

Monitoring form number

CSAT Employment Application Form

Part 1: Information used for Shortlisting - please complete all *mandatory* fields

1. Vacancy Details		
Post for which you are applying:		
School:	Applicant ID:	
Job ref:	Closing Date:	
<p>Please return this form directly to the Meole Brace School via: Email: recruitment@meole.co.uk (<i>please apply password encryption before sending</i>): or Address: Longden Road, Shrewsbury, Shropshire, SY3 9DW</p> <p>If you would like an acknowledgement of your application, please request this in your email. Alternatively, if you are posting your application, please send a stamped addressed envelope.</p>		
2. *Personal Details		
*Surname:	*Initials:	*Title:
*Home Address:	*Preferred contact number:	
	*Alternative contact number:	
*Postcode:		
*NI Number:	*Email address:	

Teachers DfE Number (if applicable):

Do you have a full current driving licence? Y/N

If **YES**, type of licence?

Do you have a vehicle available for work purposes? Y/N

3. *Present Employment (If you are currently unemployed please leave blank)

*Job title:	Basic pay/grade:
Employer's name:	Other pay/benefits:
Address:	*Date started:
	*Period of notice:
	Telephone number:
Postcode:	May we contact you on this number?

*Outline of duties and responsibilities:

4. *Employment History

- Please list all of your previous jobs including any with your present employer. Start with the most recent.
- References may be sought from your previous employers.

*Job title:	*Date started:
*Employer's name:	*Date left:
Location of work:	Brief outline of duties:
*Reason for leaving:	

<p>*Job title:</p> <p>*Employer's name:</p> <p>Location of work:</p> <p>*Reason for leaving:</p>	<p>*Date started:</p> <p>*Date left:</p> <p>Brief outline of duties:</p>
<p>*Job title:</p> <p>*Employer's name:</p> <p>Location of work:</p> <p>*Reason for leaving:</p>	<p>*Date started:</p> <p>*Date left:</p> <p>Brief outline of duties:</p>
<p>*Job title:</p> <p>Employer's name:</p> <p>Location of work:</p> <p>*Reason for leaving:</p>	<p>*Date started:</p> <p>*Date left:</p> <p>Brief outline of duties:</p>
<p>*Job title:</p> <p>*Employer's name:</p> <p>Location of work:</p> <p>*Reason for leaving:</p>	<p>*Date started:</p> <p>*Date left:</p> <p>Brief outline of duties:</p>
<p>*Job title:</p> <p>*Employer's name:</p> <p>Location of work:</p> <p>*Reason for leaving:</p>	<p>*Date started:</p> <p>*Date left:</p> <p>Brief outline of duties:</p>
<p>*Job title:</p> <p>*Employer's name:</p> <p>Location of work:</p> <p>*Reason for leaving:</p>	<p>*Date started:</p> <p>*Date left:</p> <p>Brief outline of duties:</p>

5. *Breaks in Employment

*Complete any gaps in employment history since leaving school

From: To: Reason:

From: To: Reason:

From: To: Reason:

From: To: Reason:

6. Training/Competencies/Languages

Please list below relevant job-related training you have undertaken, and/or any professional qualifications achieved, other competencies and language ability other than English.

Date	Course title	Course provider
Languages		

7. Educational Qualifications

Please give details of secondary, further and higher education qualifications achieved. Start with the most recent.

Date Obtained	Institute details (e.g. College etc). Qualification gained or pending, and subject	Location	Grade Obtained

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8. Membership of Professional Bodies

Professional Body Name	Membership Number	Grade/Level of Membership	Expiry Date of Membership

9. *Further Details

*Please write a personal profile stating key skills and attributes (max 250 words).

*Please detail, using any work-based or other examples how you meet the essential and desirable criteria (max 250 words).

*Please indicate any key skills or strengths that you would bring to the job if successful (max 250 words)

10. *Relationship to Stakeholders of the School/Trust (e.g. members, trustees, governors, employees)

*Are you related to any stakeholders of the school/Trust? Y/N

If yes, please give the details

Name:

Relationship:

11. *References

- Please give details of two referees whom we may ask about your suitability for the job.
- You are requested to give referee details from two employers, the first of which must be your current or most recent employer and/or a school/education setting.

(1) Name:

(2) Name:

*Type:

(Academic/Employment/Professional)

*Type:

(Academic/Employment/Professional)

*Organisation:

*Organisation:

*Day time contact number:

*Day time contact number:

*Email address:

*Email address:

*Occupation:

*Occupation:

Working relationship to candidate:

Working relationship to candidate:

*May we contact these referees without asking you?

12. Declaration

I certify that to the best of my knowledge the details provided in all section of this form (including section 13-15 not used for shortlisting) and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.

I give my explicit consent to the processing of data contained or referred to on this form in accordance with the School/Trust's Data Protection Policy & Privacy Notice*.

I understand that if successful, I will also be required to provide evidence of entitlement to work in the UK and that any offer of employment made to me will be conditional on me being able to satisfy this requirement.

Signature of Applicant:

Date:

N.B. If your application is submitted electronically you will be asked to sign this form if invited to interview.

***School' Data Protection Policy and General Protection Regulations (GDPR)**

The personal data collected by the School during recruitment and if relevant, employment within a Trust School is in accordance with its Data Protection Policy and Privacy Notice. The Data Protection Act 2018 and its amendments permits the School/Trust to process certain personal data contained in this document for performing obligations and exercising rights under employment law. Information about how your job applicant data is used and the basis for processing is provided in the School Privacy Notice (Job Applicant Section) <https://www.meolebrace.com/attachments/download.asp?file=1768&type=pdf>. This also outlines the period that the School will retain job applicant data. The School commit to monitoring their procedures to ensure that the information required is relevant to the aims of the equal opportunities policy and so does no infringe Data Protection legislation.

By signing the declaration in section 12 of this form, I understand that I am giving consent to the School/Trust for the collection of application data in this recruitment and selection process, and, if relevant, employment within a Trust School. I understand that I can seek details of my rights in regard to the processing of this data in the School privacy notice.

Part 2: Information not used for Shortlisting

13. *Criminal Convictions/Cautions/Disqualified Persons/Investigations

This completed section should be retained confidentially by the recruiting manager/lead panellist and only shared with the remainder of the panel once the preferred candidate has been selected. Please refer to the Trust's Recruitment Policy for further details.

Central Shropshire Academy Trust regards as paramount the welfare and safety of children and vulnerable adults in its schools. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of carers or volunteers and standards of external contractors.

This position is exempt under the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) criminal records check will be required of the successful applicant.

Decisions will be made in relation to applicants who have any form of criminal conviction or who are included on the DBS Barred List. Convictions or other disclosures will not necessarily be a bar to obtaining a position with the School/Trust.

To assist with the implementation of this policy, all applicants are asked to complete the following questionnaire and give consent for checks to be completed.

Applicants are reminded that knowingly withholding this information or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment or approval.

Further, applicants should note that it is a criminal offence to knowingly apply for, offer to do, accept or do any work with children when prevented either:

- a) by reason of disqualification order under the Criminal Justice and Court Services Act 2000
- b) by reason of inclusion on the DBS Barred List.

1. Are you disqualified from working with children?

YES/NO (If the answer is **YES**, please provide details below)

2. Are you prohibited from teaching?

YES/NO (If the answer is **YES**, please provide details below)

3. Do you have any criminal convictions, cautions, reprimands or warnings or any

pending prosecution that you are required to declare?

YES/NO

(If the answer is **YES**, please provide details below)

4. *Are you currently subject to a final written warning or been dismissed from your current or any previous employment (other than in a redundancy situation?)

YES/NO

(If the answer is **YES**, please provide details below)

5. *Has your name been added to the DBS Barred List?

YES/NO

(If the answer is **YES**, please provide details below)

6. *Have you ever been subject to any legal proceedings involving any social services authority or its equivalent, here or abroad, that has resulted in the removal of children or vulnerable adults from your care, or the imposition of a statutory supervision order?

YES/NO

(If the answer is **YES**, please provide details below)

7. *Have you ever been refused registration or cancelled from an official register of Child-minders; Day Care Providers; Private Fostering; Registered Care Home or Children's Home?

YES/NO

(If the answer is **YES**, please provide details below)

8. *I hereby give consent to the School/Trust completing such checks as are necessary with records held by the authority and/or other agencies in order to verify the information provided above.

YES/NO

9. *I understand and agree that if, for whatever reason, my application is either refused or withdrawn, but information is revealed which leads the School/Trust to conclude that I may pose a risk to children, it will keep this information for an appropriate period.

YES/NO

10. *I understand that, if practicable, I will be alerted to such possible disclosure and be invited to comment.

YES/NO

14. Equal Opportunities and Recruitment

Equal Opportunities Policy

*It is the policy of Central Shropshire Academy Trust to ensure that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of his or her gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable.

We take positive steps to promote Equality & Diversity in employment.

Equality Act 2010

The Equality Act 2010 places a general duty on schools to promote equality. This means that in everything we do, we need to:

*Eliminate unlawful discrimination, harassment and victimisation.

*Advance equality of opportunity.

*Foster good relations between different people.

Policy Statement for Applicants with Disabilities

Under the Equality Act 2010, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

The Act defines a disabled person in the following way:

"A disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities."

You should be aware that we may ask you to give details of your disability should you be invited to interview. Any supporting information, for example a letter from a Disability Employment Adviser, would be helpful. The information you provide will be shared with the appointing officer responsible for shortlisting applicants and organising the selection process. You should be aware that you may be asked to give details and any supporting information.

Please complete the recruitment monitoring part of the form on the next page.

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15. *Recruitment Monitoring Form

This sheet will be detached from your application form and will not be seen by anyone involved in the selection process. The school/Trust will use this information for monitoring recruitment processes and, if you are appointed, for personnel/payroll records. The school/Trust may also forward a copy to Shropshire HR to assist the Trust with statutory returns.

*Surname:	*First name:
*Known as:	*Second name:
*Previous other names:	*Preferred title:
*Date of Birth:	*Age band: 16-24 25-44 45-54
*Place of Birth:	55-64 65+
Post applied for:	School:
*Legal Gender:	Job share: Y/N
*Marital Status: (see list below) Civil partnership/divorced/married/separated/single/widowed/cohabiting domestic partnership/unknown	
*Nationality: (see list below) UK/Other(please be specific)/prefer not to say	
*Ethnic Origin: I would describe my ethnic origin as: (see list below) White British/White English/White Scottish/White Welsh/White Irish/Any Other White Background Irish Traveller/Gypsy/Romany/Other Traveller Black/African/Caribbean/Black British/Black British Caribbean/Black British African/Other Black Asian/British Asian/Asian British Indian/Asian British Pakistani/Asian British Bangladeshi Chinese/Other Asian British Mixed White & Black African/Mixed White & Asian/Other Mixed Background/ Arab/Other Ethnic Background/Not known/Prefer not to say	

***Religion:** In terms of my religion, I would describe myself as:

(see list below)

No Religion/Buddhist/Christian/Hindu/Jewish/Muslim/Sikh/Any Other Religion/ Prefer not to say/Unknown

***Sexual Orientation:**

(see list below)

Bisexual/Gay man/Gay woman/Lesbian/Heterosexual/other not listed/Prefer not to say

***Disability:** For definition, please refer to our policy statement overleaf.

In line with this policy, do you consider yourself to have a disability?

Disabled/non-disabled:

If you are selected for interview are there any special arrangements we would need to make as part of the recruitment and selection process or as part of your employment?

YES/NO:

(If **YES**, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangements).

Advert: Where did you see this vacancy advertised? Please specify.

Local Newspaper

National Newspaper

Job Centre

Professional Journal

Shropshire Council website

School/Trust website

Social Media

Gov.uk teaching vacancies

Internet

Other