

Job Application (Support)

Please complete all sections – do not send a curriculum vitae.

We can give you this information in any other way, style or language that will help you access it. Contact:

enquiries@odysseyct.org.uk or 01332 985115

Job Details	
Position applied for:	Job reference number:

Personal Details			
Surname:		Previous Name(s):	
Forename(s):		Title:	
Home Address:		Home Telephone:	
		Mobile Telephone:	
Which number are you happy to be contacted on?		Home No: YES / NO	Mobile No: YES / NO
Email Address:		NI Number:	

Present Employment (or most recent)			
Post Title:		Date Appointed:	
Employers Name:		Date Left (if applicable):	
Employers Address:		Salary on Leaving:	
		Reason for Leaving:	

References: One must be your present employer or your last employment when you worked with children.	
Name:	Name:
Job Title:	Job Title:
Organisation and Address	Organisation and Address
Telephone	Telephone
Email	Email
Relationship to applicant	Relationship to applicant

Please note references will be contacted prior to Interview.

Previous Employment – Teaching & Non-Teaching Posts - starting with the most recent (Please add more lines if required)

Dates:		Employer's Name & Address:	Post:	Salary (inc allowances):	Reason for leaving:
From:	To:				

Education

Dates:		Establishment Name & Address:	Qualifications:	Grade:
From:	To:			

Membership of Professional Organisations

Dates of Membership:		Professional Body / Organisation:	Membership Level: Grade & Duration:
From	To		

Relevant Professional Development

Dates:		Organising Body:	Subject:	Grade:	Duration:
From	To				

Break in Previous Employment History (if applicable)

Dates:		Reason for break: (include maternity/raising family, unemployment, voluntary work, training):
From	To	

Please indicate any dates you may not be available for interview during the next 6 weeks

--

Relationship to the School/Trust

Please provide details of any personal or family relationships that exist between you and any of the following members of the school/trust community:

- Governors/Trustees
- Local governors
- Employees
- Pupils

Name	Position	Relationship
------	----------	--------------

If you ask a Trustee, an officer or school governor to use their influence to help you get this position, we can disqualify you. If we discover evidence of this after your appointment, we could dismiss you without notice.

Summary of Experience, Skills, Knowledge & Competencies

Please outline your suitability for the role by referring to the person specification and providing evidence of impact and outcomes. (maximum 2 pages)

Summary of Experience, Skills, Knowledge & Competencies continued.

Disclosure and Barring Service Check (DBS)

Odyssey Collaborative Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; therefore, pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

The Trust 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's considered relevant to the role. The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are protected and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

For posts in regulated activity, the DBS check will include a Children's barred list check. It is an offence to seek employment in regulated activity if you are on a Children's 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.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy notice.

The Trust will request shortlisted candidates to complete a Self-Disclosure form providing any information about unspent and unprotected convictions and cautions prior to Interview. Before completing the form you may seek legal advice and/or impartial advice from Nacro (www.nacro.org.uk) and/or Unlock (www.unlock.org.uk)

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

Have you lived or worked outside of the UK?: Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Please go to the school website to view their Child Protection Policy and Practices.

Declaration: I have read and understood the above statement. If I have any convictions or cautions to declare I will provide relevant information when requested during the recruitment process if I am shortlisted for interview.

Signature:

Date:

Additional personal details

Have you ever been known by any other name? Yes No If yes, please give other name(s):

Have you changed your address in the last five years? Yes No If yes, please give details:

Dates from	Dates to	Address

Transport Requirements

If the job requires you to have a driving licence and/or transport available for work, please fill in the following:

Do you have a full current driving licence? Yes No
 Will you have transport available for work? Yes No

Eligibility to work in the UK

The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006

By signing this application, you agree to provide such evidence when requested.

Applicant Declaration

I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form I agree to the Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I understand that if I don't tell you about any relationships with employees, trustees or governors at the Trust, or I neglect to tell you about any unspent criminal convictions including cautions, reprimands, warnings or that I am under investigation or have pending prosecutions and this is discovered after appointment, I could be dismissed without notice.

- **I can produce the original documents of my qualifications, prior to any appointment**
- **I understand that any canvassing, directly or indirectly, will be a disqualification**
- **I understand I am required to provide documents proving eligibility to work in the UK, prior to any appointment**
- **I am prepared to complete a health management questionnaire and undergo a medical examination if required, prior to any appointment.**

Type your name here:

Date:

Please bring a signed copy of this application form to Interview if you are invited.

Data Protection Act

We will treat all information you provide in confidence and in accordance with the Data Protection Act 2018. We will hold it electronically, and keep it secure. We will use it for helping our recruitment process and for payroll and administration purposes if your application is successful. If you are a Jobcentre Plus client, we will disclose information to them for performance and monitoring purposes.

We will share it with other officers involved in the recruitment process including managers, human resource officers and departmental support employees. For senior appointments, this could also include Trustees and occasionally external assessors. We will not disclose it to other organisations or use it for any other purpose without your explicit consent.

If you are unsuccessful, we will usually destroy your application form and any other papers you have submitted six months after we have made the appointment. We will only hold information beyond six months with your consent.

Personal sensitive data

Under the Data Protection Act 2018 equality information such as ethnic origin, disability, sexuality, criminal convictions, is defined as personal sensitive data. The Trust is required by law to monitor this information as part of recruitment practices. Only those personnel who require this information as part of their role will have access to it. We will not disclose it to anyone else without your explicit consent unless we have to do so by law.

Where did you learn about this vacancy? Please tick one

- Derby City Council's website:
 Other internet site, please tell us which one:
 School / Trust Website

Odyssey Collaborative Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you would like feedback about why you have not been short-listed or appointed, please contact the recruiting officer within eight weeks of the closing date.

If you want to make a complaint about any part of the recruitment process, you should write to the Trust's Chief Executive Officer or the school that had the vacancy within two weeks of receiving your feedback.

Office Use Only

Candidate's name	
Closing date for applications	
Date application received	
Interview date	
Reason for not interviewing	
Not appointed after interview	

Equal Opportunities Monitoring Section (not included during shortlisting)

This Trust meets the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. It is important that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent. Completing this form is voluntary. The information you provide will stay confidential, and be stored securely in-line with Data Protection.

1) How would you describe your national identity? Prefer not to say:

British English Irish Scottish Welsh Other _____

2) How would you describe your ethnicity? Prefer not to say:

a) White

British

English

Irish

Scottish

Welsh

Any other White background*

* _____

b) Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background*

* _____

d) Black or Black British

Caribbean

African

Any other Black background*

* _____

c) Asian & British Asian

Indian

Pakistani

Bangladeshi

Any other Asian background*

* _____

e) Other Ethnic Groups

Chinese

Latino

Arab

Any other Ethnic Group*

* _____

2) Which best describes your gender? Prefer not to say

Male

Female

Non-binary

Prefer to self-describe: _____

3) What is your date of birth? _____

Prefer not to say

4) The Equality Act 2010 defines disability as “A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”

Do you consider yourself to be:

Disabled

Non-Disabled

Prefer not to say

5) What is your religion or belief? Prefer not to say

Catholic

Buddhist

Humanist

C of E

Jewish

Agnostic

Methodist

Hindhu

Atheist

Protestant

Sikh

Other _____

Other Christian _____

Muslim

6) What is your sexual orientation? Prefer not to say

Bi-sexual

Gay

Lesbian

Heterosexual

Prefer to self-describe *

* _____

Odyssey Collaborative Trust Privacy Notice

Candidates

When applying for a position in Odyssey Collaborative Trust, as an organisation we are the data controller. That means we have a statutory responsibility to explain how we collect, manage use, and store information about applicants.

What information do we collect?

Personal data that we may collect, use, store, and share (when appropriate) about you includes, but is not restricted to:

- name, address and contact details, including email address and telephone number
- copies of right to work documentation
- references
- evidence of qualifications
- information about your current role, level of remuneration, including benefit entitlements
- employment records, including work history, job titles, training records and professional memberships

We may also request and collect, use, store, and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- whether or not you have a disability for which the school/trust needs to make reasonable adjustments during the recruitment process
- photographs and CCTV images captured in the school/trust

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools/academies and social services, and the Disclosure and Barring Service in respect of criminal offence data.

How do we use the data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), and IT staff if access to the data is necessary for the performance of their roles.

The school/academy will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. As well as circulating your application and related materials to the appropriate staff at the school/trust, we will share your personal information for the above purposes as relevant and necessary with:

- your referees
- Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
- UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
- where relevant and as required for some posts, the Teacher Regulation Authority checks

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Who has access to your information?

We may share your information with:

- Trust central staff, Headteachers/School Business Managers, and the Trust's Auditors, to ensure we meet our statutory and contractual duties. This would exclude equalities data that is only accessible by HR colleagues.
- External organisation's such as; HM Revenue & Customs, Disclosure and Barring Service, HM Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, Teachers Pension, Prudential, Standard Life, NHS Pension and NEST), voluntary payroll deductions, Employee Benefits Provider, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.

How we store this data

The school/trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

We will dispose of your personal data securely when we no longer need it. We keep applicant data for a period of up to 6 months if an applicant is not successful. Successful applicants who secure a position then come within the employee/school/trust workforce provisions.

Online Search Checks

A nominated person (not involved in the recruitment process) may carry out an online search check on shortlisted candidates. Any information viewed that suggests the candidate is unqualified for the role, poses a potential safeguarding risk or risks damaging the reputation of the school/trust will be shared with the Chair of the Interview process.

The full version of the Trust Privacy Notice is available on the Odyssey Collaborative Trust Website www.odysseyct.org.uk