**APPLICATION FOR POST OF: ………………………………………………………………..**

**PERSONAL DETAILS (part A will be separated from part B for shortlisting)**

|  |  |
| --- | --- |
| **Surname**:  | **Forenames**:  |
| **Previous name/Maiden name** (if applicable):  |
| **Title** (Mr/Mrs/Ms/Miss/Other):  |  |
| **National Insurance No:**  | **Teacher Ref No (DfE No):** (If applicable)  |
| **Address including postcode**:  |
| **Home Tel No**: | **E-mail**:  |
| **Work Tel No**: | **Mobile No**:  |

**REFERENCES**

(One referee **must** be your present employer or if you are unemployed, your most recent employer. For candidates currently working in schools/academies one referee **must** be your current Headteacher/Principal and the second referee a previous Headteacher/Principal if you have worked in more than one school/academy).

**Please note that references will be requested prior to interview for shortlisted candidates.**

|  |  |
| --- | --- |
| Name:  | Name:  |
| Address: Post Code:  | Address: Post Code:  |
| Telephone No:  | Telephone No:  |
| Position:  | Position:  |
| Email:  | Email:  |

**EDUCATION & TRAINING**

Please give details of all education from secondary school level, include any courses attended for Personal/Professional Development relevant to the position you are applying

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATIONS OBTAINED and DATES** | **SUBJECT/****COURSE STUDIED** | **QUALIFICATION/****LEVEL** | **GRADES OBTAINED** |
| **Academy/Secondary School, College, Further Education:****Date (from/to):** |  |  |  |
| **Higher Education:****Date (from/to):** |  |  |  |
| **Further post graduate study:****Date (from/to):** |  |  |  |
| ***For Teaching posts only -***Main teaching subjects offered: | Additional subjects offered: |
| **QUALIFICATIONS CURRENTLY BEING UNDERTAKEN:** | **SUBJECT/ COURSE STUDIED** | **QUALIFICATION/LEVEL** | **GRADES OBTAINED** |
|  |  |  |  |
| **RELEVANT TRAINING & DEVELOPMENT UNDERTAKEN OR BEING UNDERTAKEN:** | **TITLE OF TRAINING PROVIDER** | **TITLE OF COURSE/CPD** | **DATES/ DURATION** |
|  |  |  |  |
| **MEMBERSHIP OF PROFESSIONAL BODIES:** | Please specify the name of any professional bodies you are a member of (relevant to the post for which you are applying): |

**EMPLOYMENT DETAILS**

**PRESENT OR MOST RECENT POST:**

|  |  |
| --- | --- |
| **Name of Employer:****Address**: **Post Code**:  | **Post Title**:  |
| **Date Appointed**: **Date Left** (if applicable): **Notice Required**:  |
| **Grade /Point on Scale**: **Actual Salary**:**Additional Allowances**:  |
| State briefly your main duties and responsibilities and your position within the organisation:If you are no longer in this post, please state your reason for leaving:  |

**PREVIOUS EMPLOYMENT DETAILS**

**Please state the most recent first and include any part time, voluntary or temporary posts:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address employer / Academy / School or College**  | **Post Title / Grade/Point on Scale, Salary details** | **Reason for Leaving** | **Dates of Employment** |
| **From****Month/****Year** | **To****Month/****Year** |
|  |  |  |  |  |
| **Please explain any break in your continuity of employment:** |  |

**PERSONAL STATEMENT TO SUPPORT YOUR APPLICATION**

Please refer to the job description and describe what knowledge, experience, skills and abilities you can bring to this post. Evidence how you have gained these through either work, education, home or voluntary activities.

This is your opportunity to tell us about yourself, what attracted you to the role and our Trust and why you are applying for the post. Take care to explain what you might have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary but please remember not to include any personal details as this will not be forwarded to the selection panel.

|  |
| --- |
| **Personal statement continued (continue on a separate page if necessary):** |

**JOB APPLICANT PRIVACY NOTICE**

This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

**Who Collects this Information**

Falcon Trust is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

**Data Protection Principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

**Categories of Information We Collect, Process, Hold and Share**

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

* Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
* Emergency contact information such as names, relationship, phone numbers and email addresses;
* Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
* Details of your employment history including job titles, salary and working hours;
* Information regarding your criminal record as required by law to enable you to work with children;
* Details of your referees and references;
* Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

**How We Collect this Information**

We may collect this information from you, your referees, your education provider, relevant professional bodies the Home Office and from the DBS.

**How We Use Your Information**

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

* Where we need to take steps to enter into a contract with you;
* Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
* Where it is needed in the public interest or for official purposes;
* Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
* Where you have provided your consent for us to process your personal data.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

**How We Use Particularly Sensitive Information**

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing, and using this type of personal information. We may process this data in the following circumstances:

* In limited circumstances, with your explicit written consent;
* Where we need to carry out our legal obligations in line with our data protection policy;
* Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
* Where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

**Criminal Convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

**Sharing Data**

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

* Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
* Referees;
* Other schools;
* DBS; and
* Recruitment and supply agencies.
* The Trust, in order to meet our legal obligations for sharing data with it;

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

**Retention Periods**

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy. This can be obtained from the Academy or Trust office manager.

**Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available from the Academy or Trust office manager.

You can find further details of our security procedures within our Data Breach policy and our Information Security policy which can be obtained from the Academy or Trust office manager.

**Your Rights of Access, Correction, Erasure and Restriction**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to:

* Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
* Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
* Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
* Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
* To object to processing in certain circumstances (for example for direct marketing purposes).
* To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the Trust Data Protection Officer.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

**Right to Withdraw Consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the academy or Trust Office Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

**How to Raise a Concern**

We hope that Falcon Trust can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Falcon Trust, then you can contact the DPO on the details below:

**Data Protection Officer:** Judicium Consulting Limited

**Address:** 72 Cannon Street, London, EC4N 6AE

**Email:** dataservices@judicium.com

**Web:** www.judiciumeducation.co.uk

**Lead Contact:** Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner’s Office, the UK supervisory authority for data protection issues.

**Change History Record**

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| --- | --- | --- |
| **Version** | **Description of Change** | **Date of Policy Release by Judicium** |
| 1 | Initial Issue | 06.05.18 |
| 2 | Updated for UK GDPR and international transfers outside of the UK | 06.05.21 |

**CANDIDATE DECLARATIONS**

**SAFEGUARDING REQUIREMENTS AND APPLICANT DECLARATION**

Applicants must disclose specific criminal convictions and cautions when applying to  Falcon Education Academies  Trust. The amendments to the Exceptions Order 1975 (amended 2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and therefore cannot be taken into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website at  [www.gov.uk/government/news/disclosure-and-barring-service-filtering](http://www.gov.uk/government/news/disclosure-and-barring-service-filtering).

Information supplied will be dealt with on a confidential basis. The Board of Directors of Falcon Education Academies Trust will take account of those convictions or cautions pertinent to the nature and purpose of the post. You should also note that, as well as an enhanced DBS check, the Trust will also complete a Barred List and Prohibition Order (DfE) check for all teaching candidates.

I have read and understood the above statement.  If I have any convictions or cautions to declare, I will supply written details of them, in a separate envelope marked ‘private and confidential’ when requested to do so through the application process.

**GENERAL APPLICATION DECLARATIONS**

I give my consent for the personal data contained in this Application Form to be processed in line with the privacy notice above.

I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.

I confirm I can produce original documents of my qualifications.

I understand that the canvassing directly or indirectly of the Board of Trustees or senior employees is strictly forbidden and will invalidate my application.

I declare that the information I have given in this application is correct to the best of my knowledge.

I do / do not have any relationships (personal/professional/financial) with a member of the  Falcon Education Academies Trust Board of Trustees, Members or central team; or any member of the Governing Bodies of our member academies or members of staff.

If you do, please provide name and relationship: **………………………………..**

**Signed**: …………………………………………………………………………………..

**Date**:  …………………………………………………………………………………….

Please return your completed application from and supporting documents to:

c.westbury-knowles@falcontrust.co.uk