

## 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 will find more information on how we use your personal data in our privacy notice for job applicants which can be found on the BSM website recruitment page.

## 1. Personal Details

**Please be advised, that the information provided in section 1 and 2, will be detached from the application form prior to short listing.**

**APPLICATIONS WILL ONLY BE ACCEPTED IF THEY ARE COMPLETED IN FULL.**

Surname				Forename(s)		
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other	Date of Birth
Address					Is this a job share application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Contact Details (please tick preferred contact detail)					
					Home <input type="checkbox"/>	
					Work <input type="checkbox"/>	
					Mobile <input type="checkbox"/>	
					E-mail <input type="checkbox"/>	
				NI Number		

<p>Are you eligible to work within the UK?</p> <p>The Brunel SEN MAT will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.</p> <p>By signing this application, you agree to provide such evidence where requested.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Are you required to have a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<p>Have you lived or worked outside of the UK?</p> <p>If you have lived or worked outside of the UK, the Brunel SEN MAT 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.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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## Disclosure and Barring and Recruitment Checks

The Brunel SEN MAT 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 is 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.

If you have lived or worked outside of the UK, BSM 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.

BSM 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 have spent outside the UK

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

We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on the DBS will be considered on a case-by-case basis.

## Driving Licence Details:

Do you have a valid driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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## Canvassing

In order to ensure fairness and openness of our selection process please state whether you are related to, or in a close personal relationship with a governor or employee of Brunel SEN MAT, Brunel Education or Uplands Enterprise Trust?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If YES, please give details:	Name:	
	Position:	
	Relationship with yourself:	

Please note that canvassing of governors or employees of Brunel SEN MAT, Brunel Education or Uplands Enterprise Trust in relation to this application will disqualify any applicant. If evidence of this is discovered after appointment your employment may be terminated without notice.

## Declaration

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.

Signature		Date	
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## **How information about you will be used**

All information on this form will be treated in strictest of confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this form and will be held electronically.

If your application is unsuccessful your details will be kept for a period of 6 months based on our legitimate interests and will then be destroyed. You have the right to object to this and would ask you to please email [hr@brunelsenmat.org.uk](mailto:hr@brunelsenmat.org.uk) to notify us that you object to this processing. On receipt of your email, we will securely dispose of your personal data.

## 2. Equal Opportunities Monitoring Form

### How information about you will be used

You are requested to complete this information to enable us to monitor the effectiveness of our Corporate Equalities Strategy. This information will be used solely for monitoring purposes, will be treated as confidential and will be separated from the application form on receipt and before selection procedures commence.

Please place a tick in the boxes where applicable:

Are You? Male  Female  Other

Please indicate your current age band below:

Up to 19  20 - 29  30 - 39  40 - 49  50 - 59  60 - 69  Over 70

How would you describe your ethnic origin?	<b>White</b> British <input type="checkbox"/> Irish <input type="checkbox"/> Polish <input type="checkbox"/> Italian <input type="checkbox"/> Any other White background <input type="checkbox"/>	<b>Black or Black British</b> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/>
	<b>Mixed</b> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed Background <input type="checkbox"/>	<b>Asian or Asian British</b> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background <input type="checkbox"/>
	<b>Chinese</b> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. Do you consider yourself to have a disability? Yes  No

Please state any particular assistance or facilities you may require in attending an interview:

Where did you hear about this job?

Are you currently employed by Brunel SEN MAT, Brunel Education or Uplands Enterprise Trust Yes  No

Religion  Prefer not to say

Sexual Orientation  Prefer not to say

## Application Form

### 3. Vacancy Details

Job(s) Applied for:

### 4. Present or more recent employment, voluntary work or role

Job Title:		Name of Employer:	
Hours worked:		Employer Details:(address, email and/or telephone)	
Dates Employed: DD/MM/YY			
Notice Period:			
Current Salary plus Benefits:			
Description of responsibilities:			

### 5. Reason for leaving:

The Working Time Regulations place a maximum limit on weekly hours worked (48 hours). Will you continue in any other employment, should you be offered this appointment?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 6. Previous Employment

Starting with the most recent first, please give details of jobs held including part-time and unpaid work. Do not include the details provided in Section 4 of the application form.

**If applying for a post, which involves working with children, young people and/or vulnerable adults, you are required to provide the dates you were employed from and to, AND details of any gaps in your employment.** Continue on a separate sheet if necessary.

Name of Employer	Job title and Main Duties	Dates of Employment and Reason for Leaving

## 7. Education and Qualifications

Please provide details of your education from secondary school onwards.

You will be required to produce evidence of qualifications.

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

## 8. Training and Professional Development

Please list any course(s), which you have undertaken that are relevant to the job and/or specified on the person specification. Continue on a separate sheet if necessary.

Date of Course	Course title	Organising Body / Qualifications gained

## 9. Membership

Please indicate membership of any organisation(s) relevant to the job.

Name of Organisation	Type of Membership	Is Membership Current?

## 10. Teacher Status (Teachers only)

Teacher Reference Number:	
Do you have a QTS?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you subject to General Teaching Council sanction or restriction?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 11. Skills, Abilities, Experience and Achievements

Please give details of your skills, abilities, achievements, experience (including outside interests), and use examples to demonstrate how you meet each of the criteria listed in the person specification. You may continue on **up to 2 separate sheets** and attach if necessary, please do not staple.



## 12. References

Please give details of **3 referees** who are able to comment on your suitability for the job, one of whom must be your **present or most recent employer**. If you have worked in a School and/or College, we require the Headteacher/Principal to be included as a referee. Character references from colleagues are acceptable, but personal references from friends and family members are not.

If you have just left full time education, you should give details of your course tutor or teacher.

Please check in advance with your referees that they are happy to be contacted for a reference. **Please note references will normally be requested before interview**. You must fully complete all boxes below to facilitate the process of obtaining references. Please ensure you provide an email address for the referee concerned.

Name of referee:			
Organisation:		Position/Occupation:	
Full Address:		Telephone No.	
		E-mail	
May we contact prior to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to yourself	

Name of referee:			
Organisation:		Position/Occupation:	
Full Address:		Telephone No.	
		E-mail	
May we contact prior to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to yourself	

Name of referee:			
Organisation:		Position/Occupation	
Full Address:		Telephone No.	
		Fax No.	
		E-mail	
May we contact prior to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to yourself	