

Changing Lives in Collaboration

Confidential Application Form

The information given on this form will be treated in confidence. The Trust's Privacy Notice for Applicants, explains how and why the CLIC Cooperative Trust including each of its schools uses personal data relating to job applicants. You should read this notice, so that you know what we are doing with your personal data.

We collect many different types of personal data about you for lots of reasons. We cannot administer your job application with you without your personal data. Where we don't need your personal data, we will make this clear, for instance we will explain if any data fields in our application are optional and can be left blank. **You provide us with personal data directly when you apply for a job with us and when you complete our Trust Application Form or correspond with us.**

Any offer of employment will be subject to satisfactory medical clearance, DBS checks, qualification certificates, appropriate references, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly this form is the only document we consider when screening applicants. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

| | | |
|--|----------|--|
| Position applied for: | | Date: |
| Personal details | | |
| Title: | Surname: | First Name: |
| Previous Names: | | |
| Address: | | |
| | | Postcode: |
| Mobile Telephone No: | | Home Telephone No: |
| E-mail Address: | | |
| Are you related to any Member of the Governing Body or senior employee of this school? | | |
| Yes | No | If yes please give name of Governor or Employee: |
| | | |

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| Education and Qualifications | | | |
|--|----------------------------------|----------------------------------|-----------------------|
| Please give details of Secondary and Further Education including any A-Levels or equivalent vocational courses. | | | |
| Dates (month and year) | College / other institution | Qualifications obtained | Grade achieved |
| | | | |
| Please give details of any Higher Education and equivalent courses: | | | |
| Dates (month and year) | College / other institution | Qualifications and grade / level | Name of Awarding Body |
| | | | |
| Please give details of any other professional or vocational qualifications you hold that are relevant to your application: | | | |
| Dates (month and year) | Qualifications and grade / level | | Name of Awarding Body |
| | | | |

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| Current Employment | | | | |
|--|----|------------------|-----------------------------------|---------------------|
| Job title: | | Employer: | | |
| Current scale (if applicable): | | Address: | | |
| Employed to: | | | | |
| Employed from: | | | | |
| Brief description of current role: | | | | |
| Full Employment History | | | | |
| Previous employment (<i>starting from most recent</i>) | | | | |
| Dates (month and year) | | Name of employer | Job title & main responsibilities | Reasons for leaving |
| From | To | | | |
| | | | | |
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Please supply a full employment history since leaving full time education, including any voluntary work.

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| IT Skills | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|-----------|--------------------------|--------------------------|--------------------------|
| Training will be provided where required. Information given here will help us to plan training schemes <i>but is not required for the purposes of your application</i> | | | | | | | |
| | Basic | Competent | High | | Basic | Competent | High |
| Microsoft | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I-Macs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spreadsheets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Databases | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E-mail | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Websites | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Referees | |
|---|-------------------|
| <p><i>Please supply the name and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (Note: If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)</i></p> | |
| 1st Referee | |
| Name: | Position: |
| In what capacity do you know the referee: | |
| Name of organisation: | |
| Address: | Postcode: |
| | Telephone Number: |
| | E-mail: |
| 2nd Referee | |
| Name: | Position: |
| In what capacity do you know the referee: | |
| Name of organisation: | |
| Address | Postcode: |
| | Telephone Number: |
| | E-mail: |
| <p>Please note that we will contact these referees if you are short listed for this post and seek references before interview. Also in relation to work with children we will seek information about any past disciplinary issues relating to children and / or child protection concerns you may have been subject to. If you have any concerns about this please contact the school to discuss the issues.</p> | |

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Personal statement

Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying. Please include your reasons for applying for and interest in this position.

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For person who are not British or EU nationals

If you have any conditions related to your employment please give full details:

Personal Declarations

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about policy cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

CLIC Trust require all candidates to complete a Self-Disclosure Form as part of our recruitment process for staff and volunteers, to support safeguarding policies and procedures in place to keep safeguarding at the heart of our recruitment. Please bring this Self Declaration, in a sealed, named envelope, marked confidential, to your interview should you be invited. We will only open this envelope only after we have made a conditional offer. All other envelopes will be securely destroyed.

We require all applicants to fill in a self-disclosure form, regardless of whether they will be undertaking "regulated activity" or "regulated work".

I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.

Declaration – please read carefully

For the purposes of the Data Protection Act 1998 and GDPR, I consent to the information contained in this form, and any information received by or on behalf of the CLIC Trust relating to the subject matter of this form, being processed by them in administering the recruitment process for the post identified above.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:

Date:

Print Name:

All candidates will be required to sign and date this form if invited to attend an interview.

Please return this application form to vacancies@rolls-crescent.manchester.sch.uk