



Northern Ambition Academies Trust

# APPLICATION PACK

Completed application forms should be returned by the date and time given in the advert:

- By email to [HR@northernambition.org.uk](mailto:HR@northernambition.org.uk)
- By post to HR Recruitment, Northern Ambition Academies Trust, c/o Airedale Academy, Crewe Road, Airedale, Castleford WF10 3JU

Late applications will not normally be accepted.

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## DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- We must process it to comply with our legal obligations
- We need to process it to enter into, or in anticipation of entering into, a contract of employment with you
- We need to process it for our legitimate interests
- You have given us your consent

You'll find more information on how we use your personal data in our privacy notice for job applicants, available at [www.northernambition.org.uk/application-form](http://www.northernambition.org.uk/application-form)

## GUIDANCE NOTES

**You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in this Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible.**

When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances.

### **DO YOU HAVE WHAT WE ARE LOOKING FOR?**

The job description and person specification describes the skills, experience and qualifications we are looking for. These form the basis against which you will be assessed. You should read them carefully.

From the information in the advertisement, job description and person specification work out if you have the skills, knowledge and experience we need and tell us how you meet those criteria in your application. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

### **DATA PROTECTION**

Northern Ambition Academies Trust is collecting data in order to process your application for employment and, if offered the job, to enter into an employment contract with you. Should you be unsuccessful with your application, the Trust's HR Team will destroy your Application Form after six months. More details can be found in our privacy notice available on our website or via the HR team.

The Trust will contact third parties to verify information you have provided and other facts relating to you and your application. By providing us with contact details for referees, you are giving your consent to the referee providing us with the information we request about you. We may share evidence of your consent with your referee if requested by them.

The Trust needs to protect the public funds it handles so we may use the information you provide on your Application Form to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds where the law or our regulations require us to do so.

### **RECRUITMENT MONITORING**

Northern Ambition Academies Trust is committed to promoting equality, inclusiveness and social justice for all staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

To assist Northern Ambition Academies Trust to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process. Failure to complete the form will have no bearing on the appointment process.

### **NO SMOKING POLICY**

The Trust operates a No Smoking Policy. All Trust premises and vehicles are a non-smoking environment. Vaping is also forbidden in any Trust premises or vehicles

# THE APPLICATION FORM

## **1. Information**

Information you provide in the Application Form will be treated as confidential. In an attempt to ensure greater objectivity in the selection process, it is divided into two parts, (A and B) with only Part B being used to shortlist candidates for interview. Please do not enter your name on Part B of the Application Form, or on any additional information submitted in support of your application.

## **2. Completion of the Form**

Read each section of the Application Form carefully. The form should be filled in as completely and clearly as possible, in black ink or typed. If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. The Application Form is also available on the internet. If you need to attach additional sheets to support your application or to provide additional information, please do not include your name. We do not accept CVs or applications in any form other than on the official application form.

## **3. Canvassing**

Direct or indirect canvassing of Governors, Directors or senior employees of the Trust by, or on behalf of yourself, is strictly forbidden and will invalidate your application.

## **4. Medical History**

All appointments are subject to the successful completion of a medical screening process. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act 2018.

## **5. References**

Before we can confirm an official offer of employment, as part of our safer recruitment processes we will need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description and person specification.

## **6. Education and Training**

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential – the advertisement, job description and person specification should tell you whether qualifications are required. Where qualifications are listed as essential, you will need to provide original certificates or certified copies on appointment.

## **7. Employment History**

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time, indicate the hours worked per week. Please explain any break in your employment history.

## **8. Information to Support your Application**

This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert. Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them. Any supporting information (i.e. additional sheets) should not contain your name or any other personal information.

## **9. Job Sharing**

The Trust supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff. Many jobs within the Trust can be considered for job sharing.

## EQUALITIES MONITORING

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we'd like you to provide the information below. If you choose not to answer some or all of the questions, this will not affect whether your application is considered. This information will **not** be used during the selection process. It will be used for monitoring purposes only.

### EQUALITIES MONITORING INFORMATION

<b>What is your date of birth?</b> (DD/MM/YYYY)						
<b>What gender are you?</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female				
	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say				
<b>Do you identify as the gender you were assigned at birth?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
	<input type="checkbox"/> Prefer not to say					
<b>How would you describe your ethnic origin?</b>						
<b>White</b>	<b>Black or Black British</b>	<b>Other Ethnic groups</b>				
<input type="checkbox"/> British	<input type="checkbox"/> African	<input type="checkbox"/> Arab				
<input type="checkbox"/> Irish	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Any other ethnic group				
<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> Any other Black background					
<input type="checkbox"/> Any other White background						
<b>Asian or British Asian</b>	<b>Mixed</b>	<input type="checkbox"/> Prefer not to say				
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> White and Asian					
<input type="checkbox"/> Indian	<input type="checkbox"/> White and Black African					
<input type="checkbox"/> Pakistani	<input type="checkbox"/> White and Black Caribbean					
<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other mixed background					
<b>Which of the following best describes your sexual orientation?</b>						
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Homosexual man	<input type="checkbox"/> Other				
<input type="checkbox"/> Heterosexual/straight	<input type="checkbox"/> Homosexual woman	<input type="checkbox"/> Prefer not to say				
<b>What is your religion or belief?</b>						
<input type="checkbox"/> Agnostic	<input type="checkbox"/> Jain	<input type="checkbox"/> Other				
<input type="checkbox"/> Atheist	<input type="checkbox"/> Jewish	<input type="checkbox"/> Pagan				
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh				
<input type="checkbox"/> Christian	<input type="checkbox"/> No religion	<input type="checkbox"/> Prefer not to say				
<input type="checkbox"/> Hindu						
<b>Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?</b>						
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say				
<b>If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.</b>						
<input type="checkbox"/> Physical impairment	<input type="checkbox"/> Sensory impairment	<input type="checkbox"/> Learning disability/difficulty				
<input type="checkbox"/> Long-standing illness	<input type="checkbox"/> Mental health condition	<input type="checkbox"/> Developmental condition				
<input type="checkbox"/> Other						
If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you're called for an interview, please give details of the arrangements you require:						

**VACANCY INFORMATION**

Application for the post of	
Name of school where vacancy is located	
What date are you available to begin a new post?	
Where did you first hear about this job?	

**PERSONAL DETAILS**

First name(s)	
Surname	
Preferred title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other (please state)
Previous names/surnames	
If you prefer to be known by a different name, please specify	

**CONTACT DETAILS**

Address	
Postcode	
Daytime contact number	
Alternative contact number	
Email address	

**RELATIONSHIP TO THE SCHOOL/TRUST**

Please list any personal relationships that exist between you and any of the following members of the school/Trust community:

- Governors/trustees
- Director or Senior Member of Staff
- Member of Staff

If you have a relationship with a governor, trustee, director or senior member or staff or employee, this does not necessarily prevent them from acting as a reference for you.

Name	Relationship	Role at the School/Trust

**DRIVING LICENCE DETAILS (IF THE JOB YOU ARE APPLYING FOR INVOLVES DRIVING)**

Do you have a full, valid driving licence?

 Yes No**TEACHER STATUS (CANDIDATES APPLYING FOR TEACHING POSTS ONLY)**

Teacher reference number

Do you have QTS?

 Yes No

QTS certificate number (where applicable)

Date of qualification

Subject specialism (plus any additional specialisms)

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS), the TRA (Teaching Regulation Agency) or any other organisations?

 Yes No**JOB SHARING**

If this post is full time and has been advertised as being suitable for job-sharing, please tell us whether you are applying for a full time post, willing to job share or whether you would consider either:

 Full time Job share EitherIf you are offered this job will you have any other paid work  Yes No

Are there any dates when you will not be available for interview e.g. holidays. We will not always be able to reschedule interviews, but we will try to accommodate if possible.

**DISCLOSURE AND BARRING**

Northern Ambition Academies Trust is legally required to undertake a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Any data processed as part of the DBS check will be in accordance with data protection regulations and the Trust's privacy statement.

Do you have a portable DBS certificate?:  Yes  No

If you've lived or worked outside of the UK in the last five years, 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 if we decide to offer you the job.

Have you lived/worked outside of the UK for more than 3 months in the last 5 years?:  Yes  No**RIGHT TO WORK IN THE UK**

Are there any restrictions on your being resident or being employed in the UK?

 Yes No

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. The successful applicant will be required to provide one original document which proves their entitlement to work in the UK, e.g. passport, before an offer of appointment is confirmed. A full list of suitable documents for this purpose will be issued to every successful applicant.

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

## REFERENCES

Please give names of **two** people who are able to comment on your suitability for this post. One must be your present or last employer. If you've not previously been employed, please provide details of another suitable referee. The Trust reserves the right to seek any additional references we deem appropriate.

In line with safer recruitment requirements in schools, we normally request references for candidates shortlisted for interview prior to interview. Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted. If you do not consent to us contacting one or both of your referees prior to interview, please tick the appropriate box.

By providing contact details and signing below you are consenting to your referees releasing personal data about you for the purpose of providing an employment reference.

Signature:

Date:

	REFEREE 1 (preferably current employer)	REFEREE 2
Name		
Position held in organisation		
Organisation name		
Address and postcode		
Contact telephone		
Email address		
Relationship to you		
Current employer	<input type="checkbox"/>	<input type="checkbox"/>
Do not contact before interview	<input type="checkbox"/>	<input type="checkbox"/>

If either of your referees knows you by a different name, please state:

## DECLARATION

I declare that the information I have given in this application is correct to the best of my knowledge. I understand that if I am appointed and it is later discovered that I provided false or misleading information, disciplinary action may be taken and I may be summarily dismissed. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

Signature:

Date:

**VACANCY INFORMATION**

Application for the post of	
Name of school where vacancy is located	

**CURRENT OR MOST RECENT EMPLOYMENT**

Employer name			
Employer address and contact details			
Job title			
Start date		End date (if left)	
Permanent or temporary?		Full or part time?	
Salary (including allowances)			
Summary of main responsibilities			
Reason for leaving			
If currently employed, notice period required			
For teaching roles only	Age range taught		Number on roll

**PREVIOUS EMPLOYMENT**

Please provide details of your previous employment. List the most recent employment first. Continue on a separate sheet if necessary.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving



### GAPS IN EMPLOYMENT

Please use the space below to explain any gaps in your employment history with reasons and dates.

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### EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications from secondary school onwards. Continue on a separate sheet if necessary. Where qualifications are essential in the person specification, you will need to produce evidence of these at interview stage.

<b>Dates attended (month/year)</b>	<b>Name and location of school/college/university</b>	<b>Qualifications gained (including grades)</b>

### TRAINING AND DEVELOPMENT

Please give details of training or professional development courses undertaken in the last five years that are relevant to your application

<b>Dates attended (month/year)</b>	<b>Name and location of course provider</b>	<b>Name of course</b>	<b>Length of course</b>

**SUPPORTING STATEMENT**

Please use the space below to explain why you are applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification. You may attach an extra sheet if necessary, but please remember NOT to include any personal details, or this will not be forwarded to the selection panel.

If you intend to include any attachments with your application, please include your surname and the title of the post you are applying for as the filename.

Empty space for writing the supporting statement.

