

## APPLICATION FORM

### DATA PROTECTION

In accordance with the Data Protection Act 2018, the information you provide on this form will be used only in connection with your application for employment and will not be released to anyone who does not require it for this purpose. If you are not appointed, it will be destroyed after a period of 12 months. The Monitoring for Equality form will be treated separately from the application form and will be available to Human Resources staff only for monitoring purposes.

### VACANCY DETAILS

VACANCY APPLIED FOR:

Where did you first hear of this post (name of publication/website/other):

### YOUR PERSONAL DETAILS

Title: Mr  Mrs  Miss  Ms  Other  If other please state .....

Last Name:

First Name:

Preferred Name:

National Insurance Number:

### YOUR CONTACT INFORMATION

Full contact address:

Home 

Mobile 

Email 

Please indicate your preferred method of contact:

**YOUR EDUCATION & QUALIFICATIONS**

Please enter details of your qualifications below, including qualification level and grade (use a continuation sheet if necessary).

Place of Learning	Subject	Qualification Level	Date Qualification Obtained (MM/YYYY)

**PROFESSIONAL MEMBERSHIPS**

Please provide details of professional memberships that are relevant to the position applied for and state your membership number and level of membership

Professional Body	Level of Membership	Membership Start Date

**PRESENT EMPLOYMENT**

<b>Employer</b>			
<b>Address, or Name of Establishment</b>		<b>No. on Roll (if applicable)</b>	
<b>Job Title</b>			
<b>If Part-time, please give details</b>		<b>Date appointed (MM/YYYY)</b>	
<b>Duties</b>  (For teaching staff - include subjects, age groups taught and other responsibilities)			
<b>Notice required and/or date available if appointed</b>			
<b>Salary</b>		<b>State salary scale, point &amp; allowances, as applicable</b>	



**YOUR KNOWLEDGE, SKILLS AND EXPERIENCE**

Please focus the reasons for your application on the essential criteria within the Person Specification outlined in the Job Profile. Indicate how your knowledge, skills, experience and personal attributes, either at work or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile. You may also wish to draw attention to any other qualities you feel are relevant to this vacancy. Please use continuation sheets as necessary.

Please provide details of relevant **KNOWLEDGE**

Please provide details of relevant **SKILLS**

Please provide details of relevant **EXPERIENCE**

Please provide details of **PERSONAL ATTRIBUTES**

**In brief, please outline below why you are interested in this post.**

## YOUR REFERENCES

We require two references; please give the names and addresses of two people, not relatives, **one of whom should be your present employer** (or most recent employer if you are not working). If you are in (or just leaving) full time education please give details of your tutor/head teacher as appropriate. In other circumstances please give details of someone who knows you well enough to comment on your suitability for the job. Please supply an email address for us to contact your referees. Both references cannot be from the same organisation.

References will be sought on shortlisted candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns, if appropriate to the post.

<b>(1) Permission to contact before interview?</b> <b>YES/NO</b> <b>(Please delete as necessary)</b>	<b>(2) Permission to contact before interview?</b> <b>YES/NO</b> <b>(Please delete as necessary)</b>
Name:  Address:  Referee Contact Tel. No.  Email address:  Referee Job Title:  Relationship:	Name:  Address:  Referee Contact Tel. No.  Email address:  Referee Job Title:  Relationship:

## YOUR SUPPORTING DOCUMENTS

If you wish, you can attach documents, such as your CV, to support the information given in this form.

## GENERAL AVAILABILITY

The date of the interview should be indicated on the advertisement. In relation to this, please advise if you are interested in the post but unavailable to attend interview. In such cases if an appointment is not made following the selection procedure, we may agree to arrange an alternative date. Please advise of any times/dates that you are not available:

Date: From:                      To:                      Times:  
Date From:                      To:                      Times

## DECLARATION

I declare that to the best of my knowledge the information given on this form is accurate. I give my consent to the University making such reasonable enquiries as it thinks fit in respect of the information and details given in this form.

Signed:                       Date:

**REHABILITATION OF OFFENDERS****Professional Services Staff:**

You may not withhold information about criminal convictions, cautions, reprimands or warnings **for which you are not regarded as rehabilitated** under the Rehabilitation of Offenders Act 1974 and are therefore required to answer the question below.

**Teaching Staff:**

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, applicants for teaching posts are among those who are not entitled to withhold information about **any previous criminal convictions, cautions, reprimands or warnings**. You are therefore required to answer the question below.

Have you ever been convicted of a criminal offence? **YES/NO** (please delete as applicable)

If your answer is 'yes', please send particulars by post in a letter marked 'Personal - for the HR Manager', or email the information directly and confidentially to P.Matthews@chi.ac.uk

**FURTHER INFORMATION – 1 (IF APPLICABLE)**

Teacher Reference No.			
Qualified Teacher Status	Yes / No	Date	
Statutory induction year completed? (if qualified after 7 May 1999)	Yes / No		

**FURTHER INFORMATION – 2 (IF APPLICABLE)**

Living Overseas			
Please advise if you have lived or worked outside the UK	Yes / No	Date	
If Yes, Please provide details			

## PRIVACY NOTICE

The Trust collects information about you in order to provide you with recruitment and employment services. We will use this information for the recruitment and selection process and, if successful, to activate employment with the Trust.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the Trust to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for 6 months following the interview date if you are not successful, and for the duration of your employment plus 6 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the Trust's website for further details on their privacy notice and data protection policy.

You can contact the Trust's Data Protection Officer if you have a concern about the way the Trust collects or uses your data.

Doc Ref:	HR-APF-18	Date created:	Nov. 2014	Date modified:	Sept 2023	Version	1.4
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