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| **Support Staff Application for Employment**  **Part A:** Personal Information |
| **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. Prior to interviews online checks will be undertaken on all shortlisted candidates to aid in assessing their suitability for employment in all occupations. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for a disclosure, which will give details of a person’s criminal record and information held by the Department of Health and the Department for Education and Skills. We will use the DBS to assess an applicant’s suitability for employment in all occupations and will comply with the DBS Code of Practice whilst undertaking to treat all applicants fairly. A copy of the DBS certificate will remain on the personnel file for the duration of the employment. Please refer to the Trust’s child protection policy and practices and Recruitment & Selection Policy via our website. |
| **Guidance on applying:** For further guidance on applying please see the ‘Guidance for applicants’ section at the end of this document. |

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| **Position applied for** |  |
| **Name of School** |  |

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| **Section 1: Personal details** | |
| **Title** |  |
| **Forename(s)** |  |
| **Surname** |  |
| **Former Name(s)** |  |
| **Preferred Name** |  |
| **Email address** |  |
| **Telephone Number** |  |
| **Alternative Telephone Number** |  |
| **Address** |  |
| **National Insurance Number** |  |
| **Are you currently eligible for employment in the UK?**  **Please provide details.** |  |
| **If applicable, when does your eligibility to work in the UK expire?** |  |
| **Do you have a disability?** |  |

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| **Section 2: Education**  Please start with the most recent e.g. Higher Education, Secondary School, Primary etc. | | | |
| **Name of School/College/University** |  | | |
| **Start Date** |  | | |
| **End Date** |  | | |
| **Subjects(s)** | **Result** | **Date** | **Awarding Body** |
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| **Name of School/College/University** |  | | |
| **Start Date** |  | | |
| **End Date** |  | | |
| **Subjects(s)** | **Result** | **Date** | **Awarding Body** |
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| **Name of School/College/University** |  | | |
| **Start Date** |  | | |
| **End Date** |  | | |
| **Subjects(s)** | **Result** | **Date** | **Awarding Body** |
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| **Section 3: Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. Refer to Person Specification – Qualifications for the ‘essential’ and ‘desirable’ qualifications required for the position |
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| **Section 4: Current/most recent employment** | |
| **Current/most recent employer** |  |
| **Current/most recent employer's address** |  |
| **Current/most recent job title** |  |
| **Date started** |  |
| **Date employment ended (if applicable)** |  |
| **Brief description of responsibilities** |  |
| **Current salary/salary on leaving** |  |
| **Details of any employee benefits** |  |
| **Reason for seeking other employment** |  |
| **Please state when you would be available to take up employment if offered** |  |

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| **Section 5: Previous employment and/or activities since leaving secondary education. Be specific with dates and explanations for 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. Please continue on a separate sheet if necessary. | |
| **Name and address of employer** |  |
| **Start Date** |  |
| **End Date** |  |
| **Reason for leaving** |  |
| **Job Title & description of responsibilities:** | |
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| **Name and address of employer** |  |
| **Start Date** |  |
| **End Date** |  |
| **Reason for leaving** |  |
| **Job Title & description of responsibilities:** | |
|  | |
| **Name and address of employer** |  |
| **Start Date** |  |
| **End Date** |  |
| **Reason for leaving** |  |
| **Job Title & description of responsibilities:** | |
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| **Section 6: Interests**  Please give details of any interests, hobbies or skills |
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| **Section 7: Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification headings. It will assist the shortlisting panel if you are able to evidence each competence required at application stage, describing any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| **Section 8: Recruitment** |
| The Trust 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 Trust'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 Trust are subject to a probationary period. (The Trust 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 Trust will retain the information provided in this form (together with Part B: References 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. |

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| **Section 9: References**  If you are currently working in a school, one of your references should be from the Chair of Governors and/or Headteacher at your current 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.**  If the email provided is not linked to the Organisation listed please provide an explanation, for example personal email provided for ex-Headteacher as they have now retired. | | |
|  | **First reference  (current or most recent employer)** | **Second Reference** |
| **Name:** |  |  |
| **Job Title:** |  |  |
| **Organisation Name:** |  |  |
| **Address:** |  |  |
| **Email:** |  |  |
| **Tel. No. (Pref Mobile):** |  |  |
| **Consent to contact (Yes/No):** |  |  |

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| **Section 10: General Information** | |
| Where did you find out about this vacancy? |  |
| Please give details of any dates during the next four weeks when you would not be available for interview. |  |
| Please tell us about any requirements you would like us to consider to ensure we offer you a fair selection process (eg. wheelchair access, sign language interpreter, additional reading time etc.) |  |

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| **Section 11: Declaration** | | | |
| * **I confirm that the information I have given on this Application Form is true and correct 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) summary dismissal and may amount to a criminal offence.** * **I understand that if the role I have applied for involves engaging in regulated activity relevant to children, and schools it is an offence to apply for the role if I am barred from engaging in regulated activity relevant to children.** * **I consent to the Trust processing the information given on this application, including any sensitive personal information (as defined by legislation) which is held on the monitoring form, which may be necessary during the selection / appointment process.** * **I consent to the Trust 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.**   Please note that if you submit your form electronically, you will be asked to sign a copy of this form if invited to interview. | | | |
| Signature: |  | Date: |  |
| \* **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@DDAT.org](mailto:ddatadmin@DDAT.org).uk or by writing to Unit 3 Endcliffe Mount, Deep Dale Business Park, Ashford Road, Bakewell, DE45 1GT. | | | |
| **Guidance for applicants**  These notes are intended to guide you when making an application for a post within DDAT.  *The Application Form:*  Please complete the application form neatly, fully and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.  Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.  *Education and Training:*  Please state your qualifications and any training you have undertaken relevant to the post, including the completion date and awarding body where appropriate.  *Current employment:*  Make it clear what your present post is, which establishment you work in and who your employer is.  *Previous Appointments:*  When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment, safeguarding policies, including DfE’s Keeping Children Safe in Education guidance Document  *Referees:*  Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.  *The Supporting Statement/Letter of Application:*  The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the criteria of the post. This information will be used to shortlist candidates. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.  *Arrangements for Interview:*  Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.  The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. In exceptional circumstance it may be necessary, to facilitate interviews via an on-line means through Microsoft Teams or Zoom.  *Feedback:*  Verbal feedback will be provided upon request to those candidates who have been shortlisted and interviews but not recommended for appointment. It is hoped that this information will help you with future applications.  *Selection for Appointment:*  Selection is made conditional upon the successful candidate meeting the Trust’s requirements for health, physical capacity and conduct.  *Arrangements for Applications:*  When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time | | | |