Application Form

Admin & Finance Support Officer

# 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 on what the job involves and how you have shown you can do the job. We ask for qualifications, experience and skills relevant to the job. We ask you to provide dates of employment and qualifications so we can confirm your work history. 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 job description and person specification, which gives details of what skills, experience and qualifications you need to be able to do the job. If you do not provide enough evidence of how you meet the requirements of the post, we may not be able to interview you.

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. However, if you tell us that you have a disability, we will give this information to the shortlisting organiser to make sure they comply with equality legislation.

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.

As this job requires regular contact with children and young people, 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 and we will check if you are barred from working with children and young people. 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. If you fail to fill in a disclosure form when we ask, we will not be able to employ you.

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.

We look forward to receiving your application.

# Application form

**Part A**

|  |
| --- |
| Job Title: |

### 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 should be from your present or most recent employer. You must not use a Relative.

|  |  |
| --- | --- |
| Name:  Organisation, address and postcode:            Phone number:  Email:  Job title:  Relationship to you:  Can we contact this person before we interview you? Yes No | Name:  Organisation, address and postcode:            Phone number:  Email:  Job title:  Relationship to you:  Can we contact this person before we interview you? Yes  No |

### 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?

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 anyone at SMART Multi Academy Trust

|  |
| --- |
| If you have any relationship with any member, trustee, senior staff or governors across the Smart Multi-Academy Trust, please tell us their name and the relationship. |

You must not use your relationships with any member, trustee, senior staff or governor to try to get a job with us. If you do, we will not consider your application.

### Convictions

Have you ever been convicted of a criminal offence? (Do not include spent convictions, which are convictions you do not normally have to mention when applying for a job. A prison sentence of more than two and a half years can never become spent.)

Yes  No  If ‘Yes’, please give details.

|  |
| --- |
| Offence:  Date of conviction:  Judgement or sentence:  Additional Information: |

We will use this information to monitor equality and diversity.

For more information, please visit smartacademies.net or contact our Data Protection Officer by emailing [chris.haves@smartacademies.net](mailto:chris.haves@smartacademies.net).

### 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.

Your signature:

Date:

**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

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| --- |
| 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 |  |
| Position held |  |
| 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 pay scale. | Salary:       Pay scale: |

**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 job description and 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: | Job reference number: |

Equality in employment

We aim to have a workforce that reflects the different stakeholders we have. 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 Expression

Are you: male?  female?  other?

### 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

# 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/Other  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?**

Agency  Website

Local press  National press

Other (please say which)

Please email or post your completed application form to the address below:

**Mailing Address: Email (preferred):***Casey Pearcy*

*Admin and Finance Support Officer*

*SMART Multi Academy Trust* or email your completed form to

*Montagu Avenue* enquiries@smartacademies.net

*Newcastle upon Tyne* Please ensure you send a word document

*NE3 4SB*

If you would like to discuss the role prior to applying, please contact the School Business Manager on 0191 285 3895. Casey Pearcy will take your details and make necessary arrangements.