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**Tudhoe Learning Trust**

***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 [recruitment@tudhoelearningtrust.co.uk](mailto:recruitment@tudhoelearningtrust.co.uk) If you require any assistance to complete the form, have any queries or require the form in another format please contact [recruitment@tudhoelearningtrust.co.uk](mailto:recruitment@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 [recruitment@tudhoelearningtrust.co.uk](mailto:recruitment@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 check 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. In addition, as part of the shortlisting process, Tudhoe Learning Trust will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

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

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| **For Office Use Only** | |
| **APPLICATION FOR THE POST OF:** | **Office Administrator** |
| **SCHOOL:** | **SWANS** |

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| **PART ONE** | | | | | |
| **Surname** |  | | | | |
| **Forename** |  | | | | |
| **Previous Surname (s)** |  | | | | |
| **Address** |  | | | | |
| **Email address** |  | | | | |
| **Telephone Number (s)**  **Home:**  **Mobile:**  **Work:** |  | | | | |
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| **Current / Most Recent Employer** | | | | |
| **Job Title** | |  | **Full/Part Time** |  |
| **Perm/Temp** | |  | **Grade/Salary** |  |
| **Date of Appointment** | |  | **Date of Leaving**  **(If applicable)** |  |
| **Establishment Name and Address** | |  | | |
| **Telephone No** | |  | **Reason for Leaving (If Applicable)** |  |

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| **Employment History**  **Please detail your previous employment, stating your main duties relevant to the role, starting with your most recent first. Please also identify and explain any gaps in your employment history (i.e. unemployment, study etc).** | | | |
| **Job Title** | **Employer name and address** | **Dates To/From** | **Reason for Leaving** |
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| **Education**  **Starting with the most recent first – please account for any gaps in education.**  ***(Please note that you will be required to provide evidence of qualifications).*** | | |
| **Educational Establishment** | **Qualification Achieved (include grade/subject)** | **Dates To/From** |
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| **Continuing Professional Development / Training appropriate to the role, within the last 3 years**  ***(Continue on a separate sheet if necessary)*** | | |
| **Name of Establishment** | **Course Taken** | **Dates To/From** |
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| **Additional Skills and Special Interests Relevant to this application. Maximum 1000 words.** |
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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. Focus on your experience, training, skills and qualities and explain why you feel they match the requirements set out for the role in the job description and person specification.**  **Maximum 1000 words.** |
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| **References**  **It is the Trust’s Policy to take up references as part of the selection process. All applicants are requested to provide the names and contact details for two referees, one of whom should be your current or most recent Headteacher / Employer if you are currently working, or your college tutor if you are applying for a first appointment or, if currently out of work, your last employer. References from friends or relatives cannot be accepted.** | | | |
| **Referee 1** | | **Referee 2** | |
| **Relationship to Applicant:** |  | **Relationship to Applicant:** |  |
| **Title:** |  | **Title:** |  |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
| **Email:** |  | **Email:** |  |
| **Telephone No:** |  | **Telephone No:** |  |

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| **Additional Information** | | | | |
| **Disclosure Information** | | | | |
| **This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants invited for interview are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). For further information on filtering please refer to** [**Nacro guidance**](https://www.nacro.org.uk/wp-content/uploads/2014/06/practical-guidance-on-dbs-filtering.pdf) **and the** [**DBS website**](https://www.gov.uk/government/publications/dbs-filtering-guidance)**.**  **Do you hold a DBS Certificate?  Yes  No**  **Have you subscribed to the update service?  Yes**  **No**  **If yes:**  **Please indicate level of check: Standard  Enhanced**  **Please indicate workforce: Child  Adult  Child and Adult  Other** | | | | |
| **Have you ever been disqualified under DCCR (Disqualification of Care of Children Regulations 1991:**  **Yes  No** | | | | |
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| **Driving Ability** | | | | |
| **Do you hold a current driving licence in accordance with the requirements of the post?**  **Yes**  **No** | | | | |
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| **Eligibility to Work in the United Kingdom** | | | | |
| **To ensure the Trust complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom.**  **National Insurance Number:**  **Are there any restrictions regarding your right to work in the UK?  Yes  No**  **If yes, please give details:** | | | | |
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| **Are you currently employed by the Trust?  Yes  No** | | | | |
| **Declaration**  ***(Type signatures are accepted)*** | | | | |
| **I declare that the information given in this application is true. I understand that any falsification of information will be deemed as serious misconduct and may result in dismissal.** | | | | **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** |
| **If unsuccessful I consent to the retention of my personal data for a period of 6 months in the event that there are future employment opportunities for which I may be suited. *(You are free to withdraw your consent for this at any time).*** | | | | **Sign here** |
| **Name**  **(block capitals)** |  | **Date** |  | |

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| **PART TWO** | | | | |
| **Equal Opportunities Monitoring**  **Please complete this form and return it with your completed application** | | | | |
| ***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 will be removed before the selection process commences. Please ✓…*** | | | | |
| **Gender** | Male  Female  Other  Prefer not to say | **Marital Status** | | Married/Civil Partner  Single  Separated  Divorced  Any other  Prefer not to say |
| **Date of Birth** |  | **Age** | |  |
| **County of Birth** |  | **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:  Welsh/Scottish/Northern  Irish/British | Irish:  Gypsy/Irish traveller  Any other white background, please specify: | | |
| **Mixed / Multiple ethnic groups** | White & Black Caribbean  White & Black African | White & Asian  Any other mixed/multiple ethnic background please specify | | |
| **Asian / Asian British** | Indian  Pakistani  Bangladeshi | Chinese  Any other Asian background please specify: | | |
| **Black / Black British** | Caribbean  African | Any other black/African/Caribbean background please specify: | | |
| **Other ethnic group** | Arab | Any other ethnic background please specify: | | |
| **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 adjustments you should discuss your needs with the Trust HR Manager* [*office@tudhoelearningtrust.co.uk*](mailto:office@tudhoelearningtrust.co.uk)  *Do you consider yourself to be a person with a disability as described by the Equality Act 2010?* | | | |
| Yes  No | | Prefer not to say | |
| **Sexual Orientation** | Heterosexual/Straight  Gay/Lesbian  Bisexual | | Other  Prefer not to say | |
| **Religion & Belief** | Buddhist  Christian  Hindu  Jewish  None | | 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 | |

**Final Declaration**

Please make sure all parts of this application form and the equal opportunities form are completed before signing this declaration.

I confirm the information provided on my application for this post is true and accurate. I understand that any offer of employment is subject to:

a)   references which are satisfactory to the school employer

b)   a satisfactory DBS certificate and check of the Barred list

c)   the entries on this form proving to be true and accurate, and

d)   further pre-employment checks being satisfactory that are relevant to this post.

I understand that deliberately giving false or incomplete answers would exclude me from consideration, or in the event of my appointment, could result in dismissal without notice.

I confirm that in submitting my application for this post I have not been disqualified from teaching nor do I have any current prohibition orders in place that would prevent me from making this application.

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Please return this form in confidence to** [**recruitment@tudhoelearningtrust.co.uk**](mailto:recruitment@tudhoelearningtrust.co.uk)