

# Application Form Head of Mathematics

Sir Robert Pattinson Academy  
Moor Lane  
North Hykeham  
Lincoln  
LN6 9AF



The information you provide on this form will be used as part of our recruitment process and will be kept in confidence. Please see our Data Protection Notice for more details.

## PERSONAL DETAILS

Surname _____	Title Mr/Mrs/Miss/Ms or other _____
Forename(s) _____	Former names (if applicable) _____
Home address _____	
_____	Postcode _____
Tel Number (Home) _____	(Work) _____
Mobile Tel Number _____	Email _____
DfE Teacher Number _____	If you are not a European Citizen please state if you require a work permit Yes <input type="checkbox"/> No <input type="checkbox"/>

## REFEREES

These should be of appropriate standing with direct knowledge of your professional work and should include your present employer. By completing this form, you warrant that you have obtained the express consent from each referee to provide their details to us and they have consented to us contacting them for purposes connected with the processing and validation of this application.

Name _____	Name _____
Job Title _____	Job Title _____
Address _____	Address _____
_____	_____
_____	_____
Tel Number _____	Tel Number _____
Email _____	Email _____

**EDUCATION / QUALIFICATIONS**

Start with your secondary education and then include FE/Higher and initial teacher training.

Secondary Schools, Colleges and Universities	Dates		Details of examinations passed & qualifications obtained including grade
	From	To	

Age group for which trained      Pre KS1     KS2     KS3     KS4     KS5

LA where probation/induction was completed \_\_\_\_\_

**CONTINUING EDUCATION / IN-SERVICE TRAINING/OTHER RELEVANT QUALIFICATIONS**

Please give details of all courses (included the month/year) attended of at least one day over the last two years. Continue on a separate sheet if necessary.

**PRESENT EMPLOYMENT**

Present Job Title _____
Date Appointed to post _____ Current Salary £ _____ Scale Point/TLR ____/____
Part time / Job Share Yes <input type="checkbox"/> No <input type="checkbox"/> fte _____ Notice required _____
Name of School/College/Employer _____
Type of School (e.g. Primary, Secondary) _____
Address _____
_____
Tel Number _____ LEA (if applicable) _____
Key responsibilities
_____
_____
_____
Reason for wishing to leave _____

**PREVIOUS EMPLOYMENT/VOLUNTARY EMPLOYMENT** Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education /training and part-time work, as well as full time employment, with start and end dates, explanations for periods not in employment or education/training and reasons for leaving. (Continue on a separate sheet if required).

Job Title or Position	Name and Address of Employer	Number on Roll <i>(If school)</i>	Full/Part Time	Dates		Reason for Leaving
				From	To	
1.						
2.						
3.						
4.						

Have you been the subject of a capability, disciplinary or support plan process (either investigatory, formal or informal) within the last two years? YES / NO

If yes, please provide details:

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### **SUPPORTING STATEMENT**

Please give details of your experience, skills, abilities and any other additional information which you think would be useful in this job. You should cover the points listed in the Person Specification and include any additional information, e.g. languages spoken. ***Please complete on a separate page.***

### **COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**

As Sir Robert Pattinson Academy meets the requirements in respect of exempted occupations under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a Disclosure and Barring Check from the Disclosure and Barring Service before the appointment is confirmed.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection (<https://www.gov.uk/government/collections/dbs-filtering-guidance>).

You are therefore required to disclose if you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined above. Any information disclosed will be kept confidential and used only in connection with the application.

**Do you have any convictions, caution, reprimands or final warnings that are not 'protected' as defined above?**

([http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)) YES / NO (delete as appropriate)

**Have you, in the last 1 year, been the subject of any criminal investigation, whether or not you were charged, which pertained to allegations of a serious nature or involved an allegation of sexual misconduct or violence on your behalf?**

YES / NO (delete as appropriate)

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application.

You must give us permission to carry out a police check (Disclosure) before you commence your employment with the academy and where you are registered with the online Update Service with the DBS, give us permission to check your status online upon offer of employment. The successful candidate will be unable to take up the appointment until disclosure information has been received by the academy.

Applicants having lived or worked abroad may also be asked to obtain a certificate of good conduct from the country or countries in which they have worked

**MEDICAL INFORMATION**

Do you consider you have a disability as defined in the Equality Act 2010 that may require us to make reasonable adjustments to the recruitment / interview process or when attending the Academy's premises? YES/NO

If so, please tell us of any arrangements you would like us to make.

If you have suffered from any medical condition which has affected or might in future affect your performance as a teacher, please give details.

Please give details of any absence through ill health, including injury or disability [longer than ten consecutive days] over the past three years.

I confirm that the information provided in this application form is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false or misleading statements could affect my future employment. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file in accordance with the notice below.

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Data Protection Privacy Notice**

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information under the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR). Please ensure that you read this notice (referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

**Who collects the information?**

Sir Robert Pattinson Academy (the 'Academy') is a 'controller' of data under the GDPR and gathers and uses certain information about you. In this notice, references to 'we' or 'us' mean the Academy.

**How we collect information**

We may collect this information from you, your referees (details of whom you will have provided), your education provider; the relevant professional body, the Disclosure and Barring Service (DBS) and the Home Office.

### Why we collect the information and how we use it

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our Privacy Notice):

- to take steps to enter into a contract of employment with you;
- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest, such as ensuring your suitability to work with children; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms. We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with Ofsted or the Local Authority. For more information, please see our Privacy Notice.

### How long do we keep such information?

The information we process at recruitment stage, including this form, will be kept on your file throughout the duration of your employment and for a period of 3 years thereafter.

### More Information

If you require any further information on how we collect and process your personal data, and to exercise your statutory rights in connection with such data, please contact Mrs Stella Bentley on 01522 882020.