# Part 1: Information for Shortlisting & Interviewing

**SEBNIOR ADMINISTRATOR**

 **ALKBOROUGH PRIMARY ACADEMY**

Please complete this form in full.

***Data Protection Notice***

*Throughout this application you are asked for some personal data about you. Under our terms of business, Isle Education Trust has agreed to only use this personal data in line with applicable data protection legislation.*

*You will find more information about how we process your personal data in our* [*Privacy Policy*](file://mynewterm.localhost/privacy-policy)

*You will ﬁnd more information about how Isle Education Trust processes your personal data in its published* [*Privacy Policy*](http://www.isleeducationtrust.co.uk/) *which we recommend you review to ensure their policies are appropriate.*

# WORK ELIGIBILITY

**Qualified Teacher Status:**

# EMPLOYMENT HISTORY (last 10 years)

**Employer:**

**Job Title:**

**Main Duties:**

**Reason for Leaving:**

**Salary:**

**Start Date:** **End Date:**

**Employer:**

**Job Title:**

**Main Duties:**

**Reason for Leaving:**.

**Salary:**

**Start Date:** **End Date:**

**Employer:**

**Job Title: Main Duties:**

**Reason for Leaving:**

**Salary:**

**Start Date:** **End Date:**

**Employer:**

**Job Title:**

**Main Duties:**

**Reason for Leaving:**

**Salary:**

**Start Date:** **End Date:**

**Employer:**

**Job Title:**

**Main Duties:**

**Reason for Leaving:**

**Salary:**

**Start Date:** **End Date:**

**Employer:**

**Job Title:**

**Main Duties:**

**Reason for Leaving:**

**Salary:**

**Start Date:** **End Date:**

## GAPS IN EMPLOYMENT HISTORY

*In order to comply with safer recruitment guidelines schools are required to view your* ***full employment history and all gaps in employment must be explained****. Please advise of any such gaps with reasons below. There is an example included to help.*

*Eg July 2010 to September 2011*

*2 months between end of university course and start of employment at Happy Primary School*

**Additional reasons for any gaps in your employment history:**

# UNIVERSITY DEGREES & DIPLOMAS

1. **SECONDARY/FURTHER EDUCATION**

**School/College:**

**Start Date:** **End Date:**

**GCSEs or Equivalent and grades:**

**GCE 'A' Level or Equivalent:**

**Other:**

# TRAINING & CONTINUED PROFESSIONAL DEVELOPMENT (CPD)

# Please note any relevant training below

**Training Course/Title:**

**Organising Body:**

**Qualification:**

**Date:**

**Training Course/Title:**

**Organising Body:**

**Qualification:**

**Date:**

**Training Course/Title:**

**Organising Body:**

**Qualification:**

**Date:**

**Training Course/Title:**

**Organising Body:**

**Qualification:**

**Date:**

# PROFESSIONAL BODIES MEMBERSHIP

# Please note any professional bodies that you are a member of below

1. **SUPPORTING STATEMENT**

This should be no more than 100o words.

# REFEREES

*Please provide details of two people to whom reference may be made. The ﬁrst referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children (if applicable). Referees will be asked about all disciplinary oﬀences which may include those where the penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.*

*The employer reserves the right to seek any additional references deemed appropriate.*

***It is normal practice to take up references on shortlisted candidates prior to interview.*** *This is in line with the most recent version of Keeping Children Safe in Education statutory guidance. When completing the section below, please indicate whether or not you agree for this referee to be contacted prior to the interview.*

## 1st REFEREE:

**Name:**

**Job Title:**

**Organisation Name:**

**Capacity Known:**

**Length Known:**

**Address:**

**Email:**

**Contact Number:**

 I **agree/do not agree\*** to this referee being contacted prior to any interview. (\*delete as appropriate)

## 2nd REFEREE:

**Name:**

**Job Title:**

**Organisation Name:**

**Capacity Known:**

**Length Known:**

**Address:**

**Email:**

**Contact Number:**

 I **agree/do not agree\*** to this referee being contacted prior to any interview. (\*delete as appropriat

## FLEXIBLE WORKING

**Are you applying to do this job on a part-time/job share basis?:**

# Part 2: Personal Information & Declaration

*This section will be separated from Part 1. Relevant responses will be veriﬁed prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.*

# PERSONAL DETAILS

**Title:**

**First Name(s):**

**Middle Name(s):**

**Last Name(s):**

**Former Name(s):**

**Preferred Name(s):**

**Current Address:**

**Daytime Contact Number:**

**Mobile Number:**

**Email Address:**

**Do you require sponsorship to work in the UK?:**

**National Insurance Number:**

***Checks for Prohibitions, Directions, Sanctions and Restrictions***

*Should a candidate be shortlisted, Isle Education Trust is legally obliged to verify professional qualiﬁcations and ensure that a candidate to be employed to carry out teaching work or carrying out school management is not subject to a prohibition order, or any sanction or restrictions. Any data processed as part of these checks will be processed in accordance with data protection legislation and the privacy statement for Isle Education Trust.*

## DISABILITY AND ACCESSIBILITY

**Isle Education Trust is committed to ensuring that applicants with disabilities or impairment receive equal opportunities and treatment. If you have a disability or impairment, and would like Isle Education Trust to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:**

## SOURCE OF VACANCY

**Where did you first hear of this vacancy?**

# ADDITIONAL INFORMATION

**Are you, to your knowledge, related to or have a personal relationship with any governor, academy trustee, member, local governor, pupil or employee at Isle Education Trust or any member schools within the academy trust?**

**Are you, or have you previously been, employed by Isle Education Trust or any member schools within the academy trust?**

**Do you hold any other appointment that would continue if you were appointed to this job?**

**Are you required to provide notice for your current employment?**

## DISCLOSURE AND BARRING AND CHILDCARE DISQUALIFICATION

***Disclosure and Barring and childcare disqualification***

*Isle Education Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and check to establish that a person is not barred from 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006.*

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020) means 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. Guidance about whether a conviction or caution is disclosable can be found on the Ministry of Justice website.*

*If Isle Education Trust has pupils aged 8 and below, the DBS check will be used to ensure compliance with the Childcare Disqualification Regulations.*

*Any data processed as part of the DBS check will be processed in accordance with data protection legislation and the privacy statement for Isle Education Trust. A copy of the safeguarding policy for Isle Education Trust is available to view on their* [*website*](http://www.isleeducationtrust.co.uk/)*.*

**Do you have a DBS certificate?**

 **Date of Check:**

**Are you registered on the Update Service?**

**Have you lived or worked outside of the UK since the age of 18? If yes, please enter the dates to/from and countries:**

# DECLARATION

***Right to work in the UK***

*Isle Education Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you acknowledged that such evidence will need to be provided should an offer of employment be made.*

***Mental and Physical Fitness***

*Isle Education Trust will require you to conﬁrm you have the mental and physical ﬁtness to carry out your work responsibilities in accordance with the Education (Health Standards) (England) Regulations 2003. By signing this application, you acknowledge that such confirmation will be required should an offer of appointment be made.*

***Verification of Identity***

*Isle Education Trust will require you to provide proof of your identity in accordance with Keeping Children Safe in Education guidance. This will include obtaining a copy of your birth certiﬁcate, where this is available. By signing this application, you acknowledge that such veriﬁcation will be required should an oﬀer of employment be made.*

***Online Searches***

*Isle Education Trust may conduct online searches of shortlisted candidates as part of their appointment process in accordance with Keeping Children Safe in Education guidance in order to identify any incidents or concerns which are publicly available online. By signing this application, you acknowledge that such searches may be conducted as part of the process.*

**I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct. I understand that if I am applying for a role that involves engaging in a regulated activity relevant to children, that it is a criminal oﬀence to apply for the role if I am barred from engaging in regulated activity relevant to children.**

**I understand that any subsequent contract of employment with the employer will be made only on this basis and that, if I falsify or deliberately omit any relevant information I could be dismissed. I understand if I lobby governors, trustees or employees in connection with this application I will be disqualiﬁed. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute conﬁrmation of the declaration.**

**I agree /do not agree\* to the above**

**\*delete as appropriate**

## SIGNATURE

## PRINT NAME

## DATE

# Part 3: Equality & Diversity Monitoring

*All employers are subject to the Equality Act 2010 and public sector employers are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether employers are meeting their obligations under the Equality Act, whether policies are eﬀective and to ensure compliance with relevant legislation, employers need to know the information requested below. This section will be separated from your application and will not be used for selection purposes.*

*This information will* ***not*** *be used during the selection process. It will be used for monitoring purposes only.*

# EQUALITY & DIVERSITY MONITORING

**Date of Birth:**

**Cultural/Ethnic Origin:**

**Gender:**

**Sexual Orientation:**

**Religion/Belief:**

**Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**