

Vacancy details

Post:	PA to the Headteacher	Where did you see this post advertised?
Closing date:	Monday 27th September 2021	

Personal Details

Please ensure these are accurate as it is the only way we have to get in touch with you. It is important that you supply a National Insurance Number.

Title: Mr/Mrs/Miss/Ms:	Surname:
Forename(s):	Former Names: (if applicable)

Present address:	
Postcode:	
Telephone No. (Home):	Telephone No. (Work):
Mobile No:	Email:
NI Number:	Preferred form of contact:

References

Please give details of two people who have agreed to act as referees; one of which should be able to comment on any employed work with children, if applicable. **One must be your current or most recent employer, and if the reference is from a school; it must be from the Headteacher.** References will not be accepted from relatives or from people writing solely in the capacity of friends. Referees of short-listed candidates will be approached prior to interview.

Name	Name
Position	Position
Organisation	Organisation
Address	Address
Postcode	Postcode
Telephone	Telephone
Email address	Emails address
<i>Please tick here if you do not wish this referee to be contacted at this stage:</i> <input type="checkbox"/>	<i>Please tick here if you do not wish this referee to be contacted at this stage:</i> <input type="checkbox"/>

Are you currently (or have previously been) employed by the Education & Leadership Trust?

Yes No

Are you a qualified teacher Yes No

If Yes please supply the following information:

DfE No

QTS Registered Yes No

Employment

Please give details of your current or previous work (if applicable), starting with the most recent. This can be paid work, voluntary work or work from home. CVs will only be accepted with a fully completed application form. Unexplained gaps in your employment or education history may lead to your application being rejected.

CURRENT EMPLOYER	
From (MM/YY) To (MM/YY)	Name of Employer:
Post Held:	Salary/Grade:
Responsibilities:	
Reason for Leaving: Notice period:	
PREVIOUS EMPLOYER	
From (MM/YY) To (MM/YY)	Name of Employer:
Post Held:	Salary/Grade:
Responsibilities:	
Reason for Leaving:	
PREVIOUS EMPLOYER	
From (MM/YY) To (MM/YY)	Name of Employer:
Post Held:	Salary/Grade:
Responsibilities:	
Reason for Leaving:	

PREVIOUS EMPLOYER	
From (MM/YY) To (MM/YY)	Name of Employer:
Post Held:	Salary/Grade:
Responsibilities:	
Reason for Leaving:	

Please continue on a separate sheet if necessary

If there are any gaps in your education or employment, please explain them here, specifying the dates/period covered. Unexplained gaps in your employment or education history may lead to your application being rejected.

Date	Reason

Qualifications

Please give details of your academic and/or vocational qualifications relevant to the post applied for. If offered a post, you will be asked for original evidence of your qualifications on appointment, and the School reserves the right to approach education providers to verify qualifications stated.

Date	Level	Qualification	Grade	Where obtained

Please continue on a separate sheet if necessary

Training

Include any short courses that you have undertaken in the past 5 years.

Date	Level	Qualifications

Please continue on a separate sheet if necessary

Access to work

If you are a disabled applicant, you may be entitled to aids and adaptations to assist you in the working environment. Access to work is available to help overcome the problems resulting from disability. Practical advice and help is offered in a flexible way that can be tailored to suit the needs of an individual in a particular job. If you require information on this service, please contact your local Jobcentre Plus.

Are you related to any member of the Education & Leadership Trust, Governor or Director/Trustees? Yes No

If 'yes', please give name(s) and relationship:

NB the canvassing of any Members or Officers/Employees of the Trust in connection with this appointment will disqualify your application for this post.

Information in support of your application

Please provide any additional information that will enable the recruitment panel to decide whether you could be a successful member of our organisation in this role. They will be looking not only at the competencies and expectations of the role, but also to what extent you would be the right fit for our organisation and its values and the team you would be joining.

Data Protection

I consent to the information contained in this form, and any information received by or on behalf of Education and Leadership Trust relating to my application, being processed by them in administering the recruitment process and fulfilling their safeguarding obligation towards students. 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.

Yes

No

Disclosure and Barring/Rehabilitation of Offenders Act

Education and Leadership Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have had any criminal convictions and a referral to the Police may be made.

The information will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups. We ask for this information in order to facilitate an honest and open dialogue with prospective employees and we encourage all prospective employees to provide contextual information regarding any convictions disclosed. Having a criminal record will not automatically bar you from employment with us.

A separate disclosure form will be sent to you if you are shortlisted for an interview. Please refer to <https://www.nacro.org.uk/criminal-record-support-service/> for independent advice and guidance.

I declare that the information given is complete and accurate.

Signed:

Date:

(Typing your name on the signature line will be regarded as signing this form)

Print Name:

This page has been left blank intentionally. Please continue to the Equal Opportunities Form below.

EQUAL OPPORTUNITIES MONITORING FORM

The information on this form will be treated in the strictest confidence and the results will be used to produce overall statistics about recruitment and selection. This form will be detached from your application before shortlisting.

GENDER

What is your gender?

Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non Binary <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
---------------------------------	-------------------------------	-------------------------------------	--

Does your gender identity match your sex as registered at birth?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Non Binary <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
------------------------------	-----------------------------	-------------------------------------	--

AGE

What is your age?

Under 16 <input type="checkbox"/>	16 – 25 years <input type="checkbox"/>	26 – 39 years <input type="checkbox"/>	40 – 64 years <input type="checkbox"/>
65 – 74 years <input type="checkbox"/>	75 + years <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

DISABILITY

The Education and Leadership Trust adopts the Social Model of Disability. Do you consider yourself to have a disability or health condition which is covered by the Equality Act?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
------------------------------	-----------------------------	--

ETHNIC ORIGIN

How would you describe your ethnic origin? (Select all that apply)

White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	White, any other White Background <input type="checkbox"/>	Asian or Asian British, Bangladeshi <input type="checkbox"/>	Asian or Asian British, Indian <input type="checkbox"/>
Asian or Asian British, other <input type="checkbox"/>	Asian or Asian British, Pakistani <input type="checkbox"/>	Black or Black British, African <input type="checkbox"/>	Black or Black British, Caribbean <input type="checkbox"/>	Black or Black British, other <input type="checkbox"/>
Chinese <input type="checkbox"/>	Mixed, any other mixed background <input type="checkbox"/>	Mixed White and Asian <input type="checkbox"/>	Mixed White and Black African <input type="checkbox"/>	Mixed White and Black Caribbean <input type="checkbox"/>
Any other ethnic background <input type="checkbox"/>	Traveller of Irish Heritage <input type="checkbox"/>	Roma <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Other (specified below) <input type="checkbox"/>

Other Ethnic Origin: _____

Role applied for: _____

School:

The East Manchester Academy

Date: _____

Recruitment Privacy Notice

Policy Statement

We are the Education and Leadership Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you with the shortlisting panel and HR staff during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address), national insurance number;
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), teacher number (if applicable), membership of professional bodies and interests;
- your gender, ethnic origin and disability;
- details of your referees;
- whether you are related to any member of our Trust’s staff, governors or directors/trustees; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*

- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect will be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Data Retention Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it will be securely deleted/destroyed.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal or HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Jenny Kennedy – Trust HR Director

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Jenny Kennedy – Trust HR Director. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

How to complain

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.

If you have any concerns about our use of your personal information, you can make a complaint to us via the DPO: Mr Tom Powell, Head of Audit and Risk Management, Manchester City Council or email schools.dpo@manchester.gov.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113