***Confidential***

**Support Staff Application Form**

**Please complete all sections of the form using black ink or type.**

The parts of this application form that contain personal identifying information will be removed prior to shortlisting. This ensures that applications are dealt with objectively. The application form must be completed in full and CVs will not be accepted.

Once completed please return to Mrs Kimberley Ivory, Trust HR Manager. If you require any assistance to complete the form, have any queries or require the form in another format please contact [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk)

**Data Protection – GDPR Privacy Information**

As part of any recruitment process, Tudhoe Learning Trust collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet our data protection obligations.

**What information do we collect?**

We collect a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

We may collect this information in a variety of ways. For example, data might be contained in application forms, supplementary or supporting information, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. Please note that in line with safer recruitment practice and Keeping Children Safe in Education guidelines we will seek information from third parties prior to interview if your application is shortlisted.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why do we process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Tudhoe Learning Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment and employment within regulated activity.

If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

**How do we protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long do we keep data?**

If your application for employment is unsuccessful, we will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed securely.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights:**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require us to change incorrect or incomplete data;
* require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact us at [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk).

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner here <https://ico.org.uk/make-a-complaint/>.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

**Equality and Diversity:**

Tudhoe Learning Trust and all of its academies are committed to providing opportunity for all and creating a balanced and diverse workforce that represents the community it serves. Applications from all communities are positively welcomed. Applicants who identify themselves as disabled will receive an interview provided they meet minimum criteria.

**Safeguarding:**

Many of our roles are subject to The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 therefore any offer of employment will be subject to a Disqualification by Association Declaration being made prior to taking up appointment. The Trust is committed to promoting the welfare of and safeguarding all children in its schools and expects all staff and volunteers to share this commitment. All posts are subject to two satisfactory references and an enhanced DBS.

The safety and wellbeing of the children in our care is our absolute priority without exception and we expect all staff to share this view. Safeguarding is everyone’s responsibility.

If you have queries about how we recruit please contact us at: [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk)

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| **POST APPLIED FOR:** Cleaner  **NAME OF SCHOOL:** Shield Row Primary School | | | | | |
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| **1. Personal details** | | | | | |
| **Title** | **Name:** |  | **Surname:** | |  |
| **Home address** | **Street address:** |  | | | |
| **Town/city:** |  | | | |
| **County:** |  | | | |
| **Post code:** |  | | | |
| **Country of residence** | UK/EU  Other  If other please state | | | | |
| **Do you have the right to work in the UK?** | YES  NO | | | | |
| **Do you require a work permit or VISA?** | YES  NO  If yes, please give details | | | | |
| **National Insurance Number** |  | | | | |
| **If your mailing address is different to above please insert here** | **Street address:** |  | | | |
| **Town/city:** |  | | | |
| **County:** |  | | | |
| **Post code:** |  | | | |
| **Telephone numbers (please only list numbers we should call to contact you)** | Work: | E-mail address | |  | |
| Home: |
| Mobile: |

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| **2. Referees**  **(Please note references may be requested prior to your interview, unless stated otherwise)** | | | |
| Please provide the contact details of two referees (covering the last three years), one of whom should be your current employer. | | | |
| **Name** |  | **Name** |  |
| **Job title** |  | **Job title** |  |
| **Organisation** |  | **Organisation** |  |
| **Address** |  | **Address** |  |
| **Telephone number** |  | **Telephone number** |  |
| **Mobile number** |  | **Mobile number** |  |
| **Email** |  | **Email** |  |

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| **3. Employment History**  (Please start with most recent and explain any gaps) | | |
| **Job Title. Employer Name and Address** | **Dates** | **Reason for leaving** |
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| **4. Education history**  (Please list your education attainment, highest qualification first) | | | |
| Institution  (Please indicate both name & address) | From | To | Qualification attained / subject |
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| **5. Supplementary Information** |
| Please use this space to include any further information you think is relevant to your suitability for this role. |
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| **6. Confidential Information** |
| TLT requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, caution, reprimand or warning under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred. |
| In relation to the above, if you have any unspent convictions, cautions, reprimands or warnings, you are obliged to detail these below:  Do you have any unspent convictions, cautions, reprimands or warnings?  Yes No  If yes, give details. |
| I can confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body such as the Teaching Agency.  SIGNED (typed signatures are accepted):       DATE: |

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| **7. Equal Opportunities Monitoring**  **THIS INFORMATION WILL NOT BE USED FOR ASSESSMENT PURPOSES**  In accordance with equal opportunities policy TLT will provide equal opportunities to all candidates. In order to enable us to ensure our compliance with this policy, we would be grateful if you would complete the following tables for monitoring purposes: | | | | |
| Gender: | | Male  Female  Prefer not to say | | |
|  | |  | | |
| **Ethnic Origin: (please use appropriate box)** | | | | |
| White: | British | Irish | Other |  |
| Mixed: | White & Black Caribbean | White & Black African | White & Asian | Other |
| Asian/Asian British: | Indian | Pakistani | Bangladeshi | Other |
| Black/Black British: | Caribbean | African | Other |  |
| Chinese/Other: | Chinese | Other |  |  |
| Prefer not to say: |  |  |  |  |

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| --- | --- | --- | --- |
| **Religion: (please tick appropriate box)** | | | |
| Baha’i | Buddhism | Christian | Hinduism |
| Islam | Jain | Judaism | None |
| Other | Sikhism | Prefer not to say |  |

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| --- | --- |
| **Age band: (please use appropriate box)** | |
| Under 18: |  |
| 18 – 25: |  |
| 26 - 35: |  |
| 36 - 45: |  |
| 46 - 55: |  |
| 56 – 65: |  |
| Over 65: |  |
| Prefer not to say: |  |

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| **Disabilities** | |
| Do you consider that you have a disability under the terms of the Equality Act 2010? | Yes  No  Prefer not to say |
| Are you registered disabled? | Yes  No  Prefer not to say |
| If Yes, please describe: | |
| If you have any disabilities, please let us know if we need to make special arrangements for you if you are invited for interview. | |

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| **6. Where did you hear about Tudhoe Learning Trust?** | | |
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| **8. Declaration** | | |
| In submitting this form to TLT:  I declare that the details given by me on this application form are correct to the best of my knowledge and belief.  I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment.  I understand that information given on this form will be processed by a computer and used for registration and equal opportunities monitoring purposes under the Data Protection Acts 1984, 1998 & 2018. | | |
| Please tick the box and sign below or type your name to agree to confirm that you have read, understood and agree with the above declaration: | Yes: | Date: |
| Signature: | | |

**When you have completed all 8 sections please submit the form via email to:** [**office@tudhoelearningtrust.co.uk**](mailto:office@tudhoelearningtrust.co.uk)**.**

Please note that you will be requested to personally sign the declaration above, should you be invited for interview.  In the interim we will accept your name typed above.

If you have any queries regarding your application or this form please contact Mrs Kimberley Ivory, Trust HR Manager at [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk) or telephone 01388 811 765.