



EQUA

Multi Academy Trust

Non-Teaching Application Form

School or site

Position Applied For

Applicant's Name

Closing Date

UK GDPR and Data Protection Act 2018

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the UK GDPR and Data Protection Act 2018. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information.

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other third-party processors for the purpose of this recruitment in accordance with Data Protection 2018 and UK GDPR.

Immigration, Asylum and Nationality Act 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the school requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for and have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

I confirm that I am legally entitled to work in the UK

Safeguarding Vulnerable Groups Act 2006

The school is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List

Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered 'spent' under the terms of the Act. Changes to the legislation in 2013, however, mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant, you will be required to have an Enhanced Disclosure & Barring Service disclosure and we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I agree that the appropriate enquiry may be made to the DBS

Personal details

Preferred Title Dr/Mr/Mrs/Miss/Ms/etc	Date of Birth: (used only to check identification)
First Names	DfE Number:
Surname	Previous Surname: (if appropriate)
Home Address	Term Time Address: (if different)
Post Code:	Post Code:
Home Telephone No:	Work Telephone No:
e-mail address:	National Insurance Number:
If you prefer to be called by a name other than the one listed above, please specify:	

Disability and Accessibility

The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment and would like us to make adjustments or arrangements to assist, if you are called for an interview, please state the arrangements you require:

Right to Work in the UK

Do you have the right to work in the UK?

Yes

No

If yes, please state on what basis:

UK citizen

EU settled status

Skilled worker visa

Graduate visa

Youth mobility visa

Other – please provide full details in the box below

Time spent living and/or working overseas

Have you spent time living and/or working outside of the UK?

Yes

No

If yes, please give details, including countries and relevant dates:

Relationship to the school and/or Trust

Please list any personal relationships that exist between you and any of the following members of the school or Equa Multi Academy Trust community:

- Governors/trustees/Members
- Local Governing Body
- Staff
- Pupils

If you have a relationship with a governor, trustee, member, local governor or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at the school/Trust

Employment History

Please note that under Safeguarding Children & Safer Recruitment in Education Guidance, we reserve the right to contact any of your previous employers for a reference on you. We will also seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people or your suitability to work with them. This will include any in which the disciplinary sanction has expired.

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Job Title	Employer details (name, address, email and/or telephone)	Dates employed	Permanent or temporary	Part-time or Full-time	Salary details	Description of responsibilities	Notice Period	Reason for leaving

Previous employment

Please start with most recent and work backwards, ensuring that all periods of time are accounted for, and any gaps in employment are explained. You may attach an additional sheet if required. **Please note that references may be sought to cover your entire career history or five years of employment whichever is greater prior to interview).**

Employer with address and contact name and email address for reference	Position held	Full/Part-Time	Salary	Description of responsibilities	Dates From /To	Reason for leaving

Employment Gaps

Please provide details of any employment gaps since leaving school, and give the reasons for the gap.

Start Date	End date	Reason for employment gap

Education and training

Please provide details of your education from secondary school onwards.

You will be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades, awarding body and date of award)

Training and professional development

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

Course dates	Length of course	Course title	Qualification obtained	Course provider

Additional information

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

References

It is our policy to take up references for shortlisted candidates. If you are known to your referee/s by a former name, please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.

We reserve the right to take up references with any previous employer.

Your current employer will be asked to provide a reference, in which details of the following will be asked:

- Any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired
- Whether you have been the subject of any child protection concerns and any outcomes from this

Please provide at least **two** references below, with your most recent employer as 'Referee A'.

Please let your referees know you have listed them as a referee and to expect a request for a reference should you be shortlisted.

Name	Relationship to you	Address and postcode	Contact Number	Email address	Is this your current employer?

If you don't wish us to contact your referees without your prior agreement, please tick this box:

Equal Opportunities

The school welcomes applications from anyone regardless of any protected characteristics.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes, and will be confidential and not used to discriminate in favour or against any individual applicant.

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

	D	D	M	M	Y	Y	Y	Y
What is your date of birth?								
What is your sex?	<input type="checkbox"/> Male <input type="checkbox"/> Female							
What gender are you?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							
Do you identify as the gender you were assigned at birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say							

How would you describe your ethnic origin?

White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background Asian or British Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	Other Ethnic groups <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Prefer not to say
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Which of the following best describes your sexual orientation?

<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Homosexual	<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
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What is your religion or belief?

<input type="checkbox"/> Agnostic <input type="checkbox"/> Atheist <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu	<input type="checkbox"/> Jain <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> No religion	<input type="checkbox"/> Other <input type="checkbox"/> Pagan <input type="checkbox"/> Sikh <input type="checkbox"/> Prefer not to say
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Pregnancy and maternity

Are you pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say	Have you given birth within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
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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?

Yes
 No
 Prefer not to say

If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.

Physical impairment
 Sensory impairment
 Learning disability/difficulty
 Long-standing illness
 Mental health condition
 Developmental condition
 Other

Declaration

I declare that all of the information on this form is correct to the best of my knowledge and I note that the withholding, falsification or omission of relevant information by a successful candidate are grounds for disciplinary action which may lead to dismissal.

Signed

Date