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**Application form - guidance notes**

# Thank you for considering working for us.

# 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 job on offer 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, and we encourage you to support your application with examples of how you think you have the skills, experience, qualifications and so on to do the job.

# 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 ask you to come for 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.

**Part C** of this form is for monitoring equality and diversity only. We separate it from the rest of your form when we receive it, so that it is not seen by anyone involved in deciding whether to offer you a job.

Please fill in this application form in black ink or use a black font. This is because we may need to photocopy it. We do not accept CVs.

**For jobs working with children, young people and/or vulnerable adults:** If we choose you for the job we will also need to contact the Disclosure and Barring Service to find out if you have a criminal record. If the job is in regulated activity we will also check if you are barred from working with children and/or vulnerable adults. 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. If you are barred from working with a vulnerable group it is an offence for you to apply for a job working with that group. We may decide not to interview you if you fail to fill in a criminal records self-disclosure form and send this to us with your application form.

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 e-mail your completed application form and criminal records declaration form to:** [admin@neat.org.uk](mailto:admin@neat.org.uk) or post it to**: Newcastle East mixed multi Academy Trust**, **Heaton Centre, Trewhitt Road, Heaton, Newcastle upon Tyne, NE6 5DY.**

# Please note that this application form is only for employment with Newcastle East mixed multi Academy Trust. There is a different application form if you are applying for a vacancy with NEAT Active Ltd.

# Application form

**Part A**

|  |  |
| --- | --- |
| Job you are applying for: | Vacancy reference number: |
| School(s)/NEAT Central Team: | |

### Contact details

|  |  |
| --- | --- |
| First names:  Address and postcode:          Daytime phone number:  May we call you on your daytime number?  Yes  No | Last name:  Title: Mr  Mrs  Miss  Ms  Other (please say which):  National Insurance number:  Mobile phone number:  Evening phone number: |
| Main email address:  Other email address:  Note: We will use email to communicate with you during and after the recruitment process. Please consider this as you may not want to use your work email address. Please tick this box to confirm that you are happy for us to communicate with you by email. | |

**References**

Please provide two references, one of which must be from your present or most recent employer. If you are applying for a job which needs a criminal records disclosure from the Disclosure and Barring Service, we will take up references before we interview you, unless there are exceptional circumstances we consider reasonable. (Where it is agreed that a reference will not be provided in advance of interview, it will be requested before a job offer is made.)

|  |  |
| --- | --- |
| Name:  Organisation, address and postcode:            Phone number:  Email:  Job title:  Relationship to you:  Can we contact this person before we interview you? Yes No  If No, state the exceptional circumstances you would like us to consider: | Name:  Organisation, address and postcode:            Phone number:  Email:  Job title:  Relationship to you:  Can we contact this person before we interview you? Yes  No  If No, state the exceptional circumstances you would like us to consider: |

### Your right to work in the UK

Are there any restrictions which might affect your right to take up employment in the UK?

Yes  No

If Yes, please give details.

|  |
| --- |
|  |

What is your nationality?

**Flexible working**

We are committed to giving you the opportunity to change your work pattern when possible so you can balance your work commitments with other responsibilities.

Do you want to work full-time only? Yes  No

Would you like us to consider you for other working patterns (for example, job share, part-time work, working in term-time only and so on)? Yes  No

Making reasonable adjustments

|  |
| --- |
| Do you need us to make any reasonable adjustments to help you in the recruitment process? Yes  No  If ‘Yes’, please say what. |

### Relationships to directors of NEAT or governors of NEAT schools

|  |
| --- |
| If you have any relationship with any director or governor, please tell us their name and the relationship. |

You must not use your relationships with directors or governors to try to get a job with us. If you do, we will not consider your application.

### Criminal Convictions

### You must complete our Criminal Records Self-Disclosure Form and return this with your application form. The guidance notes on our safer recruitment practices explain the information we need and how we will use it.

Please tick to confirm:

I have read the guidance on the Criminal Records Declaration Form. Yes

I have completed the Criminal Records Declaration Form Yes

and will send it with this application form.

**Data Protection – Fair Processing Notice**

The information on this application form may be recorded by us in paper and electronic form and used to send information to you that is relevant to your application and to monitor equality and diversity.

Our payroll and HR records are managed by Newcastle City Council. Your personal information will be made available to Newcastle City Council if you are offered the job in order to complete relevant pre-appointment checks on our behalf and to allow them to pay your salary/any associated expenses, administer your pension and issue contractual documents.

We may also use your personal information to fulfil other employer responsibilities: for example, by maintaining appropriate medical records, complying with health and safety obligations, monitoring our equality objectives, recording recruitment and vetting checks, and all other employment related matters.

### Declaration

I declare that, as far as I know, all the information I have given is correct. I understand that if I give false or incomplete answers you will not consider my application or, if you have already given me the job, you may dismiss me without notice.

I understand that a barred person is breaking the law if they seek, offer or engage in regulated activity with a group (children and/or vulnerable adults) from which they are barred from working.

I confirm that I give consent for my personal data to be processed as described above.

Your signature:

Date:

If you complete this application form electronically and send it to us by e-mail, we will ask you to sign a paper copy of the form if you are invited to interview.

**Part B**

**Education, training and qualifications**

Please give details of any qualifications or work-related training you have achieved (start with the most recent and work back). Please continue on a separate sheet if you need more space.

### Qualifications

|  |  |  |
| --- | --- | --- |
| Place you studied at and the dates you studied here | Qualification and grade gained | Date achieved |
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### Continuing professional development and training courses you have been on

|  |
| --- |
| Give details of how you have kept your skills up to date. (Continue on a separate sheet if you need more space.) |

**Membership of professional organisations**

Please list any professional organisations you are a member of which are relevant to the job you are applying for.

|  |  |
| --- | --- |
| Professional organisation | Level of membership |
|  |  |

**Your current or most recent job**

Please tell us about your current job. If you are not currently employed, please tell us about your last job.

|  |  |
| --- | --- |
| Employer’s  name and address |  |
| Job title |  |
| Date your employment started |  |
| Main duties |  |
| Main achievements |  |
| Reason for leaving and leave date |  |
| How much notice do you have to give? |  |
| Please tell us your current salary and, where relevant, salary point and pay range/grade. | Salary: £  If employed in a school/academy or local government:   * salary point: * grade/pay range: * any additional allowances or payments (e.g. TLR, salary safeguarding/cash protection): |

**Your past jobs**

Please tell us about any previous employment. Start with the most recent and work backwards. Please show and explain any gaps in your employment history. (Continue on another sheet if you need to.)

|  |  |  |
| --- | --- | --- |
| Employer’s name and address | Position held | Dates and reason for leaving |
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### Skills, knowledge and experience

Using the person specification as a guide, please tell us how you feel you meet the requirements of the job. It is very important that you support your application with examples, which can come from experiences at work and in other situations.

Continue on another sheet if you need to.

**Part C**

## Monitoring equality and diversity

|  |  |
| --- | --- |
| Name: | |
| Job you are applying for: | Vacancy reference number: |
| School(s)/NEAT Central Team: | |

Equality in employment

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 separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

**Please provide details about yourself by ticking the relevant boxes.**

### Gender

Are you: male?  female?

### Disability

The Equalities Act 2010 defines a disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities’.

Do you consider you have a disability under this definition? Yes  No

As part of our Guaranteed Interview Scheme, we interview all applicants who declare they have a disability who meet the essential criteria for a job vacancy.

# Are you responsible for caring for anyone?

### I am not responsible for caring for anyone.

I care for children or a child.

I care for another relative.

I care for someone else (please say who).

### Your date of birth

|  |  |  |
| --- | --- | --- |
|  |  |  |

### People who already work for us

Do you work for us? Yes  No

If ‘Yes’, would this job be a promotion for you? Yes  No

**How would you describe your ethnic background?**

**White:** **Black or black British:**

British  Caribbean

Irish  African

Any other white background  Any other black background

**Asian or Asian British:** **Mixed:**

Indian  White and black Caribbean

Pakistani  White and black African

Bangladeshi  White and Asian

Any other Asian background  Any other mixed background

**Chinese or other ethnic group:** **Any other ethnic group**

Chinese  Please say which

**Relationship status**

Divorced or my civil partnership has ended  Single

Married or in a civil partnership  Prefer not to say

Widow or widower

**How would you describe your sexual orientation?**

Bisexual  Gay man

Gay woman or lesbian  Heterosexual

Prefer not to say

**How would you describe your religion and belief?**

Buddhist  Christian

Hindu  Jewish

Muslim  Sikh

Other  No religion

Prefer not to say

**Where did you find out about this vacancy?**

Our jobs bulletin  Website

Local press  National press

Other (please say which)