



# LINCOLNSHIRE EDUCATIONAL TRUST

## CONFIDENTIAL - APPLICATION FORM for appointment to a post in the Trust

Name of Academy that you are applying to: .....  
*Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.*

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

Teachers please complete all grey areas. For non-teaching posts you can disregard the shaded boxes if these are not relevant to you. Where a tick is required, click in the relevant box and press Ctrl + #

Please return this form to the academy to which you are applying. If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

### Post Details

Post applied for:	
at:	Academy

### Personal Details

Your title: (optional)	Date of birth:	dd/mm/yyyy
First Name(s):		
Second Name:		
Previous Names Known by:		
Address and postcode:		
Home phone number:	Work phone number	
Mobile phone number:	(optional)	
Email:		

Teacher Reference number	NI Number <small>If you do not have an NI number please give details on a separate sheet</small>
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### Referees

Please give details of two referees. If you are, or have recently been employed, one **must** be your current or last employer. If you have worked with children in the past one of your referees must be able to make reference to your work with children. If your current or last employment was within a school, one referee **must** be the head teacher. If you are a student, one should be a senior staff member from your place of study. Your referees **must not** be a relative or partner.

1.	Name	2.	Name
	Job Title		Job Title
	Address		Address
	Daytime phone number		Daytime phone number
	Email		Email
	Capacity in which known to you		Capacity in which known to you

**Referees will be taken up after shortlisting and before interview. We may request additional referees.**

**Present or last employment**

If you have more than one post please provide details of the most relevant post here and include your other post/s under 'Previous Employments.'

1. Present Post and Title:

2. Name and Address of Workplace:

3. Salary, Point and any additional responsibility points or allowances:

4. Date appointed:

5. Type of school including Single / Mixed Sex:

6. Number on roll:

7. Age range taught:

**Key Duties and Responsibilities**

Large empty area for writing key duties and responsibilities.

**Previous Teaching/Leadership Posts**

Please list in chronological order. Be explicit about the type of school or college and the length of time that the post was held. Please give reasons and duration for any gaps when you have not been in employment.

Name of Local Authority	Name, contact details and type of School/College and whether single/mixed sex	Approx Number on Roll	Age Range Taught	Post Title, Grade or Scale, Full or Part Time	Dates (month and year)	Reason for Leaving

Continue on a separate sheet if necessary and attach it securely to your application form.

**Previous Employments (other than teaching)**

Please include any voluntary work, giving reasons and the duration of any gaps when you have not been in employment.

Name and contact details of previous employers	Position and Responsibilities	Dates (Month and Year)	Reason for leaving

Continue on a separate sheet if necessary and attach it securely to your application form.

**Education, Training, Qualifications Professional Membership**

Please list in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview.

Secondary, Higher & Further Education / Organising Body / Professional Association	Qualification Achieved	Level & Grade	From / To (month and year) Full or Part Time
	If relevant include key stage training, subject specialisms, specialist training or special studies (publications or research dissertations)		

Continue on a separate sheet if necessary and attach it securely to your application form.

**Period of unpaid activity**

Please give reasons and duration for any gaps when you have not been employed after the age of 18 years, for example, raising a family, unpaid voluntary work, studying, time travelling

Details	Dates - months and year	
	From	To

**Personal Statement**

While referring to the Job Description and Person Specification, explain how you would relate your education, training and experiences (including those not related to your employment) to the requirements of the post for which you are applying.

If you are applying for a Principal, Vice Principal or Assistant Principal post describe:

- Your educational philosophy
- The extent of your experience with respect to staff, curriculum and financial management
- Your professional attitude towards
  - Staff appointments
  - The professional development of teachers
  - The academy governance, parents and the local community
  - The management of change

**Asylum & Immigration Act, 1996**

Can you provide evidence of your legal right to work in the UK?  
(You will be required to produce this documentation at Interview)

Yes  No

**Guidance for Disabled People**

A disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person's life.

It is important for you to tell us whether you require adjustments to any part of the selection procedure including arrangements for interview. If you are offered the job, any adjustments to the working conditions or environment that may be required to enable you to carry out the duties of the job will be considered in consultation with you.

Do you consider yourself to have a disability?

Yes  No

Do you have any special requirements in relation to your interview arrangements?

Yes  No

If 'Yes' please give details

Are you related to a Senior Member of Staff or Governor at the academy?

Yes  No

**Name**

**Position**

A candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the Academy may have their application rejected. If appointed they may be subject to disciplinary action or dismissal.

**The Teaching Agency**

It is a legal requirement for qualified teachers teaching in a maintained school, non-maintained special school or pupil referral unit in England to be registered with the The Teaching Agency. This includes supply teachers and centrally employed teachers who spend any proportion of their time teaching in these schools.

You need to be aware that if appointed a check will be carried out by the academy with The Teaching Agency to ensure that you are registered with them. The check will also cover any disciplinary sanctions that may have been imposed by The Teaching Agency in respect of an individual teacher through their own disciplinary process.

### **Criminal convictions**

The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust.

The post you are applying for is subject to an enhanced disclosure. You are required to declare any spent or unspent convictions, either in the UK or abroad, including cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 2013) by SI2013.

You must also inform us if you are on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. The National College for Teaching and Leadership.

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal. Do you have any criminal record information to disclose?

**Yes**  **No**  If Yes, please give details below including the nature of the offence/alleged offence, date and full name at the time of the offence.

If you are a foreign national or a UK resident who has lived or worked abroad you must obtain a Certificate of Good Repute from that country(ies) Embassy in the UK. For example if you have worked in USA, you must obtain a Certificate of Good Repute from the USA Embassy in the UK.

<b>CONVICTIONS</b>
<b>PROSECUTION PENDING</b>
<b>DISQUALIFICATION ORDER</b>
<b>GOVERNMENT DEPARTMENT LISTS</b> including DfE List 99

### Retired Teachers

Under the Teachers Pensions Regulations those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.

### Where did you see this vacancy advertised?

Please be specific:

### Declaration

1. I certify that the information I have given on this form is true and accurate to the best of my knowledge.
2. I have read or had explained to me and understand all the questions on this form.
3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
4. I authorise the academy to undertake the necessary pre-employment checks and to verify any information given,
5. I understand that evidence of my qualifications will be required during the selection interview process.
6. I understand that satisfactory references, CRB disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.
7. I acknowledge that the academy will process data about me and retain it in the manner described above and I hereby consent to this

Signed ..... Date .....

**If submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to an interview.**

All information provided on this form will be dealt with in accordance with in accordance with the Data Protection Act 1984, Amended 1998. This information may be computerised and used for administrative purposes. All personal information computerised by the Trust has to be registered and may only be used and disclosed as described in the Data Protection Register. If you are unsuccessful in your application the information you have provided and that information which has been collected during pre-employment stages will be retained for six months at which point it will be destroyed.

### Lincolnshire Educational Trust

The University of Lincoln first sponsored University Academy Holbeach in 2011. In 2014 Holbeach Primary Academy joined as a convertor academy when the new multi-academy trust was created. In 2016 Gosberton House Academy joined the Trust as a convertor.

The Trust has a clear philosophy that education should be enjoyable and develop young people with the skills, knowledge and desire to become life long learners. We believe in empowering our Principals to lead their academies within a framework of rigorous accountability at Trustee and Governor level. Our mission focuses on children and young people making excellent progress in their academic, cultural and sporting achievements as well as their personal development.

All staff appointments are to the Trust who is the employer and as an employer we work to National Agreements and if there are differences then these will be notified.



## Privacy Notice for Job Applicants

### Introduction

1. This privacy notice advises job applicants of the Trust's data protection responsibilities on the collection, storage and use of personal data about individuals who apply to work at or be engaged by The Lincolnshire Education Trust Ltd.
2. The Trust is committed to being transparent about how we collect and use personal data and to meeting our data protection obligations.
3. The Trust is required to explain how and why we collect personal data and what we do with that information. This privacy notice will also provide information as to what you can do about your personal information that is held and processed by us.
4. We, The Lincolnshire Education Trust, are the 'data controller' for the purposes of data protection law.
5. The Data Protection Officer for:
  - University Academy Holbeach is Sheila Paige, Vice Principal. Contact details can be found at the end of the privacy notice.
  - Gosberton House is Paul Squire, Vice Principal. Contact details can be found at the end of the privacy notice.
  - Holbeach Academy is
6. This privacy notice should be read in conjunction with the following documents which can be found on the Data Protection page of the school website
  - Data Protection Policy
  - Retention Policy

### The personal data we hold

7. We collect and process data relating to those who apply to work at or be engaged by the Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - Contact details (name, address, email, telephone)
  - Age range, marital status, gender
  - Current salary and benefits
  - National Insurance number
  - DfE teacher number (if applicable)
  - Copies of right to work in the UK documentation (passport, birth certificate, driving licence, permits, visas)

- Copies of identification (could include the documents listed in the above bullet as well as bank statement, credit card statement, tax statement)
- Referees
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- DBS certificate numbers, dates and any disclosures made
- Relationships (and the nature where applicable) to any members of staff or governors

**8.** We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records
- Disability, including any records for reasonable adjustments made throughout the recruitment process

### **Why we use this data**

**9.** The Trust processes data relating to applicants for employment purposes to assist in the recruitment process, including to:

- Enable the Trust to manage its recruitment process
- Facilitate safer recruitment, as part of our safeguarding obligations towards students
- Ensure the School is complying with its legal obligations in relation to the right to work in the UK
- Ensure a candidate is suitable for the role
- Enter in to an employment contract, should you be successful
- Enable ethnicity and disability monitoring in accordance with the Equality Act
- Ensure reasonable adjustments can be made for those applicants who have a disability
- Ensure a fair recruitment process has taken place

### **Our lawful basis for using this data**

**10.** The Trust will obtain your consent to hold, process and share your personal data in relation to the recruitment process.

**11.** You are under no obligation to provide your consent to provide data to the Trust during the recruitment process. However, if you do not consent to the Trust holding, processing and sharing your personal data during the recruitment process, the Trust will not be able to process your application.

**12.** The Trust will need to process data to ensure that it is complying with its legal obligations. For example, the School must check an applicant's entitlement to work in the UK. Safer recruitment procedures in schools also require appropriate checks to be made on people who work with children.

## Collecting this information

**13.** The Trust collects information in a variety of ways, for example, through:

- Application forms, CVs or covering letters
- Your passport or other identity documents, such as your driving licence
- From third parties such as the DBS in carrying out safeguarding checks, references supplied by former employers
- Forms completed by you as part of the recruitment process
- Correspondence with you
- Interviews, meetings or other assessments as part of the recruitment process

## How long we store this Data

**14.** We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

**15.** If you are successful in being appointed to the role, all personal data collected by the Trust will be processed and transferred to your personnel file.

**16.** Ongoing collection and processing of your personal data in relation to your employment with the Trust is explained in our privacy notice for staff, a copy of which will be provided to you on appointment.

**17.** If you are unsuccessful in your application, the Trust will retain your personal information for a period of 12 months after the end of the recruitment process. With your consent, the Trust will keep your personal data on file for a further 12 months for consideration of future employment opportunities. Should you withdraw your consent within that time, or once that time period has expired, your data will be deleted or destroyed

## Data Sharing

**18.** We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

**19.** In the event you are successful, the Trust is required, by law, to pass certain information about those engaged by us to specified external bodies, such as our local authority (LA) and the Department for Education (DfE), so that they are able to meet their statutory obligations.

**20.** Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with other members of staff involved in the recruitment process in order for them to perform their roles. This can include sharing personal data with the Senior Leadership Team, Governors, HR (including payroll) and line managers.

**21.** We may also share your personal data with third parties. This can include when obtaining background checks as part of safer recruitment guidelines, pre-employment references and criminal records checks from the DBS.

**22.** Throughout these processes we maintain strict confidentiality and only process and retain the personal data for as long as is necessary in accordance with our retention schedule and the processing purposes we state.

## Transferring data internationally

**23.** With cloud-based storage and some other services sometimes being supplied outside the UK, personal data can be sent to other jurisdictions.

**24.** Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**25.** Our servers and storage systems are based in the EU or the European Economic Area (EEA) and we have ensured that appropriate safeguards are in place to protect your personal data.

## Your rights regarding personal data

**26.** Individuals have a right to make a subject access request to gain access to personal information that the Trust holds about them.

**27.** Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

**28.** To exercise any of these rights, please get in touch with our Data Protection Officer. See below for contact information.

**29.** If you have a concern about the way we are collecting or using your personal data, please raise your concern with the Trust] in the first instance by contacting our Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact us

**30.** If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Sheila Paige  
Vice Principal and Data Protection Officer  
**University Academy Holbeach**  
Park Road  
Holbeach  
PE12 7PU  
Tel: 01406 423042  
Email: [enquiries@universityacademyholbeach.org](mailto:enquiries@universityacademyholbeach.org)

Paul Squire  
Vice Principal  
**Gosberton House Academy**  
11 Westhorpe Road  
Gosberton  
Spalding  
PE11 HEW  
Tel: 01775 841298  
Email: [enquiries@gosberton-house.lincs.sch.uk](mailto:enquiries@gosberton-house.lincs.sch.uk)

Lincolnshire Educational Trust – Application Form

Nicola Kenyon  
Vice Principal  
**Holbeach Primary Academy**  
Boston Road South  
Holbeach  
Spalding  
Lincolnshire, PE12 7LZ  
Tel: 01406 422397  
Email: [enquiries@holbeachprimaryacademy.co.uk](mailto:enquiries@holbeachprimaryacademy.co.uk)

**The Disability Discrimination Act 1995 defines disability as:**

A disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person's life.

Do you consider yourself to have a disability? Yes  No  I prefer not to disclose

**Religion / Belief**

Christian (all denominations)  Buddhist  Jewish  Muslim  Sikh

None  Other please specify:

I prefer not to disclose