



CASTLE Trust

Job Application Form (Support Staff)

Please complete this form in black ink or type.

Information from this application may be processed for the purposes permitted under the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them.

Post Applied for:	
Designated School:	Delce Academy

PERSONAL DETAILS

Surname:		Preferred title:	
First names:		Previous surname:	
Home address:			
		Post code:	
Mobile telephone number:		Email address:	
Home telephone number:		National Insurance Number:	

CURRENT / LATEST EMPLOYMENT

Name of current / most recent employer:		Job Title:	
Address of current / most recent employer:		Salary grade and point:	
		Weekly hours and weeks per year:	
Date started in post:		Date of leaving:	
Notice required:		Reason for leaving:	

Main duties / responsibilities / achievements:

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CASTLE Trust is compliant with the General Data Protection Regulation which means we seek your specific consent to use the data we are collecting within this application form for the purposes as detailed within the Privacy Notice on the Trust website:

<http://www.thecastletrust.co.uk/privacynoticeworkforce>.

WORK AND OTHER RELEVANT EXPERIENCE

Please list below a complete record of other employments and activities, with paid or unpaid. These should be in date order, starting with the most recent.

From: mm / yy	To: mm / yy	Nature of organisation and nature of business:	Job title / role with brief indication of main duties and responsibilities:	Reason for leaving:

SECONDARY EDUCATION				
From	To	Establishment	Examination Results (Subject, Level and Grade)	Date

FURTHER AND HIGHER EDUCATION						
From	To	Establishment	Qualification / main subject	Level	FT / PT	Date

OTHER QUALIFICATION e.g. membership of professional bodies

RELEVANT INSET / TRAINING COURSES ATTENDED IN THE LAST 3 YEARS			
Date	Course	Organising/awarding body	Qualification

APPLICANT STATEMENT

Pick out those aspects of your experience or skills that are **RELEVANT** to this post. Explain how your ability, skills and knowledge match those required for the appointment, where set out, in the personal specification. Remember to consider experience in previous employment and relevant experience outside of paid work, such as that gained at home, in the community or through voluntary/leisure/college activities, and to tell us if you have special requirements to attend for the selection process, e.g. wheelchair access. Give examples where you can in support of your application.

REFERENCES

Please give full details of two referees who may be approached now. Relatives/friends are **NOT** acceptable. If you are currently employed in a school, your main referee **must** be your present headteacher. Email addresses are essential.

REFEREE 1		REFEREE 2	
Full name:	Title:	Full name:	Title:
Position:		Position:	
Establishment:		Establishment:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may in contact.

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Jul18

CHILD PROTECTION

An offer of appointment will be dependent upon the completion of satisfactory Enhanced Disclosure and Barring Service Check (DBS).

The DBS enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children or vulnerable adults, and provides wider access to criminal record information through its disclosure service for England and Wales.

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.

All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection guide: <https://www.gov.uk/government/publications/dbs-filtering-guidance>

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

Answering YES, you are required to give details as this post, for which you are applying, please give details on a separate sheet and attach in a sealed envelope marked 'Private and Confidential'. If you are submitting the form electronically, please contact the Trust HR Manager for instruction on how the information should be submitted.

SUPERANNUATION SCHEME

Do you contribute to the Local Government Pension Scheme? YES NO
If you contribute to another scheme give details:-

.....
.....

DISCLOSURE OF RELATIONSHIP

Are you related by marriage, blood or as a co-habitee to any a Senior Officer of the Academy or a member of the Academy's Trustees or Members: YES NO

If YES, please state the name, relationship and position held.

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DECLARATION

I DECLARE THAT THE INFORMATION I HAVE GIVEN IN SUPPORT OF MY APPLICATION IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND COMPLETE. I UNDERSTAND THAT IF IT IS SUBSEQUENTLY DISCOVERED THAT ANY STATEMENT IS FALSE OR MISLEADING, OR THAT I HAVE WITHHELD RELEVANT INFORMATION OR CANVASSED MY APPLICATION IT MAY LEAD TO DISQUALIFICATION OR, IF I HAVE BEEN APPOINTED, I MAY BE DISMISSED.

Signed: Date:

EQUAL OPPORTUNITY MONITORING FORM

To help us ensure that our recruitment procedures give genuine equality of opportunity please answer the questions below. This document will be kept separate from your application (please tick box where appropriate).

VACANCY INFORMATION

Job Title:- Academy: :-

Closing date:-

PERSONAL INFORMATION

Name:- Title:

Age Group:

21 – 24 25 – 34 35 - 44 45 - 54 55 - 64 65+

Prefer not to say

GENDER

Male Female Prefer not to say

ETHNIC ORIGIN

Please tick the box which most closely describes your cultural background

WHITE

British Irish

Any other White background (please specify).....

MULTI ETHNIC

Black Caribbean and White Black African and White
Asian and White

Any other multi ethnic background.....

ASIAN OR ASIAN BRITISH

Indian Pakistani
Bangladeshi

Any other Asian background.....

BLACK OR BLACK BRITISH

Caribbean African

Any other Black background

CHINESE OR OTHER ETHNIC GROUP

Chinese

Any other ethnic group

Prefer not to say

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DISABILITY

Do you have a disability in respect of employment in this post?

Yes

No

Please describe any special adaptations or arrangements you may require to undertake the duties of the post, these can be discussed with you at the interview:-

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.....

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ADDITIONAL INFORMATION

Are you applying as part of a Job Share?

Yes

No

Where did you see the advertisement for this position?

.....

PRIVACY NOTICE FOR JOB APPLICANTS

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. This is available on the Trust website:

<http://www.thecastletrust.co.uk/privacynoticeworkforce>.

The data we collect from you is in line with that which will be collected as an employee.

In addition to the reasons listed above, we use the data to:

- Enabling us to establish relevant experience and qualifications
- Ensuring that appropriate access arrangements can be provided for candidates that require them.

The lawful basis for using this data is the same as that for the school workforce.

Personal data we collect as part of the job application process is stored in line with our data protection policy.

When it is no longer required, we will delete your information in accordance with our data protection policy.

In addition to the list for the school workforce, where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Employment and recruitment agencies