

# Application for Employment

Thank you for your interest in the vacancy we have advertised. We hope that these notes and the accompanying details will help you with the application process. It is our aim to make the process of recruitment and selection as open, fair and effective as possible. Please do not hesitate to ask for further information if anything is unclear.

## **Completing the application form**

Please fill in **ALL** sections of the form preferably in black ink for ease of photocopying. You may submit a curriculum vitae in addition to the form if you wish, but your application will be considered on the basis of a fully completed form. If you prefer to complete an electronic version, copies are available on our website [www.furnesseducationtrust.co.uk](http://www.furnesseducationtrust.co.uk).

Your application must include a full history, in employment and education in chronological order, with start and end dates.

Any periods not in employment, education or training must be included and explained.

## **Some important reminders**

- The declaration at the end of the form is taken seriously. An application will either be disqualified or, if the applicant has been appointed, disciplinary action taken if the information given is knowingly incorrect.
- You must complete your date of birth in the Equal Opportunities section for security purposes.
- Since all staff appointed to the Trust may be in contact with people under the age of 18, they will be subject to an enhanced DBS check and shortlisted candidates will be required to complete a Self-Declaration Form prior to interview and may be asked questions about it.
- The successful candidate will be required to complete a medical questionnaire and must be prepared to undergo a medical examination as part of any formal offer of employment being made.
- If you have a disability you may wish to complete your application in a different format, for example, using an application form in large print, or via alternative media. Do not hesitate to get in touch if we can be of assistance in any way.
- All information will be processed and where necessary held in accordance with the General Data Protection Regulation.

## **What happens next?**

The written application you make will be shortlisted to make up a list of people who will be invited for a formal interview.

Interviews are usually held within a month of the closing date for applications. We will contact your referees prior to the interview so that their written opinion can be available to the appointment panel. This will include a reference from your current employer.

If you have not received an email/phone call inviting you for interview within a week of the shortlisting date please presume you have not been successful.

If your application is successful, your appointment will be subject to an Enhanced DBS Disclosure application.

If you have any further queries relating to your application, please contact [hrrecruitment@furnessacademy.co.uk](mailto:hrrecruitment@furnessacademy.co.uk) or by telephone on 01229 484277.

## DATA PROTECTION

All information you provide on this form may be stored in manual and/or computer files, and used for the purposes of personnel / employee administration, including analysis for management purposes and statutory returns (successful candidates only). All information will be processed and where necessary held in accordance with the General Data Protection Regulation.

Data provided on application forms is shared with the recruiting panel only. No details provided on this application form will be shared with external parties.

Please review each of the statements in turn and tick if you give your consent to the statement, please leave blank if you do not wish to give consent. Please note that your choices will not prejudice your application for this position.

Whereby consent is given Furness Education Trust will store all applications in an electronic filing system which is accessible only by authorised employees, the information will be stored for a duration of 6 months following the closing date for the vacancy.

- I confirm consent for my application to be stored electronically for 6 months following the closing date of this vacancy.

Whereby consent is given Furness Education Trust will review previous applications (within the 6 month storage period) and consider these details against any new vacancies which arise.

- I confirm consent to Furness Education Trust considering my details against future vacancies which arise.

Whereby a candidate is successful in their application and an appointment is made in line with current legislation there will be a requirement for us to request an enhanced DBS certificate.

- I understand and give consent for my information to be processed and shared as outlined above.

Furness Education Trust is committed to Equal Opportunities. Our aim is to make sure that you and other applicants for jobs are not discriminated against on any of the following grounds: sex, colour, nationality, ethnic origins, religion, sexual orientation or disability. The Equal Opportunities policy aims to make sure that you are not disadvantaged by job conditions or requirements which are not relevant to the vacancy.

The information contained within the equal opportunities form will be used to monitor the Equal Opportunities Policy, make sure that it is working in practice and to see if any reasonable adjustments need to be made. The information will be used only for monitoring purposes or to make adjustments and will be treated as confidential. It will only be seen by staff assessing the effectiveness of the Equal Opportunities Policy. All information provided will be stored in an electronic filing system which is accessible only by authorised employees,

- I confirm consent for my data to be used and stored in line with the above Equal Opportunities statement.
  - ❖ Should you not give consent then your name and date of birth are required as a minimum on the form for security purposes.

To withdraw your consent to any of the above please contact our Data Protection Officer at [dataprotection@furnesseducationtrust.co.uk](mailto:dataprotection@furnesseducationtrust.co.uk) detailing your name and the consent which you would like withdrawn. Please title the subject of the email withdrawing consent.

# FURNESS EDUCATION TRUST

## APPLICATION FOR EMPLOYMENT

Note for applicants – All of your personal information will be requested on the first 3 pages of this application, this allows us to comply with our GDPR obligations and keep applications as confidential as possible. The recruiting panel will only receive pages 6 onwards.

### PART A—PERSONAL INFORMATION

POST APPLIED FOR \_\_\_\_\_

<b>Surname</b>		<b>Forename(s)</b>	
<b>Former Name(s)</b>		<b>NI Number</b>	
<b>Current Address</b>		<b>Nationality</b>	
		<b>Home Tel.</b>	
		<b>Work Tel.</b>	
<b>Post Code</b>		<b>Mobile Tel.</b>	
<b>Email</b>		<b>DfEs No. (if applicable)</b>	
		<b>IFL No. (if applicable)</b>	

## EQUAL OPPORTUNITIES IN EMPLOYMENT

Furness Education Trust is committed to Equal Opportunities. Our aim is to make sure that you and other applicants for jobs are not discriminated against on any of the following grounds: sex, colour, nationality, ethnic origins, religion, sexual orientation or disability. The Equal Opportunities policy aims to make sure that you are not disadvantaged by job conditions or requirements which are not relevant to the vacancy.

Please complete the form below. The information contained within it will be used to monitor the Equal Opportunities Policy, make sure that it is working in practice and to see if any reasonable adjustments need to be made. The information will be used only for monitoring purposes or to make adjustments and will be treated as confidential. It will only be seen by staff assessing the effectiveness of the Equal Opportunities Policy.

If you consider that your application for a job with Furness Academy has not been fairly treated, you should write to the Headteacher with details of your complaint within three months of hearing the result of your application.

Should you not wish to provide the information below this will not prejudice your application in anyway however we do require your name and date of birth as a minimum for security purposes.

<b>Date of Birth</b>	
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Are you male or female?	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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<b>Please tick the box to indicate your ethnicity:</b>		
<input type="checkbox"/> Asian or Asian British: Bangladeshi	<input type="checkbox"/> Black or Black British: African	<input type="checkbox"/> Mixed—White & Asian
<input type="checkbox"/> Asian or Asian British: Indian	<input type="checkbox"/> Black or Black British: Caribbean	<input type="checkbox"/> Mixed—White & Black African
<input type="checkbox"/> Asian or Asian British: Pakistani	<input type="checkbox"/> Black or Black British: Other	<input type="checkbox"/> Mixed—White & Black Caribbean
<input type="checkbox"/> Asian or Asian British: Other	<input type="checkbox"/> Chinese	<input type="checkbox"/> Mixed—Any other Background
<input type="checkbox"/> White—British	<input type="checkbox"/> White—Irish	<input type="checkbox"/> White—Any other White Background
<input type="checkbox"/> Any Other		

<b>Please indicate your religious beliefs:</b>							
<input type="checkbox"/> Christian	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Sikh	<input type="checkbox"/> Muslim	<input type="checkbox"/> Jewish	<input type="checkbox"/> Hindu	<input type="checkbox"/> None	<input type="checkbox"/> Other
<b>What is your sexual orientation?</b>							
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay Man	<input type="checkbox"/> Lesbian	<input type="checkbox"/> Hetrosexual/Straight	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say		

Do you regard yourself as disabled as defined by the Disability Discrimination Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If you have answered yes to the above, please tell us what type of disability affects you:</b>		
<input type="checkbox"/> Blind/Partially sighted	<input type="checkbox"/> Emotional/Behavioural	<input type="checkbox"/> Deaf/Hearing Impaired
<input type="checkbox"/> Mental Health Problems	<input type="checkbox"/> Wheelchair User	<input type="checkbox"/> Mobility Difficulties

Where did you see this post advertised?	
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Signed \_\_\_\_\_ Date \_\_\_\_\_

## PRE EMPLOYMENT MEDICAL QUESTIONNAIRE

Please complete the form below. The information contained within it will be used to establish whether or not you will be required to complete a full medical questionnaire if you receive an offer of employment from Furness Education Trust.

The information will be used for this purpose only and will be treated as confidential.

Do you need any special aids/adaptations to assist you at work, whether or not you have a disability?

Yes  No

Are you having or waiting for treatment or investigations of any kind at present?

Yes  No

Have you ever had any health problems which may have been caused or made worse by work?

Yes  No

## **REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1995**

Because of the nature of the work for which you are applying this post is 'exempt' from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders (Exceptions) Order 1975 as amended by the ROA 1974 (Exceptions) (Amendment) Order 1986.

This will require applicants to disclose any convictions, or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice.

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.

In the event of employment, any failure to disclose convictions that are not protected will result in dismissal.

Any information given will be completely confidential.

## **Asylum and Immigration Act 1996**

The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

**Do you have the right to live and work in the United Kingdom?**

Yes

No

**Applicant Name** \_\_\_\_\_

**Post applied for** \_\_\_\_\_

**PART B - EMPLOYMENT**

**Present or most recent Job details:**

<b>Employer:</b>	<b>Type of Business:</b>	<b>Date Started:</b>
<b>Currently Employed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If no, reason for leaving:</b>	<b>Date Left:</b>
<b>Job Title (including grade):</b>	<b>Salary:</b>	<b>Notice Required:</b>

**Previous employment (or other relevant experience):**

<b>From</b>	<b>To</b>	<b>Employer</b>	<b>Job Title</b>	<b>Salary</b>	<b>Reason Leaving</b>	<b>for</b>

*Continue on a separate sheet if necessary.*

## PART C – REFEREES

References will not be accepted from relatives or friends. If you have worked with children previously, we will ask your referee about your suitability to work with children. Please give the names of two referees, one of whom must be your current employer.

If you are not currently working with children, but have done so in the past, you must include as a referee the person or organisation who most recently employed you in this capacity.

<b>Name:</b>	<b>Address:</b>
<b>Position:</b>	
	<b>Tel:</b>
	<b>Email:</b>
<b>Name:</b>	<b>Address:</b>
<b>Position:</b>	
	<b>Tel:</b>
	<b>Email:</b>

### Reference declaration

I confirm and consent to the people/organisations listed above being contacted by Furness Education Trust in order to obtain a reference with regards to my previous employment.

References will be taken up for applicants invited for interview prior to the interview taking place, this includes a reference from your current employer.

Signed:

Date:

**PART D—EDUCATION & TRAINING**

Secondary Schools	Qualifications Gained	Date of Award	Grades
College	Qualifications Gained	Date of Award	Grades

University/Post Graduate	Full or Part Time	Qualifications Gained	Date of Award	Grades

Details of any other training.....	
Course/Training Title	Dates



## **PART E – PERSONAL STATEMENT**

Please use this space to outline your suitability for the post eg. your current duties and responsibilities, and your personal qualities and experience, and how you meet the person specification. Further sheets may be attached if necessary.

*Continue on a separate sheet if necessary.*

## PART F – TEACHING INFORMATION

Do you have qualified Teacher status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## PART G - CANVASSING

To the best of your knowledge, you are related to any Member, Director, Trustee or employee of Furness Education Trust (Furness, Parkside, Victoria or Yarlside Academies)  Yes  No

If Yes, please give details including name, occupation, address and relationship to you

## PART I – DECLARATION

To the best of my knowledge and belief the information I have given in my application is correct. I declare that I am not on the Children's Barred List, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I have no convictions, cautions or bind-overs, or have attached details of this in a sealed envelope (except for youth cautions, which I do not need to disclose).

I understand and agree that:

- a) The provision of false information may result in disqualification from the recruitment process or termination of employment.
- b) Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and / or employment terminated.
- d) Canvassing of Officers or members of Furness Education Trust, directly or indirectly for any appointment will disqualify my application.
- e) Under the Rehabilitation of Offenders Act (if it applies to the post for which I am applying) failure to disclose any convictions spent or otherwise (except for youth cautions, reprimands or warnings) will result in non-appointment or disciplinary action and potential dismissal.
- f) The post for which I am applying requires me to work with children and I hereby agree to a disclosure being made by the Disclosure and Barring Service about the existence and content of a criminal record spent or otherwise.
- g) All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verifications checks that may be made.
- h) Furness Education Trust must protect the public funds we handle and so we may 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.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed application, along with a cover letter, by email to [hrrecruitment@furnessacademy.co.uk](mailto:hrrecruitment@furnessacademy.co.uk) and/or by post to Recruitment at Furness Academy, Park Drive, Barrow-in-Furness, Cumbria, LA13 9BB. If you have any further queries relating to your application, please contact 01229 484277 or [hrrecruitment@furnessacademy.co.uk](mailto:hrrecruitment@furnessacademy.co.uk)