**Stone Soup Academy**

**Application Form**

**It is important that you read the Application Pack information and the Application Form Guidance below before completing this application form.**

**It is helpful if applications are submitted by email but we also accept applications completed in type or black ink and sent by post to:**

**Stone Soup Academy, 14 High Pavement, Nottingham NG1 1HN**

**A curriculum vitae (CV) is not an acceptable form of application.**

**Please ensure to submit your letter of application along with your application form.**

**Applications received after the closing date will not normally be considered.**

**Any information supplied on this form will be treated in confidence. Please see the attached Privacy Notice in compliance with GDPR regulations.**

**Prior to the interview we will conduct an online search as per KCSIE September 2023 / safer recruitment policy. If we find anything that raises concern please be aware this will be discussed at your interview with the Principal. If shortlisted after the interview you will be asked prior to employment to complete a criminal records self-declaration form.**

**By submitting this application form you are agreeing to social media checks being conducted, which will form part of our shortlisting process.**

| **Title** |  | **First Name** |  |
| --- | --- | --- | --- |
| **Surname** |  |
| **Address** | | **Postcode:** | |
| **Telephone (office hours)** | | |  |
| **Mobile (if different from above)** | | |  |
| **Email** | | |  |
| **National Insurance Number** | | |  |

| **Are you applying for a job share?** | Yes / **No** |
| --- | --- |
| **Do you have a job share partner?** | Yes / **No** |
| **Do you hold Qualified Teacher Status?** | Yes / **No** |
| **If yes, please give the date of the award:**  **QTS Certificate number (if applicable):** | |
| **GTC Teacher Reference Number**  **(DFES number e.g. 12/34567)** |  |
| **Are you registered with the GTC?** |  |
| **Do you hold a full, clean, current driving licence that enables you to drive in the UK?** | **Yes** / No |
| **If yes, please state the type of licence** |  |

The post details will state whether a driving licence is required for the post. If successful, you will be required to provide evidence of the evidence prior to your appointment.

| **Dates not available for interview:**  n/a  (If these dates clash with the interview we will try to rearrange but cannot guarantee to do this.) |
| --- |

**Current or most recent employment / voluntary work**

| **Employer** |  | | |
| --- | --- | --- | --- |
| **Job Title** |  | | |
| **Address** | **Postcode:** | | |
| **Current / Last Salary** |  | **Grade** |  |
| **Benefits** |  | | |
| **Date Commenced** |  | **Date of Leaving** |  |
| **Reason for leaving** |  | | |
| **Period of notice** |  | | |
| **Brief description of main duties / responsibilities** | | | |
|  | | | |

**Previous Employment / Work Experience Record**

Please provide full details of your previous paid and unpaid employment in date order since leaving full-time education. If you require additional space, please attach an additional sheet.

Any breaks in employment must be detailed.

| **Name of employer and type of business** | **Position held, duties and responsibilities** | **Reason for leaving** | **Dates (start – end)** |
| --- | --- | --- | --- |
|  |  |  |  |

**Education Qualifications and Training obtained from schools / colleges / universities**

Please note that we will need to see original certificates for any qualifications achieved if you are appointed.

| **Name of school, college, university etc.** | **Name of course** | **Qualifications and grades obtained** | **Dates (start – end)** |
| --- | --- | --- | --- |
|  |  |  |  |

**Other relevant qualifications or records of achievement**

Please provide details of any other relevant qualifications or records of achievement (e.g. courses attended), including membership of professional bodies.

| **Professional qualifications and memberships of professional bodies** | **Qualifications and / or grades obtained** | **Level of achievement** | **Dates (start – end)** |
| --- | --- | --- | --- |
|  |  |  |  |

**References**

Please give the names and addresses of two people who are willing to provide references relating to your work experience and suitability for the post you have applied for. One must be your present or most recent manager. Please note that we reserve the right to approach any of your previous employers for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children. References may be sought for all short-listed candidates before the interview.

| **Reference 1** | | | |
| --- | --- | --- | --- |
| **Has this person given consent for their details to be provided?** | | | **Yes** / No |
| **Name** | |  | |
| **Job Title** | |  | |
| **Work Relationship** | |  | |
| **Organisation** | |  | |
| **Address** |  | | |
| **Telephone** | |  | |
| **Email** | |  | |
| **May we approach them at this stage?** | | **Yes** / No | |

| **Reference 2** | | | |
| --- | --- | --- | --- |
| **Has this person given consent for their details to be provided?** | | | **Yes** / No |
| **Name** | |  | |
| **Job Title** | |  | |
| **Work Relationship** | |  | |
| **Organisation** | |  | |
| **Address** |  | | |
| **Telephone** | |  | |
| **Email** | |  | |
| **May we approach them at this stage?** | | **Yes** / No | |

**Guidance on how to fill in this application form**

| **Checklist** |
| --- |
| **Complete all sections of the form.**  If necessary, complete a draft of the form to avoid any mistakes. |
| **Personal Details**  Please complete all sections accurately.  If applying for a job-share, please tick the appropriate box. You can apply with or without a job-share partner. |
| **Employment History**  You must give your full employment history, paid or unpaid. Please explain any gaps in employment. |
| **Education Qualifications and Training**  Please list these and record any membership of professional bodies. If you are appointed, we will need to see your original qualification certificates. |
| **Personal statement and response to job specification**  In addition to this application form you are required to respond to the job and person specifications requirements for this role with evidence, where possible, of your experience. You are not at this stage expected to respond to all points, as many can only be established at interview. It would be helpful if you can identify which point or groups of points you are addressing in your response.  Your response to this should be no longer than 2 A4 sheets in 11 font. It is acceptable in portrait or landscape format.  You are also invited to provide up to a single A4 page Personal Statement summarising the key challenges you see in the post and what specific skills and attributes you bring. |
| **References**  It is our policy to approach current employers, whether or not you name them as a referee. We also approach additional previous employers where necessary. If it is your wish that we do not contact your referees before interview, please indicate this on the form. References will not be accepted from relatives or people writing solely in the capacity of friends. |
| **Prevention of illegal working**  Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence for an employer to employ a person who is subject to immigration control (i.e. a person who requires leave to enter / remain in the UK) unless he or she is entitled to be employed in the UK. We are obliged to ask all successful applicants to provide evidence that they are entitled to work in the UK. Before we can confirm the offer of employment, you must provide relevant proof of eligibility to work in the UK. |
| **Rehabilitation of Offenders Act 1974**  The Rehabilitation of Offenders Act 1974 was passed by the Government, to ensure that anyone convicted of a criminal offence were not permanently disadvantaged in the job market. In essence, people are to be given another chance. You do not have to advise us of ‘spent’ convictions (except see below) but if you have a criminal conviction that is not ‘spent’ (www.lawontheweb.co.uk) you must advise us of this.  Some jobs, mostly those involving working with children (all school based posts) and vulnerable adults, are exempted from the Act and so any criminal conviction is never considered to be ‘spent’ and you must advise us of any conviction you had in the past. If you tell us that you have a criminal conviction and we offer you an interview, you must take with you to the interview details of the conviction(s) or offence(s) in a sealed envelope marked ‘private and confidential’ with your name and the title of the job for which you are applying. The envelope will only be opened and considered if we agree to appoint you for the post. If you are not selected, the envelope will be securely destroyed. Failure to disclose any conviction(s) for an exempt post, whether spent or not, may lead to the withdrawal of the offer of employment. The job description will state whether the post you are applying for is exempt from the Rehabilitation of Offenders Act. If you declare that you have a criminal record this will be assessed in relation to the tasks you will be required to perform and the circumstances in which the work is to be carried out. |
| **Disclosure & Barring Service (DBS Checks)**  We use the DBS Service to assess the suitability of applicants for positions of trust and fully comply with the DBS’s Code of Practice. We undertake to treat all applicants fairly and not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of convictions or other information revealed. A criminal record will not necessarily be a bar to your appointment. An Enhanced DBS Check, with additional list checks, is required for all posts.  Full details of the DBS can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or by telephoning 0870 9090811. We comply with the requirement of the DBS in relation to secure storage and handling of data. |



**Workforce Privacy Notice**

This privacy notice has been written to inform prospective, current, and former employees, including supply and agency staff, of Stone Soup Academy about how and why we process your personal data, including during the recruitment process.

**Who are we?**

Stone Soup Academy is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The Academy's Data Protection Officer (DPO) is Susan Murphy. The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Susan Murphy.

**Susan Murphy**

[**smurphy@stonesoupacademy.org.uk**](mailto:smurphy@stonesoupacademy.og.uk)

The personal data we collect about you includes:

* Personal identifiers, including your name, contact details, date of birth, employee or teacher number and national insurance number.
* Information about your right to work in the UK, including ID documents.
* Education and qualifications, including copies of certificates.
* Professional memberships and your qualified teacher status, where relevant.
* Your employment history, including employment references.
* Information about your workplace attendance and reasons for any absences.
* Information about professional development and performance, including reviews and any disciplinary information.
* Relevant criminal history data, including your DBS check.
* Information publicly available through online searches on shortlisted job candidates to identify any incidents or issues, related to suitability to work with children, that may need to be raised or clarified at interview.
* Emergency contact information.
* Financial and payroll data, including bank account information, tax, national insurance and pension contributions.
* Information contained in your contract, including your job role and responsibilities, start date, employment location and contracted hours etc.
* • Photographs or video images of you, including CCTV footage.
* Medical information which is relevant to your employment, including any disability you disclose.
* Records of communications and interactions we have with you, including telephone call recordings.
* Equality monitoring information, such as your ethnicity, religious beliefs and gender.
* Medical information relevant to pandemic management, such as your vaccination status and positive test results.
* Information in relation to your use of the Academy’s network and IT systems i.e. smoothwall.

Please note that only limited details are held by the Academy in relation to supply and agency staff. In this case, the agency or similar company will be the data controller for the majority of your personal data. We therefore recommend reviewing their privacy information in addition to ours.

**Why do we collect your personal information?**

We process your information for the purposes outlined below:

* To ensure your right to work and suitability for the role.
* To meet our safeguarding obligation to students and the Academy workforce.
* To pay your salary and carry out related payroll functions.
* To monitor and manage staff absence.
* To meet our health and safety obligations.
* To monitor and manage professional development, training and performance.
* To make any reasonable adjustments you may need in relation to a health condition or disability.
* To promote the Academy, including in newsletters, on the Academy website and social media platforms.
* To monitor and inform our policies on equality and diversity.
* During a pandemic, to prevent the spread of infection and maintain adequate and safe staffing levels.

**What is our lawful basis for processing your information?**

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. For workforce data processing, we normally rely on the following lawful bases:

• Article 6(1)(b) - contractual obligation

• Article 6(1)(c) - legal obligation

• Article 6(1)(e) - public task

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

For the processing of personal data relating to criminal convictions and offenses, processing meets Schedule 1, Part 2 of the Data Protection Act 2018 as below:

• (10) Preventing or detecting unlawful acts

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

• Article 9(2)(b) - employment and social security and social protection law

• Article 9(2)(g) - reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

• Condition 6 - statutory and government purposes

• Condition 10 - preventing or detecting unlawful acts

• Condition 18 - safeguarding of children and vulnerable people

**Who do we obtain your information from?**

We normally receive this information directly from you, for example via documents and other records and information supplied by you in the course of your job application or employment period. However, we may also receive some information from the following third parties:

* Official bodies, such as the Teaching Regulation Agency and Disclosure and Barring Service.
* Your previous employers.
* Your nominated referees.
* Relevant recruitment or supply agencies.

**Who do we share your personal data with?**

We may share your information with the following organisations**:**

* Department for Education (DfE).
* Disclosure and Barring Service (DBS)
* HM Revenue and Customs (HMRC).
* Department for Work and Pensions (DWP), if applicable.
* Your pension provider.
* Staff benefits provider, in relation to any salary sacrifice agreements.
* Your Trade Union, if applicable.
* Our suppliers and advisors, including insurers, lawyers, consultants, and accountant or payroll provider.
* Our IT application providers.
* Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact us for a reference.
* Relevant recruitment or supply agencies.

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention.

**How long do we keep your personal data for?**

The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfill its purpose.

We may also retain some information for historical and archiving purposes.

**International transfers of data**

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

**What rights do you have over your data?**

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

* to be informed about how we process your personal data. This notice fulfills this obligation.
* to request a copy of the personal data we hold about you.
* to request that your personal data is amended if inaccurate or incomplete.
* to request that your personal data is erased where there is no compelling reason for its continued processing.
* to request that the processing of your personal data is restricted.
* to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner’s Office, which is the UK’s data protection regulator. Their contact details are below:

Phone: 0303 123 1113 or via their live chat. Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on Contact us | ICO.

**Changes to this notice**

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed 1/09/2023.