



APPLICATION FORM

(Non-Teaching posts subject to DBS clearance)

(monitoring reference number)

The Sea View Trust is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment.

VACANCY DETAILS

Job Title:

School/Location:

Anchorsholme Academy

ADVERTISING ORIGIN

Where did you hear about this vacancy?

It is the Trust's policy to ensure that all appointments are made on merit. The sections of this form that include your personal details and equalities monitoring information will be detached prior to shortlisting. The details supplied by you on this form are confidential but will form part of the personnel record of the successful candidate. Applications will only be accepted if this form is completed in full.

PERSONAL DETAILS

Title:

First name(s):

Last name:

Previous name (s):

Address:

Postcode:

Contact number:

Email address:

National Insurance Number:

Have you ever been issued with a TRN (Teacher Reference Number)

YES NO

If yes to above, provide TRN here:

ELIGIBILITY TO WORK IN THE UK

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have an entitlement 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

OTHER APPLICANT DETAILS

Are you currently, or have you previously been employed by this organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide dates from and to and reasons for leaving (if applicable):	Date from: <input style="width: 100%;" type="text"/>
	Date to: <input style="width: 100%;" type="text"/>
	Reason for leaving (if applicable): <input style="width: 100%;" type="text"/>
Are you related to a Councillor, Governor, or senior staff in this organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	Name: <input style="width: 100%;" type="text"/>
	Relationship to you: <input style="width: 100%;" type="text"/>

DISMISSED

<p>Have you ever been dismissed from any employment for any reasons other than redundancy?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES please give details, including dates, reasons, and employer.</p>

DECLARATIONS

<p>I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.</p> <p>I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge</p> <p>I understand that any false information, any relevant omission, or misleading statements may disqualify me from employment or result in my dismissal.</p> <p>YES <input type="checkbox"/></p>

REFERENCES

Please provide details of two referees who can comment on your suitability for this position. **One should be your current or most recent employer. (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).

If you are a school or college leaver, your Headteacher or Tutor's name should be given.

References will be sought prior to interview unless you indicate otherwise, the references will ask your current/previous employer/tutor about any disciplinary offences relating to children.

CURRENT OR MOST RECENT EMPLOYER

Please tick this box if you do not want this referee to be contacted prior to interview

Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Contact number:	
Email address:	
In what capacity do you know the referee?	
Are you related to, or the partner of this referee:	Yes <input type="checkbox"/> No <input type="checkbox"/>

PREVIOUS EMPLOYER

Please tick this box if you do not want this referee to be contacted prior to interview

Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Contact number:	
Email address:	
In what capacity do you know the referee?	
Are you related to, or the partner of this referee:	Yes <input type="checkbox"/> No <input type="checkbox"/>

EMPLOYMENT HISTORY

This information gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed. **There should be no gaps in your employment and education history.** Please indicate where you were and the dates of any gaps you may have

CURRENT EMPLOYMENT DETAILS

Job Title:	
Name of current/most recent employer:	
Address:	
Postcode:	
Salary:	
Date from (dd/mm/yyyy):	
Date to (dd/mm/yyyy) (if applicable):	
Period of notice required (if applicable):	
Reason for leaving:	
Provide a brief description of responsibilities;	

PREVIOUS EMPLOYMENT HISTORY

Please provide details of all previous employment since leaving school, including education and voluntary work. List the most recent employment first:

Job Title & Salary	Name & Address of Employer	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Reason for leaving	Please provide brief details of duties and responsibilities

EMPLOYMENT GAPS

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.

Start Date	End Date	Reason for Employment Gap
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EDUCATION AND TRAINING

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications*.

EDUCATION (formal qualifications) *

Qualifications	Grade	Where & When Obtained

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body	Type of membership	Date of Membership	Membership Number

TRAINING/DEVELOPMENT

Subject	Provider	Date Attended	Qualification Obtained

DISABILITY

This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.



The Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities. (i.e., has lasted or is expected to last over 12 months)

Do you consider yourself to be disabled according to this definition?

Yes No

If you answered yes, how would you define this impairment?

Please specify any arrangements we can make to assist you if you are invited for interview/assessment.

SUPPORTING INFORMATION

This section of the application form is particularly important, as this is where you demonstrate your suitability for the job. Read the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience, and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential. Please continue on a separate sheet if necessary.

Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience, and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- Please do not include CV's.
- Ensure that the information you provide is well organised and relevant.
- It should show to what extent you have gained the skills and experience necessary for the post.
- Give specific examples of the work you have been involved in, how you went about it and the outcome.
- Always remember to specify your responsibilities rather than those of your section or department.

SUPPORTING INFORMATION

MONITORING EQUALITY AND DIVERSITY (application reference number)

The Sea View Trust are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.

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

GENDER	
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Is your gender identity the same as the gender you were assigned at birth?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

ETHNIC ORIGIN		
White	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Traveller of Irish Heritage	<input type="checkbox"/>
	Gypsy/Roma	<input type="checkbox"/>
	Polish	<input type="checkbox"/>
	Other White European	<input type="checkbox"/>
	Other White	<input type="checkbox"/>
Mixed	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Indian	<input type="checkbox"/>
	White and Pakistani	<input type="checkbox"/>
	White and Bangladeshi	<input type="checkbox"/>
Asian or Asian British	Other mixed	<input type="checkbox"/>
	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Kashmiri	<input type="checkbox"/>
Black or Black British	Other Asian	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	British	<input type="checkbox"/>
	Somali	<input type="checkbox"/>
Chinese or other	Other black	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>
	Other ethnic group	<input type="checkbox"/>
	Unknown	<input type="checkbox"/>

RELIGION/BELIEF			
Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Other	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
SEXUAL ORIENTATION			
Bisexual	<input type="checkbox"/>	Gay man	<input type="checkbox"/>
Heterosexual/Straight	<input type="checkbox"/>	Gay Woman/Lesbian	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
CARING RESPONSIBILITIES			
Is there anyone who relies upon you for care and attention AND that you assist with their daily routine?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please indicate who you provide such care for?			
Adults (18 over)	<input type="checkbox"/>	Children	<input type="checkbox"/>

ONLINE SEARCHES

Online Searches – The Sea View Trust are required to conduct online searches on shortlisted candidates as part of their recruitment 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 will be conducted as part of the shortlisting process.

REHABILITATION OF OFFENDERS

This post involves working with children, young people, vulnerable adults or is a position of trust and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must therefore disclose details of cautions, bind-overs, reprimands, final warnings, and convictions, including ‘spent convictions’ prior to interview.

If you are shortlisted for interview, you will be provided with a Criminal Record Self Declaration Form. This form must be completed prior to interview. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position. **However, it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.**



Job Applicant Privacy Notice

Data Controller: The Sea View Trust – T/A Anchorsholme Academy

Data Protection Officer: Forbes Solicitors

As part of any recruitment process, the Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Trust collect?

The Trust collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience, and employment history, including start and end dates, with previous employers and with the Trust;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependents, and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work and details of periods of leave taken by you, including holiday, sickness absence, family leave, sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the Trust needs to make reasonable adjustments;
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

The Trust may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Trust may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Trust may seek information e.g., references from third parties before a job offer to you has been made.

Data will be stored in a range of various places, including on your application record, in HR management systems and on other IT systems including the Trust's email system.

Why does the Trust process personal data?

The Trust needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, the Trust needs to



process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.

The Trust may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Trust processes such information to carry out its obligations and exercise specific rights in relation to employment.

As you will be working with children if successfully appointed, the Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Trust will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the Trust will keep your personal data on file for six months from the application closing date in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent for The Trust to keep your data for this purpose at any time and should do so in writing directly to Anchorsholme Academy.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process and managers in the area with a vacancy.

The Trust may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Trust may seek information e.g., references from third parties before a job offer to you has been made.

Once offered a conditional job offer, The Trust will share your data with other third parties for the purpose of running necessary background checks, as well as with the Disclosure and Barring Service to obtain necessary criminal records checks. The Trust will not transfer your data outside the European Economic Area.

How does the Trust protect data?

The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.



For how long does the Trust keep data?

If your application for employment is unsuccessful, the Trust will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment, this will be in accordance with the records retention policy.

Your Rights

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request;
- require the Trust to change incorrect or incomplete data;
- require the Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Trust is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Academy’s Business Lead, at admin@anchorsholme.blackpool.sch.uk

If you believe that the Trust has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly, or at all.

Signing

In line with the **Data Protection Act 1998**, in signing the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018).and subsequent legislation.	
Signed: (electronic)	
Date:	
Signed: (wet)	
Date:	