

# Champion Education Trust

## Application Form

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### DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice at the following link; <http://www.championtrust.co.uk/other/privacy-notice>

### VACANCY INFORMATION

Application for the post of:

What date are you available to begin a new post?

Where did you first hear about this job?

### DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

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

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

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

It is an offence to seek employment in regulated activity if you are on a barred list.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

As part of the Trust process and in line with Keeping Children Safe in Education we will complete an online

recruitment search on you should you be shortlisted for the role. If necessary, this will be discussed at interview with you.

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

**Do you have a current DBS certificate or are you part of the update service?:** Yes No

Date of check:

If you've lived or worked outside of the UK in the last 5 years we 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

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

## TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you have lived and/or worked outside of the UK, the [school/trust] must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We will base the decision on whether this is necessary on individual circumstances, and factors such as:

- the amount of information you disclose in the DBS check
- the length of time you've spent in or out of the UK

Right to work in the UK

The 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.

## SIGN AND DATE

Name (please print):

Sign:

Date:

## 1. Instructions

Please complete all sections of this form using black type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

Please return your completed application form to Jessica Byrne, Vice Chair of Champion Education Trust at [KNaylor@championtrust.co.uk](mailto:KNaylor@championtrust.co.uk)

## 2. Personal details

PERSONAL DETAILS	
<b>First name</b>	
<b>Surname</b>	
<b>Preferred title</b>	
<b>Previous surnames</b>	
<b>If you prefer to be called by a name other than the one listed above, please specify</b>	

CONTACT DETAILS	
<b>Address</b>	
<b>Postcode</b>	
<b>Home phone</b>	
<b>Mobile phone</b>	
<b>Email address</b>	

## DISABILITY AND ACCESSIBILITY

The Trust has 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:

## RELATIONSHIP TO THE [SCHOOL/TRUST]

Please list any personal relationships that exist between you and any of the following members of the school or Trust community:

- Trustees
- Local governors
- Staff
- Pupils

If you have a relationship with any of the above, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at School or Trust



## PREVIOUS EMPLOYMENT

Please provide details of all previous employment. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

## 4. Education and training

### EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

You'll be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades)

## TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

## TEACHER STATUS

Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

## DRIVING LICENCE DETAILS

Do you have a valid driving licence?

## 5. Letter of application

Please attach an accompanying letter explaining why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your surname and the title of the post you're applying for as the file name for the attachment.

A maximum of 4 sides of A4 will be accepted. Please use font Calibri 11

## 6. References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If your references are school based, the referee **must** be the Headteacher, CEO or Chair of the Trust. If you've not previously been employed, please provide details of another suitable referee.

The Trust reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box:

## 7. Equalities monitoring

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're 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.



## EQUALITIES MONITORING INFORMATION

<b>What is your date of birth?</b>	<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

**What is your sex?**

Male

Female

**What gender are you?**

Male

Female

Other

Prefer not to say

**Do you identify as the gender you were assigned at birth?**

Yes

No

Prefer not to say

### How would you describe your ethnic origin?

**White**

British

Irish

Gypsy or Irish Traveller

Any other White background

**Asian or British Asian**

Bangladeshi

Indian

Pakistani

Chinese

**Black or Black British**

African

Caribbean

Any other Black background

**Mixed**

White and Asian

White and Black African

White and Black Caribbean

Any other mixed background

**Other Ethnic groups**

Arab

Any other ethnic group

Prefer not to say

### What is your religion or belief?

Agnostic

Atheist

Buddhist

Christian

Hindu

Jain

Jewish

Muslim

No religion

Other

Pagan

Sikh

Prefer not to say

### Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes

No

Prefer not to say

**If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.**

- Physical impairment
- Sensory impairment
- Learning disability/difficulty
- Long-standing illness
- Mental health condition
- Developmental condition
- Other

