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| **Teaching Staff**  **Application for Employment Part A:** Personal Information |

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| **Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document, you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Governors of the school in the first instance. \*See further information at the end of this application form\*  **Safeguarding:** Derby Diocesan Academy Trust (DDAT) and DDAT2 are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate’s suitability, working with children within our schools. |

**1. Post applied for**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Name of School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.Personal Details**

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| --- | --- | --- | --- |
| **Surname:** |  | | |
| **Forenames:** |  | | |
| **Previous/other names:** |  | | |
| **National Insurance number:** |  | | |
| **Are you currently eligible for employment in the UK? Yes**  **No**   **Please provide details:** |  | | |
| **Current address:** |  |  |  |
| **Postcode:** |  |  |  |
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|  | **DfE Number:** |  |
| **Tel. No.  (pref. mobile):** |  | **Date QTS achieved:** |  |
| **Email:** |  | | |

**4 (a) Current and/or Previous Employment**

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| --- | --- | --- | --- | --- | --- | --- |
| Name of school and LA  (where appropriate) | F/T  P/T  or  Supply | Type\*  and  N.O.R. | Subjects/ age range that you taught | Grade/Scale | From  (DD/MM/YY) | To  (DD/MM/YY) |
| Please give full school  address and number on roll | Exact dates if possible | |
|  |  |  |  |  |  |  |
| Salary: £ | | | \*Nursery, Primary, Secondary, Special, Independent | | | |

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| Please state brief details of your current / most recent responsibilities: |
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**4 (b) Previous posts**

**Please list ALL previous employment and/or activities since leaving full time education, detailing any gaps.**

**This job will require an enhanced DBS and barring check, you must account for all the time since you left school. Include any period when you were not in full-time work, education or training; for example, unemployment, voluntary work, raising a family, part-time work, education or training.**

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| Name of School and LA  (where appropriate) | F/T  P/T  or  Supply | Type\*  and  N.O.R. | Job Title or Subjects/Age Range Taught | Grade/Scale | From  (DD/MM/YY) | To  (DD/MM/YY) | Reason for Leaving |
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**5. Qualifications**

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| **Examinations taken** | | **School, College, University etc.** | | | **Grade** |
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| **Age range qualified to teach** |  | | **Subjects  qualified to teach** |  | |

**6. Membership of Professional Bodies**

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| --- | --- | --- | --- | --- | --- |
| **Institute/Body** | **Grade** | **By Examination/Election** | | | |
|  |  | **Examination** |  | **Election** |  |
|  |  | **Examination** |  | **Election** |  |

**7. Recruitment**

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| The School supports the principle of equal opportunities and opposes discrimination on the basis of age, ability, sex, marriage and civil partnership, gender reassignment, race, disability, sexual orientation, religion or belief, pregnancy and maternity, and part time or fixed term employment. (Equality Act October 2010).  It is the School's policy to employ the most suitable personnel for each given role and to provide equal opportunity for the advancement of employees including promotion and training.  All new posts within the School are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  If your application is successful, the School will retain the information provided in this form (together with Part B: References, Criminal Records and Monitoring Information Form) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |

**8. Declaration\***

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| * **The information contained in this form is true and accurate to the best of my knowledge**. **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) disciplinary action, potentially summary dismissal and may amount to a criminal offence.** * **I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.** * **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.** * **I consent to the School making direct contact with the people specified as my referees to provide a reference prior to interview. If consent is specifically withheld and a subsequent offer is made, this offer will be subject to the receipt of satisfactory references as well as other pre-employment checks.** | | | |
| **Signed:** |  | **Date:** |  |

\*Please note that if you submit your form electronically, you will be asked to sign a copy of this form if invited to interview.

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| **Application for Employment Part B:** Meeting the Specification |

**1. Relevant Experience**

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| This section forms the **main body of your application**. Please ensure that you refer to each of the main headings in the Person Specification in order to explain why you are applying for this job. It will assist the shortlisting panel if you are able to evidence each competence required at application stage, describing how your experience, personal qualities and skills help to make you a suitable candidate. |
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**2. Job related training courses/seminars in the last five years**

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| Please provide details and explain how this has supported your professional development. |
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**3. Outside interests and hobbies**

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| Please provide a brief description of your outside interests and hobbies. |
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| **References, Criminal Records Disclosure and Monitoring Information Form** |

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| **Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact [ddatadmin@derby.anglican.org](mailto:ddatadmin@derby.anglican.org) in the first instance. \*see additional information at the end of this application form\* |

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| **Criminal Background Disclosure**: The nature of this post means that it is exempt from the Rehabilitation of Offenders Act (1974) and requires that all convictions (including spent convictions) be declared. A conviction is not necessarily a bar to employment. However, should you fail to disclose a criminal conviction prior to appointment; this could result in disciplinary actions including dismissal. All offers of employment with the school are subject to a satisfactory DBS check. A Barred List check will also be undertaken if you will be engaging in ‘regulated activity’. More information is available on the [DBS website](https://www.gov.uk/government/organisations/disclosure-and-barring-service). Car parking or speeding offences may be disregarded. |

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

**Post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**References:**

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| If you are currently working in a school, one of your references should be from the Chair of Governors and/or Headteacher at your school. If not currently working in a school, please give referee details from your most recent employment. References from relatives or people writing solely as friends will not be acceptable. **References will be contacted during the shortlisting process unless you give your express instruction not to do so.** | |
| **First reference  (current or most recent employer)** | **Second Reference** |
| **Name:** | **Name:** |
| **Job Title:** | **Job Title:** |
| **Organisation Name:** | **Organisation Name:** |
| **Address:** | **Address:** |
| **Email:** | **Email:** |
| **Tel. No. (Pref Mobile):** | **Tel. No. (Pref Mobile):** |
| **Contact (Yes/No):** | **Contact (Yes/No):** |

**Criminal Record Disclosure**

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| An offer of employment is conditional upon the Trust receiving an Enhanced Disclosure from the DBS which the Trust considers to be satisfactory. If you are successful in your application you will be required to complete a Disclosure and Barring Service Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the Trust on request).  The Trust is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Trust's objective assessment procedure (a copy of which is available from the Trust on request).  Have you been convicted by the courts of any criminal offence? Yes  No   Is there any relevant court action pending against you? Yes  No   Have you ever received a caution, reprimand or final warning from the police? Yes  No   **If 'YES' to any of the above, please provide details, including dates and penalties, on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.**  Please give address details for **all** residences during the past 5 years, including those outside of the UK:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Family or close relationships to employer or Governor**

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| You are required to declare any family or close relationship to any existing employee of the Trust: |
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**Declaration**

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| The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes. | | | |
| **Signed:** |  | **Date**: |  |

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| \* **Data Protection**  We will treat all information you provide in confidence and in accordance with the Data Protection Act 2018. We will hold it electronically and keep it secure. We will use it for the purpose of helping our recruitment process and for payroll and administration purposes if your application is successful. If you are a Jobcentre Plus client, we will disclose information to them for performance and monitoring purposes.  We will share it with other officers involved in the recruitment process including managers, human resource officers and departmental support employees. For senior appointments, this could also include Trustees and occasionally external assessors. We will not disclose it to other organisations or use it for any other purpose without your explicit consent.  If you are unsuccessful, we will usually destroy your application form and any other papers you have submitted six months after we have made the appointment. We will only hold information beyond six months with your consent.  Personal sensitive data  Under the Data Protection Act 2018 equality information such as ethnic origin, disability, sexuality, criminal convictions, is defined as personal sensitive data. The Trust is required by law to monitor this information as part of recruitment practices. Only those personnel who require this information as part of their job will have access to it. We will not disclose it to anyone else without your explicit consent unless we have to do so by law.  How is your information used?  Derby Diocesan Academy Trust (DDAT) Employees:  We may use your information to fulfil our obligations under your contract of employment with us and any associated Trust employment policies. This includes sharing your information with Government bodies as required by law, such as providing tax information to H M Revenue and Customs and salary information to the Court Service. This is to help us pay you correctly including sharing information about your pay and employment with other relevant bodies such as pension administrators, union bodies and employee benefits providers. This would include sharing relevant information with external training providers in support of your apprenticeship and personal development.  Any information we provide for equality statistics will be anonymised.  Candidates:  Personal data such as full name, date of birth, address and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as employment history, duties and qualifications are collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. Equalities data is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns. If you are successful we may use your information to set up a confidential secure record for you with campaigns.  Who has access to your information?  We may share your information with:   * Trust central staff, Headteachers/School Business Managers, Administrators and Internal Audit, to ensure we meet our statutory and contractual duties. This would exclude equalities data that is only accessible by HR colleagues. * External organisation’s such as: HM Revenue & Customs, Disclosure and Barring Service, HM Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, Teachers Pension and NEST), voluntary payroll deductions, Employee Benefits Provider, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.   For further information about how your personal information will be used, please visit <https://ddat.org.uk/gdpr> where you can see a full copy of our Privacy Notice. Alternatively, you can request a copy by email from [ddatadmin@derby.anglican.org](mailto:ddatadmin@derby.anglican.org) or by writing to DDAT, Full Street, Derby, Derbyshire, DE1 3DR. |