



ALL SAINTS
Multi Academy Trust

**APPLICATION FOR EMPLOYMENT
RELEVANT INFORMATION
PLEASE READ BEFORE COMPLETING THE APPLICATION FORM**

DATA PROTECTION

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of All Saints Multi Academy Trust and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by or on behalf of All Saints Multi Academy Trust and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (GDPR)).

If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of 6 years following you leaving the Trust. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.

In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to a third party organisation providing administration or other relevant services to All Saints Multi Academy Trust.

The All Saints Multi Academy Trust contact for data protection matters is: The Data Protection Officer, The Academy of St Francis of Assisi, Gardners Drive, Liverpool, L6 7UR.

By submitting your personal data and application, you are:

- declaring that the information provided in the application form is accurate and true.
- giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.
- declaring that you have read, understood and accepted the statements set out in this data protection clause.

Thank you for your interest in applying to All Saints Multi Academy Trust.

All Saints Multi Academy Trust is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

Information on Recruitment Checks

The Trust will undertake all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](#), including:

DBS Check

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. 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.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and [here](#).

More information about what will be filtered and will not appear on a DBS certificate can be found [here](#).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](#) or [Unlock](#) for impartial advice.

For posts in regulated activity, the DBS check will include a children's barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.

Do you have a DBS certificate?: Yes / No (please delete) If yes, date of issue: _____

Are you a member of the DBS update service?: Yes / No (please delete)

Disqualification Under the Childcare Act*

Under the Childcare (Disqualification) Regulations 2018 it is an offence to provide or manage childcare provision covered by these regulations. If the post you are applying for falls within the remit of these regulations, you will be required to confirm that you are not disqualified. Further information can be found here: www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

*Only applies to certain posts within Faith Primary school

Criminal Record Self Disclosure

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

Overseas Checks

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the Trust will require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we will contact you for additional information in due course.

Have you lived or worked outside of the UK for 12 months or more in the last 10 years:

Yes / No (please delete)

Teacher Prohibition Order and Teacher Sanctions

We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out “teaching work”. Further information on teacher misconduct can be found at:

<https://www.gov.uk/government/collections/teacher-misconduct>

We will check for sanctions imposed by the Teaching Regulation Agency. You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.

If you have taught in an EEA member state you will be required to provide proof of your past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which you have worked.

Section 128 direction

We will check for Secretary of State Section 128 prohibition from management directions for all applicants for management positions within school.

Right to Work in the UK

The school 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 agree to provide such evidence when requested.

Do you have the right to work in the UK Yes / No (please delete)

If you do not have the right to work in the UK or have limited rights to work or time limited rights please contact HR immediately.

Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks, including those as set out in Keeping Children Safe in Education.



ALL SAINTS

Multi Academy Trust

Post: _____

Academy: _____

Closing Date: _____

Personal Details

Mr/Mrs/Ms/Miss:			
Surname:		Forename(s):	
Previous Surname(s):		Previous Forename(s):	
Address:		Telephone numbers:	
Postcode :		Home:	
		Mobile:	
Email address:		National Insurance number:	
Where did you see or hear of this job?		Preferred method of contact:	

Teachers Only

Teacher Number:					
Qualified Teacher Status:	Yes / No	Date:	Statutory Induction (ECT) completed (if after May 1999):	Yes / No	Date:

Candidate number

Membership of Professional Bodies

Professional Body / Association:	Current Status / Membership Number
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Education / Technical / Professional Qualifications

Where attained:	Subject/Qualifications/Course:	Awarding Body	Month/Year:	Grade:

Details of relevant training courses (including course provider and date of course):

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Career History

Please give details of all jobs held including part time and unpaid work, starting with your present/last employer. Provide a full history of employment including periods of post-secondary education or training and part time and voluntary work. Please start with your most recent employer and finish with the date you left secondary education. Please ensure that you provide explanations for periods when not in employment, education or training and reasons for leaving.

Current or Most Recent Employment Details

Current employment status:			
Job Title:		Salary / Grade:	
Other Benefits:		Date Appointed:	
Employer Name & Address:		End date, if left	
		Work Email:	
Notice Required: (if applicable)		Employee Number: (if applicable)	

Employer (name and full address):	Jobs held and main duties:	From:	To:	Salary/ Grade:	Reason for leaving:

Statement of Suitability

Please provide clear examples of your ability, knowledge, experience and skills against the criteria on the person specification, focusing on the essential criteria.

[Empty box for writing the Statement of Suitability]

Please continue on separate sheets, if required (no more than two further sides of A4).

References

Please provide the names of three referees, one of which must be your current and most recent employer (if applicable). References cannot be from relatives or from people writing solely in the capacity of friends. PLEASE NOTE: If you are not currently working with children or vulnerable adults but have done so in the past, please provide details of the most recent employer of this type of employment. References may be sought from all positions that include working with children.

	Referee One	Referee Two	Faith Referee
Name:			
Job Title:			
Address (including Postcode):			
Telephone number:			
Email address:			
Relationship to Applicant:			

It is Trust policy, in line with the Department for Education's statutory guidance, *Keeping Children Safe in Education*, to request references at the shortlisting stage, in advance of interview. If you have concerns about this, you should contact the HR Department before submitting your application.

Can we contact referees prior to interview **Yes//No**

Are you related to any member of the All Saints Multi Academy Trust? If so please provide name and role	Yes/No
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Asylum and Immigration Checks

Are there any restrictions to your residence in the UK which may affect your right to take-up employment (Yes/No)?

If 'Yes', please provide details:

Do you hold a valid, current work permit which allows you to take-up employment in the UK (Yes/No)?

If yes, when is this work permit due to expire?

Accessibility

If you have a disability is there anything we need to know in order to enable you to access our selection procedures? For example, please let us know if you need wheelchair access, a sign language interpreter, etc.

Declaration

I certify that the information contained in this application form is accurate and true. I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body including outside of the UK.

Candidate number

I am aware that deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal or withdrawal of an offer of employment. I am also aware that by submitting my application, it is assumed that I have accepted the above declaration.

I declare that I have read, understand and accept the statements set out in the data protection clause on page one and the guidance referenced in pages two and three.

I confirm I understand that any offer of employment is subject to satisfactory references and all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](#).

Signed:	Date: / /
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Please return your completed application form to:

By post: Head Office, HR Department, The Academy of St Francis of Assisi, Gardners Drive Liverpool, L6 7UR

By email: recruitment@allsaintsmat.org