SECTION IN CAPITAL LETTERS

Title: _____ National Insurance Number: _____

Last Name: _____ First Name(s): _____

Address: _____

_____ Post Code: _____

Home Number: _____ Mobile Number: _____

Other Names You Have Used: _____

Email Address: _____

Date of Birth: _____

Have you ever worked/lived overseas (outside of the UK)? ☐ YES ☐ NO If YES, please complete section below.

Country: _____

Overseas Address: _____

Post Code: _____

Period (Full Date) From: _____

To: _____

Country: _____

Overseas Address: _____

Post Code: _____

Period (Full Date) From: _____

To: _____

From which source did you hear about the opportunity: _____

Please attach a brief personal statement in support of your application, with clear demonstration of how you meet the specifications from the information you have received.

For Teaching Positions Only:

DFES Teacher Number: _____

Do you have Qualified Teacher Status? ☐ YES ☐ NO

Are you registered with the GTC for England? ☐ YES ☐ NO

PRESENT APPOINTMENT

Post Held: _____ Name of Employer: _____

Type of Organisation: _____ Salary Scale: _____ Current Salary: _____

Date from: _____ Date to: _____ Period of Notice: _____

Address: _____

Telephone Number(s): _____

Main Duties & Responsibilities:

PREVIOUS EMPLOYMENT - OTHER POSTS, MOST RECENT FIRST. INCLUDE PAID, UNPAID & VOLUNTARY WORK

Post Held: _____ Name of Employer: _____

Date from: _____ Date to: _____ Salary/Grade: _____

Reason for Leaving: _____

Post Held: _____ Name of Employer: _____

Date from: _____ Date to: _____ Salary/Grade: _____

Reason for Leaving: _____

Post Held: _____ Name of Employer: _____

Date from: _____ Date to: _____ Salary/Grade: _____

Reason for Leaving: _____

Post Held: _____ Name of Employer: _____

Date from: _____ Date to: _____ Salary/Grade: _____

Reason for Leaving: _____

Post Held: _____ Name of Employer: _____

Date from: _____ Date to: _____ Salary/Grade: _____

Reason for Leaving: _____

Have you ever been made redundant from a public sector employer or any employer covered by the Modification Protection Order?

☐ YES ☐ NO If YES, please state:

The date of termination due to redundancy: _____

Name and address of employer: _____

EDUCATION & QUALIFICATIONS

School/College

Date(s): _____	School/College: _____
Subject: _____	Level: _____ Result: _____
Date(s): _____	School/College: _____
Subject: _____	Level: _____ Result: _____
Date(s): _____	School/College: _____
Subject: _____	Level: _____ Result: _____
Date(s): _____	School/College: _____
Subject: _____	Level: _____ Result: _____
Date(s): _____	School/College: _____
Subject: _____	Level: _____ Result: _____

Further & Higher Education

Date(s): _____	University: _____
Subject/Course Title: _____	Level: _____ Result: _____
Date(s): _____	University: _____
Subject/Course Title: _____	Level: _____ Result: _____
Date(s): _____	University: _____
Subject/Course Title: _____	Level: _____ Result: _____
Date(s): _____	University: _____
Subject/Course Title: _____	Level: _____ Result: _____
Date(s): _____	University: _____
Subject/Course Title: _____	Level: _____ Result: _____
Date(s): _____	University: _____
Subject/Course Title: _____	Level: _____ Result: _____

Teaching Qualifications (if any)

Certificate/Diploma/GTP/RTP: _____
Type of Award: _____ Date of Award: _____
Certificate/Diploma/GTP/RTP: _____
Type of Award: _____ Date of Award: _____
Certificate/Diploma/GTP/RTP: _____
Type of Award: _____ Date of Award: _____
Certificate/Diploma/GTP/RTP: _____
Type of Award: _____ Date of Award: _____

EDUCATION & QUALIFICATIONS - continued

Additional Professional Qualifications & Membership of Professional Institutions

Name of Qualification or Institution: _____

Date(s) Awarded: _____

Name of Qualification or Institution: _____

Date(s) Awarded: _____

Name of Qualification or Institution: _____

Date(s) Awarded: _____

Name of Qualification or Institution: _____

Date(s) Awarded: _____

Name of Qualification or Institution: _____

Date(s) Awarded: _____

Details of Other Relevant Courses Attended during past 3 years

Provider: _____ Date(s): _____

Course Particulars: _____

Provider: _____ Date(s): _____

Course Particulars: _____

Provider: _____ Date(s): _____

Course Particulars: _____

Provider: _____ Date(s): _____

Course Particulars: _____

Provider: _____ Date(s): _____

Course Particulars: _____

REFERENCES

Please give the names and addresses of at least two persons having knowledge of your work to whom reference can be made. One referee should be your present or last employer. For applicants applying for positions with regulated activity with children, all references will be sourced before interview.

Referee 1

☐ Do not contact without permission (for non-regulated positions)

Name: _____

Address: _____

Post Code: _____

Telephone Number: _____

Email Address: _____

Position Held: _____

Referee 2

☐ Do not contact without permission (for non-regulated positions)

Name: _____

Address: _____

Post Code: _____

Telephone Number: _____

Email Address: _____

Position Held: _____

DISCLOSURE OF CRIMINAL CONVICTIONS

The position you are applying for is a regulated activity. The successful candidate will be required to hold a DBS Enhanced and Barred Check Disclosure.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

With the benefit of the above information please answer the following question:

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? ☐ YES ☐ NO If YES, provide details below:

Are you on the Barred List (have you been barred from working in a regulated activity with children)? ☐ YES ☐ NO

DISCLOSURE OF KINSHIP

Are you related to or have a close relationship with any member of the Governing Body or Staff of the Academy? ☐ YES ☐ NO
If YES, give name, position and relationship:

NB: A candidate who knowingly fails to disclose will be disqualified from appointment.

Please indicate any dates you are not available for Interview: _____

When would you be able to take up appointment: _____

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 any governor or employee of Grace Academy either directly or indirectly in connection with this application and I will not do so.

Signature:

Date:

DATA PROTECTION STATEMENT

During the course of conducting its affairs, Grace Academy may hold personal information in respect of employees, volunteers and others engaged in the business of the Academy.

Under the Data Protection Act 1998, Grace Academy has legal obligations in respect of the personal information we hold about you. Some of this information will be regarded as 'personal data'. This notice is intended to tell you what you can expect when we collect information about you.

'Personal data' will cover basic details and will include details such as name, address, telephone number, National Insurance number, trade union membership and information held about that person in files, etc.

Grace Academy also holds personal data (in electronic form) some of which enables us to make payments direct to bank accounts.

The Data Protection Act 1998 gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

The act works in two ways. Firstly, it states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

- Fairly and lawfully processed
- Processes for specific and lawful purposes
- Adequate and up to date
- Not kept for longer than is necessary
- Processes in line with the individuals' rights
- Secure
- Not transferred to other countries without adequate protection.

Where Grace Academy does not directly provide the service, we may need to pass your personal data onto the people who provide the service i.e. Pension providers. These providers are obliged to keep your details safe and secure, and use them only to fulfil your request. If we do wish to pass your sensitive personal data onto a third party, we will usually only do so once we have obtained your consent. Sometimes we are legally required to do so.

Grace Academy will collect, store and use the information you provide in a manner that is compatible with the Data Protection Act. We will try to keep your information accurate and up to date and not keep it for longer than is necessary. We will always try and keep your personal data secure, whether it is held on paper or electronically.

Your data will be available to Grace employees whose responsibilities require this information. They will process your data in a secure and confidential manner in accordance with the Data Protection Act 1998.

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

- improving the management of school workforce data across the sector;
- enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- informing the development of recruitment and retention policies;
- allowing better financial modeling and planning;
- enabling ethnicity and disability monitoring;
- supporting the work of the Governing Body and the Charities Trustees Team

We are required to pass on some of this data to:

- Department for Education (DFE)

If you require more information about how the DFE store and use this data please go to the following website:

- <http://www.education.gov.uk/schools/adminandfinance>

If you are unable to access the website, please contact the DFE as follows:

- Public Communications Unit
Department for Education
Sanctuary Buildings, Great Smith Street, London SW1P 3BT
website: www.dfe.gov.uk email: info@dfesi.gov.uk Tel: 0870 000 2288

We will not give information about you to anyone outside the academy without your consent unless required to by law and our rules allow us to.

Under the Data Protection Act 1998, you also have the right to ask for a copy of your information for which there may be a small administrative charge and to request correction of any incorrect information.

If you would like to know more or have any concerns about how your information is being processed, please contact the Data Protection Office, Grace Academy, The Pavilion, Manor Drive, Coleshill, B46 1DL.

How we use your personal Data:

By applying for this role you are giving permission for your information to be held by us and processed for the following purposes:

- Management Information:
For Grace Academy to effectively administer and manage the recruitment process.
- Validation:
For us to corroborate and validate the personal details you provide to us.

Data Protection Act 1998: The information given on this form will be stored securely by the Academy. It will be used for the purposes of administering your application only.