

The Roseland Multi Academy Trust

Job Application Form

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed;
- Processing is necessary to evaluate your application for the position for which you have applied;
- Processing is necessary for complying with legal obligations;
- Processing is necessary for our legitimate interests.

For further information, please see our privacy notice <https://jobs.theroselandmat.co.uk/>

Please fill in **all sections** of the form. The information you provide will help us make a fair decision in the selection process.

About the role

Role applied for:		Where did you see the role advertised?:	
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About you

Title:		Surname:	
First name(s):		Previous Surname(s):	
Home address (including post code):		Date of Birth:	
		Home phone:	
		Work phone:	
Email:		Mobile:	
NI Number:	(You can get this from the Department of Work and Pensions)		

Your current or most recent employment

Employer name:		Job title:	
Employer address:		Salary:	
		Start date:	
		Leave date: (if applicable)	
Reason for leaving:			
Main duties and responsibilities:			

Previous employment or experience

Start with the most recent first and work backwards. **Please explain any gaps in your work history** since you left education (eg unemployment; career breaks; voluntary work; travel etc).

Dates (mm/yy)		Employer or Reason for gap	Job title, duties and responsibilities	Reason for leaving
From	To			

Qualifications achieved from secondary, higher and further education

Name of Education Provider, ie School/College	Type of qualification (GCSE, NVQ, Degree etc)	Subject title of qualification	Grade	Date achieved (dd/mm/yy)

Other training, courses and self development

Name of provider/college	Title of course/training, e.g. First Aid at Work	Qualification (if relevant)

Membership of professional bodies

Institute or association	Membership level	How obtained, e.g. through qualification or election	Date achieved (mm/yy)

Your supporting statement

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result. If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, eg gained through education, the community etc.

PROTECTION OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

Disclosure & Barring and Childcare Disqualifications

The Roseland Multi Academy Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. 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.

If you are applying for a post in one of our primary schools, please note we will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy statement.

Do you have a DBS certificate? ☐Yes ☐No Date of check:

If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? ☐Yes ☐No

Right to Work in the UK

The Roseland Multi Academy Trust 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.

Safeguarding children, young people and vulnerable adults

We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all our employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of the Trust. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect.

Selection requirements

The Trust is 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:

References

Please give the names, addresses and email of **two employment referees** who can be consulted regarding your professional ability for the post. The Trust reserves the right to seek any additional references it deems appropriate. Reference requests will be made by email and will be taken up before an offer of employment is made. It is the candidate's responsibility to ensure that referees are made aware that they will be contacted and of timescales for providing references.

Reference 1: This must be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university).		Reference 2: If you have worked with children, young people or vulnerable adults in the past, but are not currently, this must be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice (but not a friend or relative).	
Full name:		Full name:	
Job title:		Job title:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Telephone number:		Telephone number:	
Relationship to you:		Relationship to you:	
I am happy for you to contact this referee prior to interview	Yes / No	I am happy for you to contact this referee prior to interview	Yes / No
Did this role involve working with children, young people and/or vulnerable adults?	Yes / No	Did this role involve working with children, young people and/or vulnerable adults?	Yes / No

Please note, for shortlisted candidates, references will be applied for prior to interview unless you clearly state otherwise (above).

Disclosure of interest	
Have you ever received a redundancy payment or pension from a local authority?	Yes / No
If yes, please give details including month and year:	
The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.	
If needed, do you have access to transport?	Yes / No
If needed, do you have a full current UK driving licence?	Yes / No
The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment?	Yes / No
If no, please provide details of your other role(s) and the days and hours you work:	
Canvassing of our Councillors and employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of the Trust your application may be disqualified and, if appointed, you may be dismissed without notice.	
Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee or Trustee of the Trust?	Yes / No
If yes, please give details:	
Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?	Yes / No
If yes, please give details:	

DECLARATION

I hereby give my consent for the Trust to process my data in accordance with general data protection legislation.

The information supplied by you will be subject to verification and the Trust may contact people and/or organisations to confirm some of the facts contained in your application, eg referees, previous employers, educational establishments, examination bodies, etc. The Trust may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By signing this form, you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

Declaration

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.

Signature:

Date:

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

Where to send your completed form

Thank you for taking the time to complete this application form. Please take time to check that you have completed all sections. Please do not enclose any other documents/CV etc.

Please email your application as per the job advertisement.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.