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**Tudhoe Learning Trust**

***Confidential***

**Teaching 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)

**Vacancy Information**

**Application for the post of : *Head Teacher***

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**School**  : ***Stephenson Way Academy & Nursery School***

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| **Personal Information** | | | | |
| **Full Name** | | *Mr / Mrs / Miss / Miss / other* | | |
| **Known as** (if different) | |  | | |
| **Previous Surname(s)** | |  | | |
| **Full Address**  **Post Code** | |  | | |
| **Email address** | |  | | |
| **Telephone Number(s)**  **Home:**  **Mobile:**  **Work:** | |  | | |
|  | | | | |
| **References**  *Please provide two referees, one must be your most recent employer where possible* | | | | |
| Referee 1 | | | Referee 2 | |
| Name: |  | | Name: |  |
| Address: |  | | Address: |  |
| Email: |  | | Email: |  |
| Telephone No. |  | | Telephone No. |  |

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| **Qualifications**  *\*\*Please note that you will be required to provide evidence of qualifications*  *\*\*Please account for any gaps* | | | |
| **Formal Education (most recent first)** | | | |
| **Dates (month and year)** | | **Educational Establishment** | **Qualification Achieved (include grade / subject)** |
| From | To |
|  | |  |  |
| **Please complete applicable box** | **DCSF No.** |  | |
| **GTC Reg No.** |  | |
| **Teacher Regulation Agency Reference No.** |  | |

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| **Training and CPD**  *\*\*Please note that you will be required to provide evidence – most recent first*  *\*\*Please account for any gaps* | | | |
| **Dates (month and year)** | | **Educational Establishment** | **Qualification Achieved**  *(include grade / subject where applicable)* |
| From | To |
|  | |  |  |
| **Do you hold a full UK Driving Licence** | |  | |

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| --- | --- |
| **Current / Most Recent Employer** | |
| **Job Title** |  |
| **Establishment Name and address** |  |
| **Telephone No.** |  |
| **LA / Employing Body** |  |
| **Date appointed** |  |
| **Date left** *(if applicable)* |  |
| **Number on roll** |  |
| **Age range** |  |
| **Perm / temp** |  |
| **Full / part time** |  |
| **Salary** *(please detail any allowances ie TLRs)* |  |

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| --- | --- | --- | --- | --- |
| **Employment History**  *(most recent first, please explain any gaps and use a continuance sheet if necessary)* | | | | |
| Job Title | Employer name and address | NOR | Age Range Taught | Dates |
|  |  |  |  |  |

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| **Additional Teaching Skills and Special Interests**  *Please detail additional teaching skills and special interests relevant to this application* |
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| **Letter of Application**  *Please submit a letter of application in which you should explain why you are interested in this post. Please focus on your experience, training, skill and personal qualities and explain why you feel they match the requirements set out for the role in the job description and person specification.* |
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| **Declaration of Interest**  *If you have any personal relationship to any Councillor, Member of a Committee, Panel, other group or employee of Tudhoe Learning Trust or Governor of the School, please give details of their name and relationship to you. This will not necessarily preclude an individual from providing a reference for you however, any approach to a decision maker in this process to influence a selection decision will result in immediate disqualification from the process.* |
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| --- | --- |
| Signature: *Type signatures are acceptable*. | |
|  | |
| I confirm that the information provided on this application form is accurate and true. | *Sign here* |
| I consent to the collection, processing and retention of my personal data for the purposes of progressing my application for employment with Tudhoe Learning Trust. | *Sign here* |
| Name (block capitals): |  |
| Date: |  |

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| **Equal Opportunities Monitoring** | | | | |
| *Tudhoe Learning Trust is committed to equality of opportunity for all and is committed to meeting its obligations in relation to it Equality and Diversity Policy and The Equality Act 2010. To assess whether our Diversity procedures are effective we need to monitor it and to do that we require the information listed below to ensure that no groups are being unfairly disadvantaged or under represented within our workforce. We hope that you will assist us by completing this section of the application form and would seek to assure you that this information will be used for monitoring purposes only and not be used to influence the selection process. Please ✓…* | | | | |
| **Gender** | Male  Female  Other  Prefer not to say | **DOB** | |  |
| **Marital Status** | Married  Single  Civil partnership  Divorced  Other  Prefer not to say | **Age** | |  |
| **Nationality** | |  |
| **Ethnicity** | *Ethnic origin is not about nationality, place of birth or citizenship. It is about the group or community you perceive you belong. Please ✓…* | | | |
| **White** | English  Scottish  Welsh | Northern Irish  Irish (Republic of)  Gypsy/Irish traveller | | |
| **Mixed** | White & Black Caribbean  White & Black African | White & Asian  Any other mixed | | |
| **Asian / Asian British** | Indian  Pakistani  Bangladeshi | Chinese  Other Asian | | |
| **Black / Black British** | Caribbean  African | Other black | | |
| **Other** | Arab | Other | | |
| **Disability** | *The response to this question will be used purely for monitoring purposes and not for making reasonable adjustments either to a job role or a selection process. If you require any special arrangements or adjustments to be made you should discuss your needs with the Trust HR Manager* [*office@tudhoelearningtrust.co.uk*](mailto:office@tudhoelearningtrust.co.uk)  *Do you consider yourself to have a disability?* | | | |
| Yes  No | | Prefer not to say | |
| **Sexual Orientation** | Heterosexual  Gay woman / Lesbian  Gay man | | Bisexual  Other  Prefer not to say | |
| **Religious Belief** | No religion or belief  Buddhist  Christian  Hindu  Jewish | | Muslim  Sikh  Other  Prefer not to say | |
| **Caring responsibility** | None  Primary carer of a child(ren)  Primary carer of an older person | | Secondary carer  Other  Prefer not to say | |

Please return this form in confidence to Mrs Kimberley Ivory, Trust HR Manager [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk)