

Applicant Surname (Capital Letters): Click or tap here to enter text.



# Application Form

Please return your completed application form to:

Louise Guy  
Senior Trust HR Manager  
Osborne Co-operative Academy Trust  
Butts Lane  
Stanford-le-Hope  
Essex SS17 0NW

Tel: 01375 648936  
Email: [hr@osborne.coop](mailto:hr@osborne.coop)

## Kickstart Scheme Position

Thank you for your interest in Osborne Co-operative Academy Trust.

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

Please complete the application form in black ink or type and ensure you complete all the sections. The Declaration must be signed and can be found in section 15 of this form. If you submit this form electronically, you will be required to provide a signed copy of your completed application before any employment decision can be confirmed

Section 1

### Post Details

Application for appointment as:

Click or tap here to enter text.

School:

Click or tap here to enter text.

Closing Date:

Click or tap here to enter text.

How did you hear about this post?

Click or tap here to enter text.

Do you need permission to work in the UK?

Yes

No

If yes, please provide details. Click or tap here to enter text.

**Personal Details**

Section 2

|                        |                                  |
|------------------------|----------------------------------|
| Last name and title:   | Click or tap here to enter text. |
| First name(s):         | Click or tap here to enter text. |
| Previous names:        | Click or tap here to enter text. |
| Home Address:          | Click or tap here to enter text. |
|                        |                                  |
| Home telephone number: | Click or tap here to enter text. |
| Mobile number:         | Click or tap here to enter text. |
| Home e-mail address:   | Click or tap here to enter text. |
| National Insurance No: | Click or tap here to enter text. |

**Present Employment** (if currently employed)

Section 3

|   |   |
|---|---|
| Employer's name and address (if applicable) | Click or tap here to enter text.  |
| Telephone Number:                           | Click or tap here to enter text.  |
| Nature of business:                         | Click or tap here to enter text.  |
| Job title:                                  | Click or tap here to enter text.  |
| Date appointed:                             | Click or tap here to enter text.  |
| Grade/Salary Spine:                         | Click or tap here to enter text.  |
| Current Salary (Point):                     | Click or tap here to enter text.  |
| Notice required:                            | Click or tap here to enter text.  |
| Allowance(s) received:                      | Type(s): Click or tap here to enter text.<br>Value(s)£ Click or tap here to enter text. |
| Reason for leaving:                         | Click or tap here to enter text.  |

Please check the box if you **do not** wish to be contacted at work **Brief outline of duties in your current or most recent job.**

Section 4

Click or tap here to enter text.

**Previous Employment** Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

| Employer:                        | Start Date:  | End Date:    | Job Title:                       | Salary/ Grade:       | Reason for leaving               |
|----------------------------------|--------------|--------------|----------------------------------|----------------------|----------------------------------|
| Click or tap here to enter text. | Click or tap | Click or tap | Click or tap here to enter text. | Click or tap here to | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap | Click or tap | Click or tap here to enter text. | Click or tap here to | Click or tap here to enter text. |

Please note here any other employment that you would continue with if you were to be successful in obtaining this role:

Click or tap here to enter text.

### Breaks in Employment History

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training.

Click or tap here to enter text.

**Mobility** (Please complete this section if the Person Specification for the post includes these requirements)

Do you have a valid driving licence? Yes  No

Do you have access to a vehicle, which you are able to use for work purposes? Yes  No

If not, are you able to travel, for work purposes, by another means of transport? Yes  No

**Secondary School Education (Please list most recent first)**

Section 8

| School(s):                       | From:                | To:               | Qualification/subject obtained & awarding body | Grade:            | Dates:                           |
|----------------------------------|----------------------|-------------------|--|-------------------|----------------------------------|
| Click or tap here to enter text. | Click or tap here to | Click or tap here | Click or tap here to enter text.               | Click or tap here | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to | Click or tap here | Click or tap here to enter text.               | Click or tap here | Click or tap here to enter text. |

**Continuing Education (University/College/Apprenticeships etc.) Please list most recent first.**

Section 9

| Educational establishment:       | From:                | To:               | Qualification/subject obtained & awarding body | Level/ Grade: | Dates:                           |
|----------------------------------|----------------------|-------------------|--|---------------|----------------------------------|
| Click or tap here to enter text. | Click or tap here to | Click or tap here | Click or tap here to enter text.               | Click or tap  | Click or tap here to enter text. |
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**Professional Qualifications**

Including details of professional association membership

Do you hold Qualified Teacher Status (QTS)? Yes  No 

If yes, please complete the following:

Date Statutory Induction Period (if qualified since August 1999)

Started: Click or tap here to enter text.

Completed: Click or tap here to enter text.

Teacher Reference Number:

Click or tap here to enter text.

Section 10

**Other relevant training and development activities attended in the last 5 years**

Please list the most recent first and continue on a separate sheet if necessary

Section 11

| Brief description/Course title:  | Date:                            | Organising Body:                 |
|----------------------------------|----------------------------------|----------------------------------|
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**Information in support of this application**

Please use the Person Specification/Job Description as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification/Job Description (please continue on a separate sheet if necessary). If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.

Click or tap here to enter text.

## References

Please give the names, company name (where applicable) and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

|  |                                  |  |                                  |
|--|----------------------------------|--|----------------------------------|
| Name: Click or tap here to enter text.         |                                  | Name: Click or tap here to enter text.         |                                  |
| Company name: Click or tap here to enter text. |                                  | Company name: Click or tap here to enter text. |                                  |
| Address: Click or tap here to enter text.      |                                  | Address: Click or tap here to enter text.      |                                  |
| Position:                                      | Click or tap here to enter text. | Position:                                      | Click or tap here to enter text. |
| Telephone number:                              | Click or tap here to enter text. | Telephone number:                              | Click or tap here to enter text. |
| Fax number:                                    | Click or tap here to enter text. | Fax number:                                    | Click or tap here to enter text. |
| E-mail:  | Click or tap here to enter text. | E-mail:  | Click or tap here to enter text. |

- Notes: (i) Referees will be contacted before interviews unless otherwise requested (see below)  
(ii) If either of your referees know you by another name please give details:  
(iii) The Trust may contact other previous employers for a reference with your consent.  
(iv) References will not be accepted from relatives or from people writing solely in the capacity of friends  
(v) If you are currently working with children, your current employer will be asked about disciplinary offences relating to children, including any which the penalty is 'time expired' and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

## Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with, any **employee** or Governor of Osborne Co-operative Academy Trust? (see notes below)

Yes  No

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors or Senior Managers by or on your behalf is not allowed.

Please read the following statements and information relating to your application carefully. By signing and submitting this form, you certify and confirm the declarations are true to the best of your knowledge.

**Declaration**

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the Trust, and is likely to result in dismissal.

**Disclosure of Criminal Convictions**

Short-listed candidates will be asked to complete a Self-Disclosure Form (SD2) and, where appropriate, a disclosure/status check will be sought from the Disclosure and Barring Service in the event of a successful application. A conviction/caution/reprimand will not necessarily be a bar to obtaining employment.

**Safer recruitment and Childcare Disqualification Checks**

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body, which would restrict me from applying for this post.

Shortlisted candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 (“the Regulations”) will be asked to complete a Disqualification Declaration Form. A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. By signing the application form, you acknowledge and consent to completing the Disqualification Declaration Form if you are shortlisted for a relevant post in a setting covered by the Regulations.

**Data Protection Legislation**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be collected, held and processed in accordance with the Trust’s data protection policy and record retention schedule.

**Correspondence**

Thank you for applying for this post. Your interest in working with us is very much appreciated. It is not practice to acknowledge receipt of applications. However, if you would like to be informed of the outcome of your application once the selection process has been completed, then please enclose a stamped addressed envelope.

|  |  |
|--|--|
| Signed: Click or tap here to enter text. | Date: Click or tap here to enter text. |
|--|--|

**RECRUITMENT MONITORING INFORMATION**  
**OSBORNE CO-OPERATIVE ACADEMY TRUST**

Post title: .....

Last name(s): ..... First name(s): .....

Osborne Co-operative Academy Trust is an equal opportunity employer committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. The aim of our policy is to ensure that no job applicant or employee receives less favorable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel. This section will be detached from your application form prior to shortlisting. If you do not wish to share this information, you can select the 'prefer not to say' option.

**1. Age**

- |                                |                                |                                |  |
|--------------------------------|--------------------------------|--------------------------------|--|
| <input type="checkbox"/> 15-19 | <input type="checkbox"/> 35-39 | <input type="checkbox"/> 55-59 | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> 20-24 | <input type="checkbox"/> 40-44 | <input type="checkbox"/> 60-64 |  |
| <input type="checkbox"/> 25-29 | <input type="checkbox"/> 45-49 | <input type="checkbox"/> 65-69 |  |
| <input type="checkbox"/> 30-34 | <input type="checkbox"/> 50-54 | <input type="checkbox"/> 70+   |  |

**2. Gender**

- Male       Female       Prefer not to say

**3. Ethnic origin**

- |  |  |
|--|--|
| <input type="checkbox"/> Asian/Asian British—Bangladeshi | <input type="checkbox"/> Mixed—White and Asian           |
| <input type="checkbox"/> Asian/Asian British—Indian      | <input type="checkbox"/> Mixed—White and Black African   |
| <input type="checkbox"/> Asian/Asian British—Pakistani   | <input type="checkbox"/> Mixed—White and Black Caribbean |
| <input type="checkbox"/> Asian/Asian British—Other       | <input type="checkbox"/> Mixed—Other                     |
| <input type="checkbox"/> Chinese – Chinese               | <input type="checkbox"/> White—British                   |
| <input type="checkbox"/> Black/Black British—African     | <input type="checkbox"/> White—Irish                     |
| <input type="checkbox"/> Black/Black British—Caribbean   | <input type="checkbox"/> White—Other                     |
| <input type="checkbox"/> Black/Black British—Other       | <input type="checkbox"/> Other (please specify) _____    |

**4. Sexual Orientation**

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Gay man           |
| <input type="checkbox"/> Bisexual     | <input type="checkbox"/> Other             |
| <input type="checkbox"/> Lesbian      | <input type="checkbox"/> Prefer not to say |



## 5. Religion or belief

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim

- Sikh
- Other
- No religion
- Prefer not to say

## 6. Disability

Do you have a disability?

I **do** consider myself to have a disability as defined by the Equality Act 2010 (as detailed below).

I **do not** consider myself to have a disability as defined by the Equality Act 2010 (as detailed below).

I prefer not to say

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a 'physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'. For these purposes, 'long-term' is taken to mean the condition is likely to last longer than 12 months or likely to recur.

## 7. Data Protection statement

Data Controller name: Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants, which is attached to this form.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting Osborne Co-operative Academy Trust at [hr@osborne.coop](mailto:hr@osborne.coop)

**Signature:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

## Privacy Notice - Applicants

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

|   |  |  |  |  |
|---|--|--|--|--|
| What is the service being provided?   | Recruitment of School Staff - Applicants                               |  |  |  |
| What personal data do we need from you?   | Name   | Address  | Date of Birth  | Contact details, including email and phone number  |
|   | National Insurance Number  | Employment History, including reason for leaving   | Current level of Pay and any Allowances  | Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks |
|   | History of sickness absence from previous employer                     | Reference and Referees contact details   | Qualifications/skills/ Experience, including Secondary School Education and Continuing Education and Professional Qualifications | Breaks in employment history   |
|   | Ability to travel  | Training & Development History   | Close Personal Relationship information  | Disability information to enable us to make reasonable adjustments                                   |
| Who will be using your Personal Data?   | Who is the <a href="#">Data Controller</a> ?                           | <b>Osborne Co-operative Academy Trust</b>  |  |  |
|   | Who is the Data Controller's <a href="#">Data Protection Officer</a> ? | Lauri Almond (Essex County Council).   |  |  |
|   | Are there any <a href="#">Data Processors</a> ?                        | Yes  | <input checked="" type="checkbox"/>  | No <input type="checkbox"/>  |
|   | Who are they?  | <b>Members of the HR and Recruitment team, Interviewers, relevant Governors and Trustees, Legal Services contracted by the school.</b> |  |  |
| What will it be used for and what gives us the right to ask for it and use it?  | <a href="#">The Purpose(s)</a> :                                       | Recruitment  |  |  |
|   | <a href="#">The Legal Condition(s)</a> :                               | <ul style="list-style-type: none"> <li><i>Under Contract</i></li> <li><i>Employment, Social Security</i></li> </ul>                    |  |  |
| Who else might we share your data with?   | HR, Legal, Trustees and Governors, CEO/Headteacher/Head of School      |  |  |  |
| Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections? | No   |  |  |  |

|  |  |                                     |                          |                                     |   |                                     |                          |                                     |
|--|--|-------------------------------------|--------------------------|-------------------------------------|---|-------------------------------------|--------------------------|-------------------------------------|
| How long will your data be kept?   | When will it stop being used?  |                                     |                          |                                     | Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Trust's Data Retention Schedule.            |                                     |                          |                                     |
|  | How long after this will it be deleted?  |                                     |                          |                                     | Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Trust's Data Retention Schedule.            |                                     |                          |                                     |
| Our use of the data will be subject to your legal rights (marked if applicable):   | <a href="#">Inform</a>   | <input checked="" type="checkbox"/> | <a href="#">Access</a>   | <input checked="" type="checkbox"/> | <a href="#">Rectify</a>   | <input checked="" type="checkbox"/> | <a href="#">Erase</a>    | <input checked="" type="checkbox"/> |
|  | <a href="#">Restrict</a>   | <input type="checkbox"/>            | <a href="#">Portable</a> | <input type="checkbox"/>            | <a href="#">Object</a>  | <input checked="" type="checkbox"/> | <a href="#">Automate</a> | <input type="checkbox"/>            |
| As you are giving us your data directly:   | This is the reason why we are allowed to ask for it and use it:                            |                                     |                          |                                     | Contract Law<br>Eligibility to work in the UK<br>Keeping Children Safe in Education 2019 (As Updated).  |                                     |                          |                                     |
|  | This is what could happen if you refused to let us use your data for this purpose:         |                                     |                          |                                     | Unable to process application/continue with recruitment process   |                                     |                          |                                     |
| As you are not giving your data directly to us:  | This is who is giving us your personal data:   |                                     |                          |                                     | Previous employer/s, DBS service, The Teaching Regulation Agency, Overseas Embassies  |                                     |                          |                                     |
|  | This is a source of personal data open to anyone   |                                     |                          |                                     | Yes   | <input type="checkbox"/>            | No                       | <input checked="" type="checkbox"/> |
|  | These are the categories of personal data being given to us                                |                                     |                          |                                     | Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, employment suitability/safeguarding checks, prohibition, right to work and qualifications checks |                                     |                          |                                     |
| <b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>  |  |                                     |                          |                                     |   |                                     |                          |                                     |
| <a href="#">The ICO Guide to the General Data Protection Regulations 2018</a><br><a href="#">The General Data Protection Regulations 2018</a>                            |  |                                     |                          |                                     |   |                                     |                          |                                     |
| <b>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:</b> |  |                                     |                          |                                     |   |                                     |                          |                                     |
| Postal Address   | Essex County Council. County Hall. Chelmsford. CM1 1QH                                     |                                     |                          |                                     |   |                                     |                          |                                     |
| Email  | <a href="mailto:IGS@essex.gov.uk">IGS@essex.gov.uk</a>                                     |                                     |                          |                                     |   |                                     |                          |                                     |
| Phone Number   | 03330322970  |                                     |                          |                                     |   |                                     |                          |                                     |
| <b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>                              |  |                                     |                          |                                     |   |                                     |                          |                                     |
| Postal Address   | Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF |                                     |                          |                                     |   |                                     |                          |                                     |
| Online Form  | <a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>  |                                     |                          |                                     |   |                                     |                          |                                     |
| Phone Number   | 0303 123 1113  |                                     |                          |                                     |   |                                     |                          |                                     |