



PART A
Application Number
(office use only)

.....

APPLICATION FOR POST OF:

PERSONAL DETAILS (part A will be separated from part B for shortlisting)

Surname:	Forenames:
Previous name/Maiden name (if applicable):	
Title (Mr/Mrs/Ms/Miss/Other):	
National Insurance No:	Teacher Ref No (Dfe No): (If applicable)
Address including postcode:	
Home Tel No:	E-mail:
Work Tel No:	Mobile No:

REFERENCES

(One referee **must** be your present employer or if you are unemployed, your most recent employer. For candidates currently working in schools/academies one referee **must** be your current Headteacher/Principal and the second referee a previous Headteacher/Principal if you have worked in more than one school/academy).

Please note that references will be requested prior to interview for shortlisted candidates.

Name:	Name:
Address:	Address:
Post Code:	Post Code:
Telephone No:	Telephone No:
Position:	Position:
Email:	Email:

EDUCATION & TRAINING

QUALIFICATIONS OBTAINED	SUBJECT/ COURSE STUDIED	QUALIFICATION/ LEVEL	GRADES OBTAINED
Academy/Secondary School, College, Further Education:			
Higher Education:			
Further post graduate study:			
<i>For Teaching posts only -</i> Main teaching subjects offered:	Additional subjects offered:		
QUALIFICATIONS CURRENTLY BEING UNDERTAKEN:	SUBJECT/ COURSE STUDIED	QUALIFICATION /LEVEL	GRADES OBTAINED
RELEVANT TRAINING & DEVELOPMENT UNDERTAKEN OR BEING UNDERTAKEN:	TITLE OF TRAINING PROVIDER	TITLE OF COURSE/CPD	DATES/ DURATION

MEMBERSHIP OF PROFESSIONAL BODIES:	Please specify the name of any professional bodies you are a member of (relevant to the post for which you are applying):

EMPLOYMENT DETAILS

PRESENT OR MOST RECENT POST:

Name of Employer:	Post Title:
Address:	Date Appointed:
	Date Left (if applicable):
	Notice Required:
Post Code:	Grade /Point on Scale:
	Actual Salary:
	Additional Allowances:
State briefly your main duties and responsibilities and your position within the organisation:	
<p>If you are no longer in this post, please state your reason for leaving:</p>	

PERSONAL STATEMENT TO SUPPORT YOUR APPLICATION

Please refer to the job description and describe what knowledge, experience, skills and abilities you can bring to this post. Evidence how you have gained these through either work, education, home or voluntary activities.

This is your opportunity to tell us about yourself, what attracted you to the role and our Trust and why you are applying for the post. Take care to explain what you might have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary but please remember not to include any personal details as this will not be forwarded to the selection panel.

Personal statement continued (continue on a separate page if necessary):

JOB APPLICANT PRIVACY NOTICE

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our Trust.

We, Falcon Education Academies Trust are the 'data controller' for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

Please contact the Trust should you wish to receive a copy of our employee privacy notice.

HOW WE USE EMPLOYEE INFORMATION?

We collect and use data relating to those applying to work at our Trust under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

STORING THIS INFORMATION

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from the Trust).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below). Including:

.....

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:
Mr N Stott DPO – dpo@wntai.co.uk

CANDIDATE DECLARATIONS

SAFEGUARDING REQUIREMENTS AND APPLICANT DECLARATION

Applicants must disclose specific criminal convictions and cautions when applying to Falcon Education Academies Trust. The amendments to the Exceptions Order 1975 (amended 2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and therefore cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website at www.gov.uk/government/news/disclosure-and-barring-service-filtering.

Information supplied will be dealt with on a confidential basis. The Board of Directors of Falcon Education Academies Trust will take account of those convictions or cautions pertinent to the nature and purpose of the post. You should also note that, as well as an enhanced DBS check, the Trust will also complete a Barred List and Prohibition Order (DfE) check for all teaching candidates.

I have read and understood the above statement. If I have any convictions or cautions to declare, I will supply written details of them, in a separate envelope marked ‘private and confidential’ when requested to do so through the application process.

GENERAL APPLICATION DECLARATIONS

I give my consent for the personal data contained in this Application Form to be processed in line with the privacy notice above.

I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.

I confirm I can produce original documents of my qualifications.

I understand that the canvassing directly or indirectly of the Board of Trustees or senior employees is strictly forbidden and will invalidate my application.

I declare that the information I have given in this application is correct to the best of my knowledge.

I do / do not have any relationships (personal/professional/financial) with a member of the Falcon Education Academies Trust Board of Trustees, Members or central team; or any member of the Governing Bodies of our member academies or members of staff.

If you do, please provide name and relationship:

Signed:

Date: