

Application Form

Post Reference Number:

Applicant's Reference Number:

Position Applying For:

Benedict Biscop CE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Incomplete application forms, such as full dates or details which are missing, will not be considered and supplementary CVs are not accepted as part of the recruitment process.

Equal Opportunities and Monitoring

The information requested in Part A of this form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. The information requested in Part C, is used for checking convictions, and will not be seen by the shortlisting panel but will be seen by the interview panel if you are invited to interview. Part B is separated when we receive your application form, and given to the recruitment panel for shortlisting.

PART A

Personal Details

Title		First name(s)		Surname	
Current address					
Country of residence				NI number	
Do you have the right to work in the UK?				Do you require a work visa or permit?	
Telephone number				Mobile number	
E-mail address (home)				Date of birth (optional)	

Post Reference Number:

Applicant's Reference Number:



Equal Opportunities Monitoring

Benedict Biscop CE Academy values diversity and we encourage and welcome applicants from all sections of society. We ask applicants to complete and return an equal opportunities monitoring form with their application to help us check the effectiveness of our recruitment policies. This information will be treated confidentially and will be separated from your application, it is not made available to the shortlisting or interviewing panel. If you choose not to complete this form, your application will not be affected.

Gender	Do not wish to say		Male		Female		Transgender	
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Disability

For the purpose of the Equality Act 2010 a person has a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability, long standing illness or infirmity?	Yes		No	
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Ethnic Origin	Please tick one of the boxes below to best describe your ethnic origin
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White British <input type="checkbox"/> Irish <input type="checkbox"/> Other (please write in) <input type="checkbox"/> <input type="text"/>	Black or Black British British <input type="checkbox"/> Irish <input type="checkbox"/> Other (please write in) <input type="checkbox"/> <input type="text"/>	Chinese or other ethnicity Chinese <input type="checkbox"/> Gypsy/Roma/Traveller <input type="checkbox"/> Any other (please write in) <input type="checkbox"/> <input type="text"/>
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Asian or Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other (please write in) <input type="checkbox"/> <input type="text"/>	Mixed White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other (please write in) <input type="checkbox"/> <input type="text"/>	Religious Belief/Faith Christianity <input type="checkbox"/> Hinduism <input type="checkbox"/> Islam <input type="checkbox"/> Judaism <input type="checkbox"/> Sikhism <input type="checkbox"/> Buddhism <input type="checkbox"/> No religion <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other (please write in) <input type="checkbox"/> <input type="text"/>
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Relationship Status Single <input type="checkbox"/> Married/Civil Partnership <input type="checkbox"/> Divorced/Dissolved <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Prefer not to say <input type="checkbox"/>	Sexual Orientation Heterosexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
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Are you responsible for caring for anyone? I am not responsible for caring for anyone <input type="checkbox"/> I care for children/a child <input type="checkbox"/> I care for another relative <input type="checkbox"/> I care for another person (please write in) <input type="checkbox"/>	<input type="text"/>
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Where did you see this job advertised?	
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Post Reference Number:

Applicant's Reference Number:



PART B

Current Employment

Current employer			
Address (incl. post code)			
Job title			
Date appointed		Current salary / grade	
Notice period			
Key responsibilities (including if any staff report to you)			

Previous Employment

Please give details of all previous employment – these must be exact dates – starting with most recent first. Please include any gaps in employment, career breaks or other full-time commitments.

Employer (name & address)	Job title and key responsibilities	From dd/mm/yy	To dd/mm/yy	Salary / grade	Reason for leaving

Post Reference Number:

Applicant's Reference Number:



Qualifications

Please give details of relevant educational, vocational, or professional qualifications (most recent first)

Institution	Qualification	Subject	Grade	Date

Post Reference Number:

Applicant's Reference Number:



Professional and Personal Development

Please give details of relevant courses attended during the past 3 years (most recent first)

Institution	Name of course	Award/Qualification gained (if applicable)	Date	Duration

Post Reference Number:

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Applicant's Reference Number:

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Knowledge, Skills and Experience

Please describe how you meet the requirements of the role as set out in the person specification.

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Post Reference Number:

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Applicant's Reference Number:

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Post Reference Number:

Applicant's Reference Number:



Absence from Work/Education

How many days sickness absence from work or education have you had in the last two years?

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Disability – Reasonable Adjustments

Do you require us to make any reasonable adjustment that will help you to demonstrate your full potential in the recruitment process? If yes, please give details.

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Referees

Please supply the names and contact details of two referees who can comment on your suitability for this position. The first referee should be your current or most recent employer and specifically, for current Head Teachers this should be the Director of Children's Services (or equivalent) and for Deputy/Assistant Headteachers this should be the Headteacher of the school you are currently teaching at. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children.

1. Name		Organisation	
Position		Relationship to you	
Address (incl. post code)			
E-mail address			
Telephone number			
2. Name		Organisation	
Position		Relationship to you	
Address (incl. post code)			
E-mail address			
Telephone number			

Please note that we will contact the referees if you are short-listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

Post Reference Number:

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Applicant's Reference Number:

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Confirmation of my Application Details

If you have any relationship with any Governor or senior employee of the Academy, please state the name(s) and nature of relationship(s).

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Signed (electronic signature)		Date	
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Note: If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview.

Signed (wet signature)		Date	
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Post Reference Number:

Applicant's Reference Number:



PART C

Confidential Information

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, because it involves access to children. Therefore you are required to provide details of all convictions in the box below, even if they are classified as 'spent'. If you are successful in the recruitment process, the Academy will then obtain a disclosure from the Disclosure and Barring Service about you, irrespective of whether you tick Yes or No. This will be discussed with you during the selection process. The information gained will be used by the Academy to check your suitability for the post. This form will not be used for shortlisting, however it will be made available to the interview panel if you are shortlisted.

Do you have a prosecution pending, or have you ever been convicted at a Court or been cautioned by the Police, for any offences, including those classified as 'spent' under the Rehabilitation of Offenders Act 1974?

Yes ☐

No ☐

If yes, please provide details of pending prosecutions, convictions, cautions and bind-over orders, including approximate date, the offence, and the court or police force which dealt with the offence. Please continue on another sheet if necessary.

I confirm that the information that I have given in this box is true, correct, complete and up-to-date.

Signed

Date

Please list any name other than the one you are currently using, that you have ever been known by (please include any maiden names).

Note: If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview.

Note: Should you fail to disclose any conviction above, and the Disclosure and Barring Service disclosure confirms that you have any prosecution pending, or that you have been convicted at a Court, or cautioned by the Police for any criminal offence, or that there are any other matters causing the Academy to reasonably conclude that you may be unsuitable for the post, then you will be disqualified from appointment. If already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Post Reference Number:

Applicant's Reference Number:



Guidance Notes

Thank you for applying for a job with us. Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. This information is to help you to understand how the application process works and how best to fill in your application form.

When we receive application forms the Equality and Diversity Monitoring information is used to check for convictions but will not be used during the shortlisting process. The information will be given to the interview panel if you are shortlisted. During the shortlisting process the information on your application form will be compared with the criteria on the Person Specification. Applicants that best meet the criteria will be invited for interview. References are requested from referees using the details provided and may be referred to during the interview in line with Safer Recruitment practices.

About the information you have received

- **Job Description:** Outlines the purpose of the job and the main duties involved.
- **Person Specification:** Lists the essential criteria an applicant needs to meet. It is this document that applicants are measured against during recruitment.
- **An Application Form:** A standard form on which we collect information about you. We will not accept a generic C.V.

What do we value on Application Forms?

We are only looking for the things we have listed on the Person Specification. We strongly value the achievement of, and progress towards, academic, professional and vocational qualifications.

We also believe, however, that there are extremely talented people in the jobs market. People who, for one reason or another, have not developed their skills and abilities through an academic route and gained a qualification. So we also value other things such as previous job experience, research projects or personal study, work placements, voluntary work, social experience or personal life experience. Obviously for some jobs at the school, a professional qualification is essential. In this case we will ask for the relevant qualification, (e.g. a teacher must have a nationally recognised Teaching Qualification). You will be asked to provide certificates to verify your qualifications.

How to best fill in your Application form

The panel are looking for those candidates who can give real examples of how they meet the essential criteria on the Person Specification. It is quality, not quantity that is important. We only want information on the application form and therefore C.V.'s will not be considered. Here are some helpful hints when completing the form, and remember to have the Person Specification at hand throughout:

- Use a spare sheet of paper to make notes first.
- Prepare answers to all questions but leave the 'How you meet the essential requirements' until last. Most candidates find this the hardest part to complete.
- If a box is not relevant to your personal circumstances, mark it 'not applicable'.

Post Reference Number:

Applicant's Reference Number:



- Give details of your employment history. If you have a gap in your employment, you are required to given an explanation for this.
- Give details of any referees who we can ask for information about you. (We only ask for factual information, not that person's opinion about you). If you are employed, include details of your current employer. If you are unemployed, you must give details of a previous employer. If you have never been employed, please give details of a school, college or university tutor, or put a line through the box.
- Now focus on the 'How you meet the essential requirements'. Take each of the criteria on the Person Specification in turn. Take time to think about all of your previous experience and give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence and may disadvantage you at the short-listing stage. Remember you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc. Why not ask your friends or colleagues about times when you have used these skills.
- Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish. Remember – Quality over Quantity.

How we acknowledge receipt of your Application Form

We do not write back to every candidate who submits an Application Form to us. Any applicants not invited for interview should assume that their application has been unsuccessful. We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. We will make any reasonable adjustment or arrangement to any part of the recruitment process.

Access to Employment for Disabled People

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

Data Protection

The information you provide on the application form will be used to assess your suitability for the post, and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

Personal information that you provide in the Equality and Diversity Monitoring section of the form will only be used for the purpose of equal opportunities monitoring and statistical analysis. This helps us to continually improve our equal opportunities policies and practices.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above.

Any other questions

If you have any questions or comments about any aspect of the recruitment process, please contact the Headteacher.