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| **CONFIDENTIAL**  **Associate Staff Application Form**  **Please note CVs alone are not accepted unless you have a disability that makes it difficult to complete an application form.**  Please complete **All Sections** of this form as appropriate, and for ease of photocopying, complete in **Type** or **Black Ink.**  **Please note Sections 1, 8 & 9 will be removed prior to shortlisting** |

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| **Post Title:** |  | **Application Number:** |  | **Closing**  **Date:** |  |

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| **Section 1: PERSONAL DETAILS** |

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| --- | --- | --- | --- |
| Title: |  | Last name: |  |
| First name(s): |  | Former names: |  |
| Home Address:  Post Code: |  | Term Address  (if different):  Post Code: |  |
| Day/work Telephone: |  | Mobile Telephone: |  |
| E Mail address: |  | Home Telephone: |  |
| Date of Birth: |  | NI Number: |  |

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| **Next of Kin (Person to contact in an emergency):** | | | | | |
| Name: |  | | | | |
| Address:  Post Code: |  | | | | |
| Telephone : |  | Mobile Number: |  | Relationship: |  |

**1a) Arrangements for interview**

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? (Please tick one) Yes No

If yes, please specify (eg. Ground floor venue, sign language interpreter, audio tapes etc.)

**For official use only**

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| **Short listing Codes** | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** | **K** | **L** |

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| **Section 2: EDUCATIONAL DETAILS** |

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| --- | --- | --- | --- | --- |
| School/College/ University  (Name and Address) | Level (i.e.GCSE, A-Level, Degree etc) | Subject(s) | Grade(s) | Date Gained |
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| **Section 3: DETAILS of FURTHER EDUCATION/TRAINING**  **(Please list any training you have received)** |

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| **Section 4: EXPERIENCE** |

**Please complete the following, starting with your current employment and include all employment. Any employment with temporary work agencies must show the agency as the employer as well as the business where the work was carried out. Please also include any breaks in employment history together with the reason for the break. Please complete the following accurately and include all experience since the age of 18, or since leaving full time education.**

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| Current Post Title: | |  | | | | | |
| Name and Address of Employer:  Post Code: | |  | | | | | |
| Salary: |  | Grade/Scale: | |  | | | |
| How long have you been employed/were you employed there: | | From: | |  | Please state number of years: | |  |
| To: | |  |
| Are you still employed there?  (Please tick one): | | | | Yes: |  | No: |  |
| If yes, period of notice required: | | |  | | | | |
| If no, reason for leaving: | | |  | | | | |
| Briefly describe your present duties: | | | | | | | |

**Please use separate sheet if required**

**Other Employment Details:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | | | Employers Name & Address | Position Held | Salary | FT/PT | Prop. of Hours | Reason for Leaving/ Break in Employment |
| From: MM/YY | To:  MM/YY | |
|  |  | |  |  |  |  |  |  |
| Responsibilities: | | | | |
|  | |  |  | | | | |
| Date | | | Employers Name & Address | Position Held | Salary | FT/PT | Prop. of Hours | Reason for Leaving/Break in Employment |
| From: MM/YY | | To:  MM/YY |
|  | |  |  |  |  |  |  |  |
| Responsibilities: | | | | |
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**Please use separate sheet for continuous information**

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| **Section 5: OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION** |

**Please use this page to outline any other information that may help your application.**

**Continue and attach on blank paper if necessary:**

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| **Section 6: REFERENCES** |

**Please provide the names, addresses and occupations of two referees (one of whom must be your present or most recent employer) who are willing to support your application:**

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| **First referee** | |
| Name: |  |
| Address:  Post Code: |  |
| Telephone Number: |  |
| E Mail: |  |
| Occupation: |  |
| **Second referee** | |
| Name: |  |
| Address:  Post Code: |  |
| Telephone Number: |  |
| E Mail: |  |
| Occupation: |  |

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| May we contact your current employer at this stage without further reference to you? | Yes: |  | No: |  |

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| **Section 7: PRIVACY AND DATA PROTECTION** |

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| The General Data Protection Regulations (GDPR) and Data Protection Act 1998 regulates your rights as an individual and how the Q3 Academies Trust use and protect your information.  The Trust has a legal obligation to facilitate safe recruitment and to fulfil or legal responsibilities for recruitment and employment. As a result, this information may be disclosed, as appropriate, within the relevant Academy, Education Service, to the Academy Governors, to the Occupational Health, to the West Midlands Pension providers, to the Department for Education and relevant statutory bodies.  As part of this process, your “public profile”, i.e. content that relates to you online in the public domain (such as publicly available social media details on Facebook, Instagram or Twitter) may be checked in relation to your application. The Trust will not record this information for any purpose unless you give explicit consent, which you may withdraw at any time (see below).  Once you submit this form, the Trust has a responsibility to retain this document unless you explicitly request for it to be destroyed. To do so, you must contact the Trust’s HR Department in writing. An email is acceptable and may be sent to [hr@q3academy.org.uk](mailto:hr@q3academy.org.uk).  You may also note that because we have a duty to protect public/academy funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public/government/Trust funds.  The full privacy notice may be found at <http://www.q3mat.org.uk/trust-policies>. |

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| **Section 8: CONSENT, DISCLOSURE AND CONFIRMATION** |

**Consent**

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the Q3 Academies Trust, City Council, to governors of schools, to Occupational Health and to other relevant public and statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

**Disclosure**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/ministry-of-justice)

If you do have any convictions or; before signing this section of the application form, you must check the [New filtering rules - GOV.UK (www.gov.uk)](https://www.gov.uk/government/news/new-filtering-rules) to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

**Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.**

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

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| **Please tick one of the following statements:**  I confirm that I have NO criminal convictions or cautions which would not be filtered in line with current guidance. I am not barred or disqualified from working with children, or subject to a prohibition order.**☐**  I confirm that I DO have criminal convictions or cautions which would not be filtered in line with current guidance or are barred or disqualified from working with children, or subject to a prohibition order. I enclose full details in a sealed envelope marked ‘Private and Confidential’. **☐** |
| **Confirmation**  I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.  If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date. |

**Signature:**

**Date:**

**Print Name:**

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| **Section 9: RECRUITMENT MONITORING** |

As part of our Equal Opportunities Policy we request that you complete the following information. This information is *optional* to provide and is used for monitoring purposes only. All information will be treated as confidential as it is classified as “sensitive” personal information within the GDPR regulations and is handled as such.

This information will not be used when shortlisting or deciding on whether an applicant is successful or unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

This information will not be retained or recorded for any purpose other than equal opportunities and will be destroyed in line with the Trust’s retention schedule. Additional information regarding this can be found on the QAT website – [www.q3mat.org.uk/trust-policies](http://www.q3mat.org.uk/trust-policies).

Please tick the boxes below as appropriate:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GENDER** | | | | | |
| Male: |  | Female: |  | Prefer not to say: |  |

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| --- | --- | --- | --- |
| **ETHNIC ORIGIN** | | | |
| **Asian or Asian British** | | **Mixed** | |
| Bangladeshi |  | White & Asian |  |
| Indian |  | White & Black African |  |
| Pakistani |  | White & Black Caribbean |  |
| Chinese |  | Any other mixed background |  |
| Any other Asian background |  |  | |
| **Black or Black British** | | **White** | |
| African |  | British |  |
| Caribbean |  | Irish |  |
| Any other Black background |  | Traveller of Irish Heritage |  |
| **Other Ethnic group:** | | Gypsy/Roma |  |
|  | | Any other White background |  |
| **Prefer not to say:** |  |  | |

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| **RELIGION/BELIEF** | | | |
| Buddhist: |  | Sikh: |  |
| Hindu: |  | Christian: |  |
| Muslim: |  | Jewish: |  |
| Other: |  | None: |  |
| Prefer not to say |  |

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| **DISABILITY** | | | | | | |
| The Equality Act (2010) defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. | | | | | | |
| Do you consider yourself to have such a disability? | | | Yes: |  | No: |  |
| If yes, please indicate your **DISIBILITY CATEGORY** below: | | | | | | |
| Learning disability: |  | Long standing illness: | | | |  |
| Mental Health condition: |  | Physical Impairment: | | | |  |
| Sensory Impairment: |  | Other: | | | |  |
| I prefer not to say: |  |  | | | | |

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| **SEXUAL ORIENTATION** | | | |
| Bisexual: |  | Heterosexual/Straight: |  |
| Lesbian or Gay: |  | I prefer not to say: |  |
| Other (please indicate): |  | | |

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| Do you have the legal rights to live and work in the UK? | Yes: |  | No: |  |

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| To the best of your knowledge, are you related to any employee of Q3 Academies Trust? If so, please give details below: |
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| How did you learn about the vacancy? Please outline below: |
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| --- | --- | --- | --- | --- | --- |
| If I am appointed, I give permission for my name and contact details to be provided to the recognised Trade Unions in the Trust/Sandwell (please tick as applicable). | Yes: |  | No: |  | |
| I give permission for my service and salary details to be accessed by the Trust (please tick as applicable). | Yes: |  | No: | |  |

**PLEASE NOTE SECTIONS 1, 8 & 9 OF THIS APPLICATION FORM WILL BE REMOVED PRIOR TO SHORTLISTING**

**Any further information you would like to add – please write on separate sheet**

**N.B. CANVASSING FOR THIS APPOINTMENT WILL LEAD TO DISQUALIFICATION**