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**The Grace Charitable Trust **

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| **CONFIDENTIAL****Associate Staff Application Form****Please note CVs alone are not accepted unless you have a disability that makes it difficult to complete an application form.**Please complete **All Sections** of this form as appropriate, and for ease of photocopying, complete in **Type** or **Black Ink.****Please note Sections 1 & 9 will be removed prior to shortlisting** |

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| **Post Title:** |  | **Application Number:** |  | **Closing** **Date:** |  |

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| **Section 1: PERSONAL DETAILS** |

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| Title: |  | Last name: |  |
| First name(s): |  | Former names: |  |
| Home Address:Post Code: |  | Term Address(if different):Post Code: |  |
| Day/work Telephone:  |  | Mobile Telephone: |  |
| E Mail address: |  | Home Telephone: |  |
| Date of Birth: |  | NI Number: |  |

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| **Next of Kin (Person to contact in an emergency):** |
| Name: |  |
| Address:Post Code: |  |
| Telephone: |  | Mobile Number: |  | Relationship: |  |

**Arrangements for interview**

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? (Please tick one) Yes No

If yes, please specify (eg. Ground floor venue, sign language interpreter, audio tapes etc.)

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| Do you have the legal rights to live and work in the UK? | Yes: |  | No: |   |

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| To the best of your knowledge, are you related to any employee of Q3 Academies Trust? If so, please give details below:  |
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**For official use only**

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| **Short listing Codes** | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** | **K** | **L** |

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| **Post Title:** |  | **Application Number:** |  | **Closing Date:** |  |

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| **Section 2: EDUCATIONAL DETAILS** |

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| --- | --- | --- | --- | --- |
| School/ College/ University(Name and Address) | Level (i.e.GCSE, A-Level, Degree etc) | Subject(s) | Grade(s) | Date Gained |
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| **Section 3: DETAILS of FURTHER EDUCATION/TRAINING****(Please list any training you have received)** |
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| **Section 4: EXPERIENCE** |

**Please complete the following, starting with your current employment and include all employment. Any employment with temporary work agencies must show the agency as the employer as well as the business where the work was carried out. Please also include any breaks in employment history together with the reason for the break. Please complete the following accurately and include all experience since the age of 18, or since leaving full time education.**

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| Current Post Title: |  |
| Name and Address of Employer:Post Code: |  |
| Salary: | - | Grade/Scale: | - |
| How long have you been employed/were you employed there:  | From: |  | Please state number of years: |  |
| To: |  |
| Are you still employed there?(Please tick one): | Yes: |  | No: |  |
| If yes, period of notice required: |  |
| If no, reason for leaving: |  |
| Briefly describe your present duties: |

**Other Employment Details:**

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Employers Name & Address | Position Held | Salary | FT/PT | Prop. of Hours | Reason for Leaving/ Break in Employment |
| From: MM/YY | To:MM/YY |
|  |  |  |  |  |  |  |  |
| Responsibilities: |
|  |  |  |
| Date | Employers Name & Address | Position Held | Salary | FT/PT | Prop. of Hours | Reason for Leaving/Break in Employment |
| From: MM/YY | To:MM/YY |
|  |  |  |  |  |  |  |  |
| Responsibilities: |
|  |
| Date | Employers Name & Address | Position Held | Salary | FT/PT | Prop. of Hours | Reason for Leaving/Break in Employment |
| From: MM/YY | To:MM/YY |
|  |  |  |  |  |  |  |  |
| Responsibilities: |
|  |
| Date | Employers Name & Address | Position Held | Salary | FT/PT | Prop. of Hours | Reason for Leaving/Break in Employment |
| From: MM/YY | To:MM/YY |
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| Responsibilities: |
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| **Section 5: OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION** |

**Please use this page to outline any other information that may help your application.**

**Continue and attach on blank paper if necessary:**

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| **Section 6: REFERENCES** |

**Please provide the names, addresses and occupations of two referees (one of whom must be your present or most recent employer) who are willing to support your application:**

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| **First referee** |
| Name: |  |
| Address:Post Code: |  |
| Telephone Number: |  |
| E Mail: |  |
| Occupation: |  |
| **Second referee** |
| Name: |  |
| Address:Post Code: |  |
| Telephone Number: |  |
| E Mail: |  |
| Occupation: |  |

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| May we contact your current employer at this stage without further reference to you? | Yes: |  | No: |  |

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| **Section 7: PRIVACY AND DATA PROTECTION** |
| The General Data Protection Regulations (GDPR) and Data Protection Act 1998 regulates your rights as an individual and how the Q3 Academies Trust use and protect your information.The Trust has a legal obligation to facilitate safe recruitment and to fulfil or legal responsibilities for recruitment and employment. As a result, this information may be disclosed, as appropriate, within the relevant Academy, Education Service, to the Academy Governors, to the Occupational Health, to the West Midlands Pension providers, to the Department for Education and relevant statutory bodies.As part of this process, your “public profile”, i.e. content that relates to you online in the public domain (such as publicly available social media details on Facebook, Instagram or Twitter) may be checked in relation to your application. The Trust will not record this information for any purpose unless you give explicit consent, which you may withdraw at any time (see below).Once you submit this form, the Trust has a responsibility to retain this document unless you explicitly request for it to be destroyed. To do so, you must contact the Trust’s HR Department in writing. An email is acceptable and may be sent to hr@q3academy.org.uk. You may also note that because we have a duty to protect public/academy funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public/government/Trust funds.The full privacy notice may be found at <http://www.q3mat.org.uk/trust-policies>.  |

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| **Section 8: OFFERS OF EMPLOYMENT** |
| Offers of employment are conditional upon the satisfactory completion of necessary recruitment checks. The Governing Body has a legal responsibility to prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities and undertaking appropriate recruitment checks. The Governing Body will act reasonably in making decisions about the suitability of a prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information.Any criminal record will be considered in accordance with the Rehabilitation of Offenders Act 1974 (exceptions) order 1975. Certain criminal records are barred from seeking employment in regulated activity, or from working in certain roles.Checks will also be undertaken in accordance with Secretary of State teacher prohibition, or interim prohibition, directions, sanctions and restrictions.It is also an offence to provide or manage a childcare provision that’s regulated by the Childcare Disqualification Regulations if you’re disqualified. It is an offence to seek employment in regulated activity if you’re on a barred list.These checks will be carried out when an offer of employment has been made. Upon receipt of the appropriate check, should the disclosure show a criminal record or barring, this may be discussed with you following a conditional offer of employment. |
| **Section 9: RECRUITMENT MONITORING** |
| As part of our Equal Opportunities Policy we request that you complete the following information. This information is *optional* to provide and is used for monitoring purposes only. All information will be treated as confidential as it is classified as “sensitive” personal information within the GDPR regulations and is handled as such. This information will not be used when shortlisting or deciding on whether an applicant is successful or unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.This information will not be retained or recorded for any purpose other than equal opportunities and will be destroyed in line with the Trust’s retention schedule. Additional information regarding this can be found on the QAT website – [www.q3mat.org.uk/trust-policies](http://www.q3mat.org.uk/trust-policies). |

Please tick the boxes below as appropriate:

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| **GENDER** |
| Male: |  | Female: |  | Prefer not to say: |  |

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| **ETHNIC ORIGIN** |
| **Asian or Asian British** | **Mixed** |
| Bangladeshi |  | White & Asian |  |
| Indian |  | White & Black African |  |
| Pakistani |  | White & Black Caribbean |  |
| Chinese |  | Any other mixed background |  |
| Any other Asian background |  |  |
| **Black or Black British** | **White** |
| African |  | British |  |
| Caribbean |  | Irish |  |
| Any other Black background |  | Traveller of Irish Heritage |  |
| **Other Ethnic group:** | Gypsy/Roma |  |
|  | Any other White background |  |
| **Prefer not to say:** |  |  |

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| **RELIGION/ BELIEF** |
| Buddhist: |  | Sikh: |  |
| Hindu: |  | Christian: |  |
| Muslim: |  | Jewish: |  |
| Other: |  | None: |  |
| Prefer not to say |  |

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| **DISABILITY** |
| The Equality Act (2010) defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. |
| Do you consider yourself to have such a disability? | Yes: |  | No: |  |
| If yes, please indicate your **DISIBILITY CATEGORY** below: |
| Learning disability: |  | Long standing illness: |  |
| Mental Health condition: |  | Physical Impairment: |  |
| Sensory Impairment: |  | Other: |  |
| I prefer not to say: |  |  |

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| **SEXUAL ORIENTATION** |
| Bisexual: |  | Heterosexual/Straight: |  |
| Lesbian or Gay: |  | I prefer not to say: | **x** |
| Other (please indicate): |  |

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| How did you learn about the vacancy? Please outline below: |
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| **Personal Declarations:**

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| If I am appointed, I give permission for my name and contact details to be provided to the recognised Trade Unions in the Trust/Sandwell (please tick as applicable). | Yes: |  | No: |  |
| I give permission for my service and salary details to be accessed by the Trust (please tick as applicable). | Yes: |  | No: |  |

For the purpose of the Data Protection Act 1998 and GDPR, I consent to the information contained in this form, and any information received by or on behalf of the Q3 Academies Trust relating to the subject matter of this form, being processed by them in administering the recruitment process.I declare that the information I have given on this form is complete and accurate and I am not banned or disqualified from working with children, not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment or dismissal at any time in the future, and possible criminal prosecution.Signed: Print name:  Date:  |

**PLEASE NOTE SECTIONS 1 & 9 OF THIS APPLICATION FORM WILL BE REMOVED PRIOR TO SHORTLISTING**

**Any further information you would like to add – please write on separate sheet**

**N.B. CANVASSING FOR THIS APPOINTMENT WILL LEAD TO DISQUALIFICATION**