

DO NOT ENCLOSE A CV

Completing this Form

This form consists of a number of sections.

You need to go through each section and answer the relevant questions. Please complete all sections, marking NA in those not applicable. Sections marked * are mandatory and incomplete applications will be returned to applicants. Once complete, you can submit the application either by post or email to vacancies@longeaton.derbyshire.sch.uk.

Post Applied For: _____

*PERSONAL DETAILS		
Preferred form of address (e.g. Mr, Mrs, Miss, Ms, Other)		
Surname/Family Name		
Previous Surname		
First Name		
Middle Name (s)		
Date of Birth		
National Insurance Number		
Address		
Postcode		
Telephone / Mobile		
Email Address		
*RELATIONSHIP		
Have you previously been employed by or sought employment with The Northworthy Trust, any of its schools or relevant Local Authorities?	Yes	If Yes, please give details:
	No	
Are you related in any way to any member of the staff or Governors at Northworthy Trust or its schools?	Yes	If Yes, please give details:
	No	

***EMPLOYMENT HISTORY - CURRENT**

School / Organisation Name	
Postal Address	
Post Code	
Email Address	
If School, Age Range Taught	
Current Job Title	
Brief Outline of Duties	
Date Appointed to Post	
Leaving Date / Notice Period Required	
Reason for Leaving	
Salary Scale and Point	
Other Benefits	

***EMPLOYMENT HISTORY – PREVIOUS**

in reverse order, please include and explain any breaks in employment

School / Organisation Name	
Postal Address	
Post Code	
Email Address	
If School, Age Range Taught	
Current Job Title	
Brief Outline of Duties	
Date Appointed to Post	
Date of Leaving	
Reason for Leaving	

***EMPLOYMENT HISTORY – PREVIOUS**

please continue on a separate sheet if necessary

School / Organisation Name	
Postal Address	
Post Code	
Email Address	
If School, Age Range Taught	
Current Job Title	
Brief Outline of Duties	
Date Appointed to Post	
Date of Leaving	
Reason for Leaving	
School / Organisation Name	
Postal Address	
Post Code	
Email Address	
If School, Age Range Taught	
Current Job Title	
Brief Outline of Duties	
Date Appointed to Post	
Date of Leaving	
Reason for Leaving	
School / Organisation Name	
Postal Address	
Post Code	
Email Address	
If School, Age Range Taught	
Current Job Title	
Brief Outline of Duties	
Date Appointed to Post	
Date of Leaving	
Date of Leaving	
Reason for Leaving	

TEACHING APPLICANTS ONLY

Do you hold QTS Status?			Induction Year Completed		DFE Number
Yes	No	Pending (date expected)	Yes (date)	No	

***EDUCATION - SECONDARY**

Establishment name and address	Date From	Date To	GCSE (or equivalent) Subject	Grade

***FURTHER / HIGHER EDUCATION (College, University)**

Establishment name and address	Date from	Date to	Course and classification (AS, A Level, Degree etc)	Grade / Award

MEMBERSHIP OF PROFESSIONAL BODIES

Name of body or association	Grade of membership or qualifications	Date awarded

FURTHER VOCATIONAL TRAINING

Date	Course / Training Details

PERSONAL STATEMENT

Please use this section to explain in detail how you meet all of the requirements of the person specification and why you consider yourself suitable for this post. This should include all aspects of your education and experience, including paid or voluntary work, study or training that are relevant to this position.

Please continue on a separate sheet if necessary

FIRST REFERENCE

Please give the names and addresses of your employment referees who can be consulted regarding your professional ability for this post. For teaching posts, the first referee should be the Headteacher at your current / most recent school.

Name and Title of Referee		
Position or relationship to you		
Postal Address		
Post Code		
Email		
Telephone		
May We contact this referee prior to interview?	Yes	No

SECOND REFERENCE

Name and Title of Referee		
Position or relationship to you		
Postal Address		
Post Code		
Email		
Telephone		
May We contact this referee prior to interview?	Yes	No

DISCLOSURE OF CRIMINAL CONVICTION AND PROTECTION OF CHILDREN

Please provide full details of any criminal convictions below. This information will be treated in full confidence and will be used only in relation to this specific application. Having convictions will not necessarily restrict you from working with us, as the assessment criteria will take into account:

- The duties and responsibilities of the position
- The nature and age of any conviction
- The circumstances and background leading to the offence

Under the provisions of the Rehabilitation of Offenders Act 1974, any spent convictions need not be disclosed if, the post does not fall into an exempt job category, under exceptions to the act. Exempt job categories require full disclosure of spent and unspent convictions and are subject to a Standard or Enhanced check from the Disclosure and Barring Service (formerly Criminal Records Bureau) as part of the application process.

Exempt jobs:

- involve matters of national security, such as security services, some civil service, defence contractors etc
- bring the person into contact with vulnerable groups such as the infirm, elderly, mentally ill and young people under 18 years of age,
- are in a profession with legal protection, such as nurses, doctors, dentists, chemists, accountants
- administer justice, such as police officers, lawyers, probation officers, traffic wardens
- are part of the health service

The post you are applying for is subject to an order under Section 4 (4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:

- Convictions
- Cautions
- Warnings
- Reprimands
- Binding over orders
- Pending prosecutions, and
- Criminal investigations,

irrespective of status or age.

Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. If you are to be recommended for the post you will be subject to an Enhanced Disclosure from the Disclosure and Barring Service.

Tick this box if you have no convictions, cautions, reprimands, warnings, bind over orders, pending prosecutions or criminal investigations to declare []

Otherwise, please provide full details below:

DISCLOSURE OF PERSONAL RELATIONSHIP / INTEREST

Are you related to or have any personal relationship with any Trustee, Member, Director, Governor, employee or Councillor of the Northworthy Trust, its schools or relevant local authority?	Yes	If Yes, please state the name, department, position and relationship below:
	No	

EQUAL OPPORTUNITIES MONITORING

Date of Birth							
Gender	Male	Female	Transgender	Prefer not to say			
Ethnicity	WHITE						
	English	Scottish	Welsh	Irish			
	British	Other	If 'Other' please Specify				
	MIXED						
	White and Black African	White and Black Caribbean	White and Asian	Other	If 'Other' please specify		
	ASIAN or ASIAN BRITISH						
	Indian	Bangladeshi	Pakistani	Other	If 'Other' please specify		
	BLACK or BLACK BRITISH						
	African	Caribbean	Other	If 'Other' please specify			
	ANY OTHER ETHNIC GROUP (please state)						
Sexual Orientation	Bisexual	Heterosexual	Homosexual	Prefer not to say			
Religious Beliefs	Catholic (all)	Christian (all)	Muslim	Hindu	Judaism	Other	None
	If 'Other' please specify						
Do you consider yourself to have a disability as defined in current legislation? Under current legislation, a disability is defined as a physical or mental impairment that has a substantial an long-term adverse effect on his or her ability to carry out day to day activities. In this definition, long term is taken to mean more than twelve months and would cover long term illness such as cancer and HIV or mental health problems				Yes			
				No			

II DECLARATION

I hereby give my consent for the school and its appointed agents to process and retain on file the information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection and prevention of crime.

The information supplied by you will be subject to verification and the school may contact people and / or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, education establishments, examination bodies, etc. The school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By submitting this application form you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

Signed: _____

Date: _____

NO applications will be considered after the closing date.

Guidance notes on completing your application form

Please read these notes carefully as the decision to invite you to an interview will depend on the information you provide on your form.

• **SAFEGUARDING**

The Northworthy Trust is committed to ensuring the safety and wellbeing of the students who attend and rigorous background checks will be undertaken for all applicants. Offers of employment are only confirmed after an Enhanced DBS check has been completed and satisfactory references have been obtained. Unexplained gaps or missing information on the application form may mean your application is not considered. Please ensure that only professional contact details are used for your referees wherever possible.

• **PERSONAL DETAILS**

- It is important that you fill in this section accurately and in full. Please do not leave any section blank.

- **Asylum and Rehabilitation Act 1996**

You will be required to provide documentary evidence, UK passport, UK birth certificate or other appropriate documentation which proves you have the right to live and work in the UK.

- **Rehabilitation of Offenders Act 1974**

The Northworthy Trust has a duty to protect children, vulnerable adults, people with disabilities and learning difficulties within its schools. This section must be answered truthfully and in full.

- **Applicants with Disabilities**

The Northworthy Trust is committed to equality in all recruitment. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

- **Data Protection**

Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management

• **Education, training and qualifications**

List all the qualifications you possess and training courses you have attended. Information may be necessary to assess whether you meet the requirements for the job. Please ensure nothing important is omitted. Where a qualification is required, you will be asked to bring your original certificate if you are invited to an interview.

• **Employment History**

Starting with your current or last job, list the main duties of the jobs you have done. This information may be used to assess whether you meet the person specification for the job. Any breaks in employment dates should be explained.

• **Personal Statement**

This is where you make your case for being given the job. Provide examples for each point on the person specification to show that you possess the skills and experience required.

• **References**

References from your current or most recent employers will be required before any offer of employment is confirmed. You may wish to give the names of teachers, lecturers, and other professionals (this must not be a relative). If you are applying for a teaching or learning support post, your first referee should be the Headteacher of your current / most recent school.

• **Declarations**

Including false statements on this form is an offence and could result in the application being taken no further, an offer of employment being withdrawn, or if employment has commenced, disciplinary action leading to dismissal being taken.

• **Monitoring Information**

Please remember to complete the monitoring information as it is essential for Northworthy Trust to determine whether its duties to equality and diversity are being met with regards to employment. This page will be detached and not considered for short listing.

Do not submit the same application form for all jobs.

Look at the requirements listed on the person specification relevant to each post.