

**Application Form: Non-Teaching**

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete all sections of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer, or ending of any active employment and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.

|  |  |
| --- | --- |
| **Vacancy/Role of Interest:** |  |

**PART 1. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| 1. **Surname**
 |  |
| 1. **All previous surnames**
 |  |
| 1. **All forenames**
 |  |
| 1. **Title**
 |  |
| 1. **Current Address**
 |  |
|  |  |
|  |  |
| 1. **Postcode**
 |  |
| 1. **Home telephone number**
 |  |
| 1. **Mobile telephone number**
 |  |
| 1. **Date of Birth**
 |  |
| 1. **Email address**
 |  |
| 1. **National Insurance Number**
 |  |
| 1. **Have you ever been barred or restricted from working with children or been subject to an investigation?**
 | **Yes / No** **If YES give details separately under confidential cover**  |
| 1. **Do you have a current full driving licence?**
 | **Yes** / **No**  |
| 1. **Are you subject to any legal restrictions in respect of your employment in the UK?**
 | **Yes / No****If YES please provide details**   |
| 1. **Do you require a work permit?**
 | **Yes / No** **If YES please provide details**  |
| **16. Have you been abroad for a continuous period of 3 months or more in the last 5 years?** | **Yes / No** **If YES you will be asked to provide a satisfactory police good conduct certificate for that country** |
| **17. Are you related to or have a close personal relationship with any pupil, employee, or governor?** | **Yes / No** **If YES please provide details**   |
| **18. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?**  | **Yes / No** **If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc.)**  |

|  |  |
| --- | --- |
| **Have you applied for a post at St Matthew Academy in the past?**  | **\*Yes / No** |
| **\*If yes, please state whether the application was for the same post or a different post, and when you applied:** |

**PART 2. CURRENT / LAST EMPLOYMENT**

|  |  |
| --- | --- |
| **Name and address of employer** |  |
| **Job title** |  |
| **Salary** |  |
| **Duties/Responsibilities** |  |
| **Period of Employment** |  |
| **Notice Period** |  |
| **Reason for Leaving** |  |

**FULL CHRONOLOGICAL HISTORY:** Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POST HELD/****EMPLOYERS NAME & ADDRESS** | **DUTIES/RESPONSIBILITIES** | **START DATE** | **LEAVING DATE** | **SALARY** | **REASON FOR LEAVING** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Please enclose a continuation sheet if necessary**

**PART 3. EDUCATION & QUALIFICATIONS (eg GCSE):**

Any recognised qualifications or courses attended which are relevant to the job application

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College/University or Awarding Body** | **From** | **To** | **Qualifications Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Part 4. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

|  |
| --- |
|  |

**PART 5. ARRANGEMENTS FOR INTERVIEW**

|  |  |
| --- | --- |
| **Are there any arrangements which we can make for you if you are called for an interview and or/work based exercise?**  | **\*Yes / No** |
| **\*If yes, please specify: (e.g. ground floor venue, sign language, interpreter, audiotape, etc)** |

**PART 6. SUPPORTING STATEMENT**

Please provide evidence for the criteria detailed in the job specification and state why you would be the most suitable candidate for this role, taking into account the duties and responsibilities outlined in the job description. The statement should be no more than two sides of A4.

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| --- |
|  |

**PART 7. REFEREES**

Please give details of two people who can provide an employment reference. The first referee should normally be your present or most recent employer; if you work in a school then it should be your Headteacher. If you are not currently working with children, but have previously done so, then please provide a referee from your most recent employment involving children. Referees will be asked about any current disciplinary record, and, if appropriate, any disciplinary record relating to children, which may include matters which are “time expired”, and whether you have been the subject of any child protection concerns. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**First referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**Second** **referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**PART 8. CRIMINAL DISCLOSURE AND CHILD PROTECTION MATTERS**

The Governors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

**A: COMPULSORY DECLARATION OF ANY SPENT (NOT PROTECTED) & UNSPENT CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND‑OVERS**

We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All staff (unless advised otherwise) will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. You are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 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. The NACRO website also provides comprehensive guidance on how to work out whether or not you may need to disclose a prior conviction, caution, reprimand or final warning. A criminal record will not necessarily be a bar to obtaining a position.

 Failure to disclose this information could result in the withdrawal of a job offer/placement/service agreement, dismissal or disciplinary action.

**Do you have any spent (not protected) or unspent convictions, cautions or reprimands, warnings or bind-overs or other as detailed above?**

Please tick the relevant box

 **Yes 🞎 No 🞎**

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application.

**B: DISCLOSURE AND BARRING SERVICE**

In accordance with SMA policy, an offer of employment will be subject to satisfactory DBS clearance. If this is the case, you will be asked to provide additional information/documents to start an application if applicable.

**PART 8. DATA PROTECTION ACT AND DECLARATION**

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.

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected, or withdrawal of any offer, or ending of any active service and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form.

 **Signature of Candidate Date**

 **Print Name**



**RECRUITMENT MONITORING FORM**

This 3 page monitoring slip is detached prior to short listing and is not seen by those involved in making short listing decisions. The content of the slip is treated in the strictest confidence.

The information that you provide will be used for confidential reporting and analytical purposes, in line with our Equality Policy.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post Applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where did you see this vacancy:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tick the appropriate box**

Do you have Police Records of any Convictions, Cautions, Reprimands or Final Warnings? [ ] Yes [ ] No

Do you have any criminal charges pending? [ ] Yes [ ] No

Have you ever been dismissed from employment? [ ] Yes [ ] No

Have you ever been suspended or subject to disciplinary action? [ ] Yes [ ] No

*If you have answered YES to any of the above, please email the specific details to* *HR@stmatthewacademy.co.uk* *marked ‘Private & Confidential’.*

**Ethnicity**

I would describe my ethnic group as:

**White**

[ ]  British [ ] Irish [ ] Turkish [ ] Kurdish [ ]  Other White background, please specify:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black or Black British**

[ ]  Caribbean [ ] African [ ]  Other Black background, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed**

[ ]  White and Asian [ ]  White and Black African [ ]  White and Black Caribbean

[ ]  Other Mixed background, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian or Asian British**

[ ]  Bangladeshi [ ]  Indian [ ]  Pakistani [ ]  Tamil [ ]  Other Asian background, please specify:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chinese**

[ ]  Chinese [ ]  Vietnamese [ ]  other Chinese background, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic group**

[ ]  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability**

Do you have a disability? [ ]  Yes [ ]  No

If yes, please tick the relevant box:

[ ]  Dyslexia [ ]  Wheelchair user/mobility difficulties

[ ]  Visual impairment [ ]  Hearing impairment

[ ]  Speech impairment [ ]  Mental health problems

[ ]  Unseen disability e.g. diabetes, epilepsy etc (please specify below):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the light of this, are there any adjustments that need to be made for the purposes of:

1. The Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The Job:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion**

There is no obligation for you to answer this question but doing so will enable us to improve and enforce our Equality Policy more effectively.

Please tick the box, from the list below

[ ]  Buddhist [ ]  Muslim [ ]  Other, please describe your

 religion/belief: \_\_\_\_\_\_\_\_\_\_

[ ]  Christian [ ]  Sikh \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Hindu [ ]  No religious belief

[ ]  Jewish [ ]  I would prefer not to disclose

**CANDIDATE PRIVACY NOTICE**

**WHAT IS THE PURPOSE OF THIS DOCUMENT?**

St Matthew Academy is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are required to read this privacy notice because you are submitting an application for a vacancy that has been advertised by St Matthew Academy. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (*(EU) 2016/679*) (GDPR).

# **THE KIND OF INFORMATION WE HOLD ABOUT YOU**

In connection with your application for work with us, the HR department will collect, store, and use the following categories of personal information about you:

* The information you have provided to us in your application form and any other supporting documentation or additional forms. (e.g. CV and additional information or monitoring forms).
* Any information you provide to us during an interview, including the results of tests.

The HR department may also collect, store and use the following types of more sensitive personal information if you are appointed:

* Information about your race or national or ethnic origin, for reporting purposes.
* Information about your health, including any medical condition, health and sickness records.
* Information about criminal convictions and offences.

**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 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.

# **HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

We will use your particularly sensitive personal information in the following ways:

* We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
* We will use information about your race or national or ethnic origin, to ensure meaningful equal opportunity monitoring and reporting.

# **INFORMATION ABOUT CRIMINAL CONVICTIONS**

We will process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you the position. We are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

We will require you to list any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country. These should exclude those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions).

**HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about candidates from the following sources:

* You, the candidate/employee.
* Recruitment agencies.
* The Disclosure and Barring Service, via Education Personnel Management (EPM), our umbrella company at the appointment stage.
* HMRC and Civica, our payroll providers, during your employment.
* Maitland Medical, in respect of fitness to work questionnaires at the appointment stage.
* Teachers’ Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS) at the appointment stage.
* Your named referees, from whom we will collect your references during the short listing and appointment process.
* UK Visas and Immigration (Part of the Home office) in instances whereby further details are required in regards to your eligibility to work in the UK at the appointment stage.

# **HOW WE WILL USE INFORMATION ABOUT YOU**

We will use the personal information we collect about you to:

* Assess your skills, qualifications, and suitability for the position.
* Communicate with you about the recruitment process.
* Comply with legal or regulatory requirements during the recruitment and appointment process.
* Carry out background and reference checks, where applicable during the recruitment and appointment process.
* Keep records related to our recruitment processes.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your application form we will then process that information to decide whether you meet the requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the outcome of the activities during the selection process and the information you provide to us at the interview, if you proceed to this stage, to decide whether to offer you the position. We will contact your referees once you have been shortlisted and may follow up on references once you have been appointed. As part of the pre-employment checks process, you will be required to complete a fitness to work questionnaire and a Disclosure and Barring Service (DBS) application form. If you are registered on the DBS update service, a DBS application will not be required, but we will need to complete a status check on the following website: [https://secure.crbonline.gov.uk/crsc/check?execution=e1s1.](https://secure.crbonline.gov.uk/crsc/check?execution=e1s1)

# **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as your qualifications or work history), this may delay/halt the process of your application.

# **DATA SHARING**

**Why might you share my personal information with third parties?**

We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

**After the appointment stage we will:**

Disclose personal data about you to EPM our umbrella company who work with the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

Disclose details about you including National Insurance Number and absence information to our payroll provider to enable you to be paid.

May disclose details about you to our HR consultancy, Blake Hall Personnel Ltd, for the purposes of HR management.

Share your identity and pay information with HMRC in conjunction with your legal obligation to pay Income Tax and make National Insurance contributions.

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.

Where you have decided to become part of a salary sacrifice scheme such as that for childcare vouchers, we share your details with the provider, Computershare, to the extent necessary for them to provide the vouchers to you.

**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)

**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.

# **DATA SECURITY**

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

# **DATA RETENTION**

**How long will you use my information for?**

We will only keep your information for as long as we need it or for as long as we are required by law to keep it.

If you are unsuccessful at the interview stage then we will retain your personal information for 6 - 12 months after the interview process. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

# **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.
* 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, in relation to any of the above, please contact Ashanti Coleman, HR Manager: hr@stmatthewacademy.co.uk.

# **RIGHT TO WITHDRAW CONSENT**

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for us to process your data for the purpose of recruitment and selection at any time. To withdraw your consent, please contact Ashanti Coleman, HR Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our policies in place, we will dispose of your personal data securely.

# **QUESTIONS**

If you have any questions about this privacy notice or how we handle your personal information, please contact Ashanti Coleman, HR Manager.

# **COMPLAINTS**

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.