

FUTURE EDUCATION JOB APPLICATION FORM

Application for the post of	
Date of application	
Name of applicant	
Home Telephone Number	
Mobile Number	
How did you hear about this vacancy?	

Employment History

Present or most recent employment

Job Title			
Current Salary:			
Employer's name and address			
Period of Employment		To Present	
Reason for Leaving			
Notice Required			
Brief description of responsibilities and duties:			

Previous employment (most recent first)

From	To	Name & Address of Employer	Job Title & Brief Description of Duties	Reason for Leaving
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Educational history (starting with secondary education)

Name of Institution/School & Brief Address From: To:	Qualifications with date & grade achieved (proof will be required)

Details in support of Application

Please note that submission of a CV in respect of supporting details is not considered to be appropriate.

Please continue on a separate sheet where necessary

Details in support of Application

Relevant training/professional development

Please give details of any paid or unpaid work you wish to continue if appointed to this post – including other Governorships, trusteeships etc.

Please give details of any course of study/training currently being undertaken, study tours, publication, or research.

Details of membership of professional bodies, including level and whether subject to examination or qualification.

DFE Ref.No. and date of qualification (if applicable)

Do you hold a current driving licence

Y/N

References

One referee should be your present employer or your personal tutor if you are a full-time student. If you are already employed in education please state the Head of Institution as the referee.

Referee 1	Title & Name			
	Position			
	Relationship			
	Address			
	Telephone		Email	
	May we obtain a reference in advance?			
Referee 2	Title & name			
	Position			
	Relationship			
	Address			
	Telephone		Email	
	May we obtain a reference in advance?			

Entitlement to work in UK

Do you require a work permit to work in the UK? Yes/No (delete as applicable)

Equal opportunities

Future Education is committed to ensuring that staff are appointed on the basis of merit, regardless of ethnic origin, sex or disability, sexual orientation, race, colour, nationality (within current legislation), marital status, caring or parental responsibilities, ages, or personal beliefs on matters such as religion and politics.

We would consider any reasonable adjustment which may assist a candidate.

The School welcomes applications from people with disabilities and guarantees an interview to those who meet the minimum Essential selection criteria. In the event of any employee becoming disabled, every effort will be made to ensure that he or she continues in employment with the School. The training, career development and promotion of people with disabilities should, as far as possible, be identical to that of any other employee.

Personal Details			
Surname:		Forename(s):	
Preferred title:		Preferred Forename: (for name badge)	
Date of birth:		National Insurance Number:	
Address:			
Home telephone number:			
Business telephone number:			
Mobile telephone number:			
E-mail address:			

Please state any relationship to any employee or member of the Charity Future Projects or the school at Future Education.

Health	
Please indicate whether you have been medically retired *If yes please attach details with your application	
Disability Do you consider yourself to have a disability? (See page 9) If YES, please indicate the nature of your disability. Please state what personal facilities you are likely to need if appointed to the post.	

Future Education collects and keeps information from job/voluntary applications for six months after the post has been filled.

If you do not want us to do this, please indicate by ticking the box.

I do not wish for you to retain my details on file if I am unsuccessful in my application

NOTE: Information disclosed on this form will be used for monitoring purposes only and treated with the strictest confidence. Information will be held on computer files in a secure manner in accordance with data protection legislation and our own security safeguards.

Disclosure of Criminal Convictions / Cautions

Because Future Education offers education to people under the age of 18 all positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are therefore not entitled to withhold information about any convictions/cautions, etc. including those which for other purposes are 'spent' under the provision of the Act. Once employed, failure to disclose such information could result in dismissal or disciplinary action being taken by School Management.

Disclosure of a conviction or caution will not necessarily prevent a candidate being appointed. However, management have to carefully consider whether the offence is one that would make the candidate unsuitable to work in an organisation which enables access to children or young persons.

A conviction includes:

- A sentence of imprisonment, youth custody, or borstal training.
- An absolute discharge, probation order, conditional discharge, bind-over order, fit person order, supervision order or care order arising from a criminal conviction.
- Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces.
- Detention by direction of the Home Secretary.
- Detention centre, remand home, approved school or attendance order.
- A suspended sentence.
- A fine or any other sentence not mentioned above.

A caution includes:

- Reprimand
- Final warning
- Any other non-conviction information

Police Checks

All employees/volunteers are required to undertake a full DBS disclosure check prior to commencing employment. The successful applicant will be required to complete a disclosure form for the School to undertake a criminal records check to confirm the existence and/or nature of any record of criminal convictions or other relevant information.

Asylum & Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996, which came into force on 27th January 1997, employers are criminally liable for employing a person not authorised to work in this country unless they can prove that they have checked that person's status prior to starting work through sight of one of the following documents:

- A passport describing the holder as a British Citizen or as having the right of abode in, or an entitlement to re-admission to, the UK.
- A certificate of registration or naturalisation as a British Citizen.
- A passport or national identity card issued by a state that is a party to the European Economic Area agreement, which describes the holder as a national of that state.
- A letter issued by the Home Office indicating the person named in it is a British Citizen or has permission to take employment.
- A work permit or other approval to take employment from the Department for Education and Employment, or, in Northern Ireland, the Training and Employment Agency.

This action is taken in compliance with the requirements of the law and is in no way intended to be discriminatory or to prevent those who require a work permit from securing employment. If you do require a work permit please give details in your supporting statement.

If you have any further queries regarding the above please do not hesitate to contact the School.

Disclosure of Criminal Convictions

Under the provision of the Rehabilitation of Offenders Act 1974 (exemption) order 1975 all applicants to the School are required to disclose any criminal convictions/cautions including those which for all other purposes are 'spent' (see Monitoring Form.)

Do you have any criminal convictions or cautions, 'spent' or otherwise?

*If yes please attach details with your application.

You may enclose this information in a sealed envelope which will only be opened if you are successful in your application. Any offer of employment would be subject to satisfactory criminal records disclosure checks.

Declaration

I have read the notes for applicants and have typed my supporting details in the appropriate place.

By completing this application and typing my full name, and today's date I certify that to the best of my belief, the information I have entered is true, and I understand that any false information or failure to disclose criminal convictions may, in the event of employment/engagement, result in dismissal or other action as appropriate. I hereby give explicit consent to process the information submitted in this application under the terms of the General Data Protection Regulations.

Email applications: If you are sending your application form by email, tick this box as a substitute to your signature) to confirm that you agree to the above declaration. Please note that when you submit this form by email this information that is sent to us will not be encrypted.

Candidates returning job applications by email will be asked to sign this page if invited for interview.

Post Applied for:

Signature:

Name:

(Please print)

Date:

(I have read and accept the above declaration)

Recruitment Monitoring Form

To ensure that we are treating applicants and our staff fairly, we encourage people to tell us their age, gender, marital status, ethnic origin, faith and beliefs and sexual orientation. We do this so that we can monitor who is attracted to working at the School and whether there are any groups in the community who we need to try harder to attract. This information is collected and held confidentially by the Headteacher and is not made available to those involved in the short-listing or selection process. We appreciate that there may be some information which you do not wish to provide and we completely understand this. However, we would encourage you to do so where you feel that you can, as this helps us to understand how we can best meet your personal needs and to improve our practices generally.

Please tick the relevant boxes and fill in the information as appropriate.

1. Title:

2. Full Name:

3. Position Applied For:

4. Date of Birth:

5. Gender: Male Female

6. Marital Status: Single Married/Civil Partnership Divorced Separated Widowed

7. **Ethnic Origin:**

<p><u>A. White</u></p> <p><input type="checkbox"/> and Black Caribbean</p> <p><input type="checkbox"/> and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> other Mixed background</p>	<p><u>B. Black or Black British</u></p> <p><input type="checkbox"/> British White</p> <p><input type="checkbox"/> Irish White</p> <p>Any other White background</p> <p><input type="checkbox"/> Any</p>
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<p><u>British</u></p> <p>Indian</p> <p>Pakistani</p> <p>Bangladeshi</p> <p>other Asian or Asian British background</p>	<p><u>C. Black or Black British</u></p> <p>Caribbean</p> <p>African</p> <p><input type="checkbox"/> Any other Black or British background</p> <p><input type="checkbox"/> Any</p>	<p><u>D. Asian or Asian</u></p>
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E. Chinese or other Ethnic Group

Chinese

Other Ethnic Group

8.

Country of Birth:

9.

Faith and Beliefs

Atheist/None

Baha'i

Buddhist

Christianity

Hinduism

Islam

Jainism

Jehovah's Witness

Judaism

Pagan

Prefer not to say

Rastafarian

Other (please specify)

Sikhism

If you have ticked the 'other' box, please state your religion or belief below:

10.

Sexual Orientation:

Heterosexual/Straight

Bisexual

Homosexual/Gay/Lesbian

Prefer not to say

Note: Information disclosed on this page (unless otherwise stated) will be used for monitoring purposes only and treated with strictest confidence. Information will be held on computer files in a secure manner in accordance with data protection legislation and our own security safeguards.

Guaranteed Interview Scheme

Do you consider yourself to have a disability? (delete as applicable)

We are an Equal Opportunities employer and we welcome applications from disabled people.

Future Education is committed to the employment and career development of disabled people. We guarantee an interview to anyone with a disability whose application meets the essential criteria for the post.

To be eligible for the guaranteed interview scheme you must have a disability or long-term health condition. The disability could be physical, sensory or mental and must be expected to last for at least twelve months.

You do not have to be registered as a disabled person to apply under this scheme.

To apply simply complete the declaration below and return it with your application form.

Please complete the details below if you will need any assistance at the interview.

Assistant with Interview

Please tick:

Induction loop	
Sign language interpreter (please specify)	
Keyboard for written tests	
Support to help you at interview (e.g. speech facilitator)	
Car parking space (disabled spaces available)	
Assistance in and out of vehicle	
Wheelchair access	
Accessible toilet facilities	
Other assistance (please specify)	

Declaration

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme

Signature:

Name:

(Please print)

Date:

Fully completed application forms should be returned to d.edwards@futureprojects.org.uk or by post to, Future Education, 168b Motum Road, Norwich, Norfolk, NR5 8EG.

General Data Protection Regulations 2018 – Recruitment & Selection

Privacy Statement

Here at Future Education we take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer by writing to Future Education, 168b Motum Road, Norwich, NR5 8EG, 01603 250505.

Personal Data We Collect

We collect the following personal data relating to your employment application:

Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)

Employment history

Qualifications and memberships/professional registrations

Equality of Opportunity (Ethnicity, Disability Details, health information) under Special Categories

How We Use Personal Data

Your personal data will be used to process your employment application.

How Long We Will Hold Personal Data

Successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment. Full details are available in the staff handbook.

Unsuccessful candidate's data will be held of a period of 6 months where upon it will be confidentially destroyed.

Reasons We Share Personal Data

We may share your personal data with our Human Resources (HR) consultant to aid our selection process.

We will not normally share personal data with anyone else, but may do so where:

- There is an issue that puts the safety of our staff at risk
- We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- In connection with legal proceedings
- Where the disclosure is required to satisfy our legal obligations

How We Protect Your Personal Data

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

How to Access & Control Your Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. This includes:

- Confirmation that their personal data is being processed

- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter or email to the DPO. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO

- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

<p>Consent</p> <p>Signed: _____ Date: _____</p> <p>Please include a copy of this form along with your application and mark as Confidential.</p>
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