Application Guidance Notes

Thank you for your interest in applying for a job with Newcastle East mixed multi Academy Trust (NEAT).

We want to choose the best person for the job, no matter what their gender identity, relationship status, race, disability, sexual orientation, religion, belief or age. We believe the best way of assessing your future performance is to look at your performance and behaviour in the past, which is why our recruitment process focuses mainly on what the job involves and how you have shown you can do these things. We will only ask for qualifications, experience or skills if these are relevant to the vacancy and if you need them to be successful in the role. We ask you to provide dates of employment and qualifications so we can confirm your work and education history so please explain any gaps in your history. We do not use this information for any other purpose. We value experience you have gained at work and experience you have gained in other situations.

There are three separate forms that you need to return to us by the closing date:

- **Application Form**
  Part A of this form asks for personal information. We use this information to contact you and provide any extra support you may need if we invite you to an interview. We use **part B** of this form to decide whether to interview you. This part of the form asks you to provide information about your past jobs, experience, qualifications and skills. When you fill in this part of the form, you should link your answers to the person specification, which gives details of the skills, experience and qualifications you need to be able to do the job. We may not be able to interview you if you do not provide enough evidence of how you meet the requirements of the post.

- **Criminal Records Declaration Form**
  As this vacancy involves working with children and young people, you must declare relevant criminal convictions when you apply for the job. We may decide not to interview you if you do not send this to us with your application form. A criminal record will not automatically stop you from getting the job but we will consider the nature of the offence when assessing how suitable you are for the job and discuss this with you at interview. If we choose you for the job we will also need to contact the Disclosure and Barring Service to check your criminal record. If this job is in regulated activity we will also check if you are barred from working with children. If you are barred from working with children it is an offence for you to apply for a job.

- **Equalities Monitoring Form**
  We aim to have a workforce that reflects the communities we serve. To measure our performance in meeting this aim, we collect information from people applying for jobs.

We look forward to receiving your application. Unfortunately, we are not able to contact everyone who applies for a job with us. If you do not hear from us within six weeks of the closing date, you should assume that your application has not been successful.

Please fill in all forms in black ink or use a black font. We do not accept CVs.

Please return your form to the address specified in the advert for the post.