

Central RSA Academies Trust

CONFIDENTIAL WHEN COMPLETE

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| --- | --- |
| Job Title | HR & People Manager |
| Applicant Name |  |

Thank you for requesting an application form for the above vacancy. We will use this form to help decide your suitability for the job so please make sure that it is accurate and complete. You should complete all sections in black ink or typeface to assist with photocopying the form. Please do not send any curriculum vitae or testimonials unless asked to do so.

Please return your completed form no later than the closing date to the address shown below. Late applications may not be considered.

Electronic application forms are preferred; please send to

rsherwood@centralrsaacademies.co.uk.

If you do not receive a response within six weeks from the closing date, you should assume that your application has been unsuccessful.

Central RSA Academies Trust

B.06 Assay Studios

141 Newhall Street

Birmingham

B3 1SF

1. Personal Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | |  |
| Surname/Family Name |  | | Preferred form of address e.g. Mr, Mrs, etc. | |  |  |
|  |  | |  | |  |  |
| Forename(s) |  | | Date of Birth (DD/MM/YYYY) | | /  / |  |
|  |  | |  | |  |  |
| Home Telephone |  | | Mobile Telephone | |  |  |
|  |  | |  | |  |  |
| Email address |  | | NI Number | |  |  |
|  |  | |  | |  |  |
| Address |  | | | | |  |
|  |  |  | |  | | |
| Postcode |  |  | |  | | |
|  |  |  | |  | | |
| Two Ticks  Under the 'Two Ticks' Scheme the Central RSA Academies Trust undertakes to interview disabled people who meet the minimum essential criteria detailed on the person specification.  For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.  Do you consider that you would qualify for an interview under the Scheme  Yes  No  If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc., please specify them below:   |  | | --- | |  | | | | | | | |
| Canvassing and Relationships  If you are related to or have a close personal relationship with a Trustee, Governor, employee or pupil currently attending a school in the Trust, please state their name and relationship to you.   |  | | --- | |  |   Note: Canvassing will lead to disqualification for appointment | | | | | | |

2. Education, Training and Qualifications

###### Please give brief details of all training and other courses you have undertaken which are relevant to this post

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of School/College/University  attended | From - To | | Qualifications  including grades | | Date obtained |
| 1. Schools (after age 11) | | | | | |
|  |  | |  | |  |
| 2. Further or Higher Education (Full or Part Time) | | | | | |
|  |  | |  | |  |
| 3. Professional or other courses including training courses attended, NVQs etc. | | | | | |
|  | Duration | | Name of any qualification awarded and date | | |
|  |  | |  | | |
| 4. Current membership of professional organisations | | | | | |
|  | | | | | |
| 5. Driving Qualifications | | | | | |
| Do you hold a current, valid full driving license?  Please describe e.g. Car/LGV/PCV | | Yes | | No | |
| Do you own a car? | | Yes | | No | |
| Do you have access to one? | | Yes | | No | |

3. Employment/Work Experience

###### Please include any previous experience either paid, unpaid or voluntary starting with the most recent

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3a. Current | | | | | | | | |
| Employer’s name and address including work base address if different | Position Held | | Present Salary | Dates  From - To | | | | Period of Notice |
|  |  | |  |  | | | |  |
| Duties | | | | | | | |
|  | | | | | | | |
| 3b. Previous | | | | | | | | |
| Employer/Organisations  (most recent first) | | Position held and brief description of duties/responsibilities | | | Dates  Months/Year  From - To | | Reasons for leaving and final salary | |
|  | |  | | |  |  |  | |

4. Additional Information

###### Please explain how your skills, abilities, experience and achievements to date (including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the enclosed person specification.

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5. Convictions/Disqualifications

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|  |
| EXEMPT EMPLOYMENT  As the work of this post involves working with children, other vulnerable groups or in a position of trust it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. The County Council will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions.  If this post meets 'Regulated Activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked.  You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as these will be supplied by the DBS. Please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) for information regarding filtering of convictions.  Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form.  Do you have any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences? Y/N  If you have answered Yes, please give further details below. |

6. References

Please give details of two people, one of which should normally be your current line manager, who are able and willing to comment on your suitability for this job. (Please see notes attached)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| Name |  | | | Name |  | | |  |
|  | | | | | | | |
| Address |  | | | Address |  | | |
|  | | | | | | | |
| Telephone number |  | | | Telephone number |  | | |
|  | | | | | | | |
| Email address |  | | | Email address |  | | |
|  | | | | | | | |
| Relationship to you e.g. manager, colleague, etc. |  | | | Relationship to you e.g. manager, colleague, etc. |  | | |
|  | | | | | | | |
| Do you wish to be consulted before this referee is approached? | | Yes | No | Do you wish to be consulted before this referee is approached? | | Yes | No |

7. Declaration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I confirm that I have read the information given to me about this job and that I do not have any physical or medical impairment, which, without reasonable adjustment would prevent me from carrying out the duties of this job. I declare that all the information given in this application is correct and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn or any contract of employment may be terminated.  I also consent to the Trust recording and processing the information detailed in this application form. I understand that this information may be used by the Trust in pursuance of its business purposes and my consent is conditional upon the Trust complying with their obligations under the Data Protection Act 1998. | | | |  |
| Signature |  | Date |  |
|  | | | |

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| Equal Opportunities Monitoring Form  Central RSA Academies Trust is committed to the elimination of all forms of unjustifiable discrimination. The Trust will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable the Trust to constantly monitor itself to ensure this commitment is fulfilled, we would ask all applicants to complete the questions detailed below  This information will be treated as completely confidential and will be used for monitoring purposes  only. This information will be detached from the application form on receipt and will not be  considered during the selection process. | | | | | | | | | | | | | | |
|  | Please tick as appropriate:  1. Which of the following do you consider to be your ethnic origin?  (tick only one box), see below for explanatory notes. | | | | | | | | | | | |  | |
|  | White British (AWB) | | White and Black Caribbean (BWBC) | | | | | | Indian (CIN) | | |
|  | White Irish (AWI) | | White and Black African (BWBA) | | | | | | Pakistani (CP) | | |
|  | White Other (AWO) | | White and Asian (BWA) | | | | | | Bangladeshi (CB) | | |
|  | Chinese (ECH) | | Mixed Other (BMO) | | | | | | Asian Other (CAO) | | |
|  | Caribbean (DBC) | | African (DBA) | | | | | | Black Other (DBO) | | |
|  | | | | | |  | | |
|  | Other Ethnic Group (EOE) (Please describe) | | | |  | | | | | |  |
| 2. Are you  Male  Female  3. Do you have a disability?  Yes  No | | | | | | | | | | | |
| 4. Please tick the age band currently applicable to you | | | | | | | | | | | |
| i. up to 19 | | ii. 20-29 | | iii. 30-39 | | iv. 40-49 | | v. 50-65 | | vi. Over 65 | |
| Where did you see this post advertised? | | | | | | | |  | | | | | |  |
| Monitoring Form Explanatory Notes  The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 2001 Census.  Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the ‘other ethnic group’ box and give details in the space provided above. | | | | | | | | | | | | | | |

Central RSA Academies Trust, a charitable company limited by guarantee, registered in England and Wales

Company Number 08166526. Registered Office: Suite B06, Assay Offices, 141 Newhall Street, Birmingham B3 1SF

REQUIREMENT FOR REFERENCES

Please see below guidance and information relating to the requirement for references.

* All candidates should provide details of two referees who are able to comment on your suitability for employment. Relatives or friends should not be provided as a referee.
* At least one of the referees should be your current employer. If you are unable to provide this, e.g. if you are joining us directly from the education system, at least one referee from a person in a position of responsibility, who has knowledge of you, should be provided. This could be your tutor or lecturer.
* If you are not currently working with children you should also provide details of a contact from your last post working with children.

(N.B. The interview will include a section where suitability for working with children will be explored, regardless of whether or not you have previously worked with Children).

* References will be requested from referees for those applicants that have been shortlisted for interview. These will be requested prior to the interview.

If you are unclear as to who should be provided as your two referees, please do not hesitate to contact the school for further guidance.