

## Non-Teaching Post Application Form Guidance Notes

If you need any help to complete our application form, please either email [hr@ncdat.org.uk](mailto:hr@ncdat.org.uk) and one of the HR team will respond to assist with your enquiries, or alternatively:-

### For Consett Academy enquiries

**01207 507001** and ask for Human Resources

### For North Durham Academy enquiries

**01207 292180** and ask for Human Resources

You can also request information and application forms in other formats using the same telephone number.

### Please read this information before completing the Application Form

These notes are intended to help you complete our application form section by section. The person specification provided with the details of the post, lists the criteria against which each candidate will be assessed. Invitation for interview is based on the information contained in the Application Form – complete it in a well-planned and positive way, use words such as ‘I plan’, ‘I am responsible for’. The candidates shortlisted will be the ones who most closely meet the criteria on the person specification.

### General Points

- Please complete the form using type or black ink so that it can be photocopied.
- Please check that the form is for the correct post and take note of the closing date. If you are unable to complete the application form before the closing date, for example, due to requiring the form in a large print, then at the Principal’s discretion, written information detailing how you meet the essential criteria may be accepted until the standard application form can be completed.
- Please ensure that you include as much relevant information as possible on the application form. We do not accept CVs, therefore information submitted via any means other than the standard academy application form will not be considered for shortlisting purposes. If little or no information is provided on the application form it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.
- If you do not have enough space on the form at any point you may continue on a separate sheet of paper, clearly indicating which section of the application form the supplementary information relates to. Please note: - personal details, e.g. name, should not be included on any supplementary sheets.

### Equal Opportunities Monitoring Form

- Please complete this section (1 to 7) to enable us to monitor our recruitment process in relation to our Equal Opportunities Policy. The information you provide will be treated with the utmost confidence and will be used only for statistical purposes to ensure that all candidates are treated fairly. This part of the application form will be detached before the selection process begins.

## First Section

- This first section of the application form will be detached before the selection process begins. It asks for some basic details about you and the post that you are applying for, such as post reference number (if applicable), the post title, academy and the closing date for the post.
- Details of your Surname, Title, Previous Surname(s), Date of Birth, Forename(s), National Insurance Number, Address and Telephone Numbers (Mobile and Work if convenient) are required together with an email address (if convenient).
- Indicate (by ticking) whether the post is open to job share and if so if you wish to apply in a job share capacity.
- Please state where you saw the job advertised.
- Indicate whether you consider yourself to be a person with a disability. This may include a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long standing means that it has lasted, or is likely to last, for over a year. If you answer yes, please detail any specific requirements to assist us with an interview so that the necessary arrangements can be made.

### **When completing the Important Information Box about Criminal Convictions:**

It is the Academies Trust policy that all staff require a DBS check as stated in the job advert.

Following the amendments to the Exceptions Order 1975 (2013), certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and therefore cannot be considered. Please read further guidance on the criteria on the 'filtering' of these cautions and convictions on the Disclosure and Barring Service website – [www.gov.uk/dbs](http://www.gov.uk/dbs) before completing this section of the application form.

If after reading the guidance you need to disclose a caution/conviction, please add the details to the application form, or alternatively send the details in a sealed envelope marked private and confidential for the attention of: **HR Manager, New College Durham Academies Trust, c/o High Street, Stanley, Co Durham, DH9 0TW.**

Please ensure you state the job title and academy for the post you are applying for.

### **Declaration**

- **When completing the Declaration box:** You are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing academies trust employee or a partner of such persons. This means anyone who works for either Consett Academy or North Durham Academy. Canvassing of Members of the Academies Trust or any appointing officer directly or indirectly for any appointment with the Trust is prohibited and shall, if deemed appropriate, disqualify you for that appointment.
- After reading the guidance notes including the information regarding Criminal Convictions you need to sign and date the Declaration to declare that the information you have given on the Application Form is true in all respects. If you are submitting your completed application form electronically, you will be asked by Human Resources to sign and date the Declaration when you attend for interview.
- **Right to Work in the UK.** The Asylum and Immigration Act of 1996 requires employers to ensure that anyone who is taken on as an employee has the right to work in the UK. The successful candidate will be asked to provide documentary proof of their right to work in the UK.

## Section A

### Education

- Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. All qualifications must be supported by relevant certificates, but please do not attach certificates. If you are successful, these will be requested at a later date.

## Section B

### Employment Details

- Please provide details of your present and previous appointments (permanent or temporary) as requested, including any notice period for your current job (if applicable) and reason for seeking new employment. There should be no gaps in your employment history.

- **Additional Employment:**

If you are successful in gaining an appointment and already have additional ongoing employment, it may be necessary to ask you to sign a waiver clause, signifying your consent to work an average of no more than 48 hours per week in your combined employment. This agreement is sought in compliance with the Working Time Regulations 1998. More guidance can be found on [www.direct.gov.uk](http://www.direct.gov.uk).

## Section C

### Full Employment History

Please provide **full** details of all previous posts you have held, including those with Durham County Council (if applicable) starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. Please use continuation sheets if necessary.

## Section D

### Additional Information

Please provide details of which Pension scheme (if any) you are currently a member? e.g. TPS, LGPS, etc.

### Person Specification

The next section asks you to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the Person Specification of the post that you are applying for. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. You can use continuation sheets if necessary.

## Section E

### Referees

For all positions in contact with children and vulnerable adults the Trust will seek references from any or all previous employers and line managers prior to interview. All references will be verified with the referee to ensure authenticity.

Give name, job title, and relationship to referee and address of two people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should be the Head Teacher of your last school. Next of kin or immediate relatives should not be named as referees.

Where applications are made for either a Headteacher or Deputy Headteacher post the Trust reserves the right to seek a reference from your current employing Local Authority/Governing Body prior to interview.

Please note appointment will only be confirmed subject to satisfactory references.

Finally, please check that you have completed your post reference number, post title, academy and closing date and all personal details on the first section of the application form and that you have signed and dated the declaration. When submitting an electronic application form you will be asked to sign and date the declaration if invited to the interview stage.

### Complaints

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process which accommodates individual needs and ensures that every appointment is made on merit in an effective and consistent way. We welcome any feedback on the procedure.

If you feel you were not afforded this provision, then you should contact the respective academy's Principal. If the post you applied for is the Principal, you should contact the respective academy's Chair of Governors. This must be done within 5 working days following the date you were notified of the decision.

Should you require advice with regard to making a complaint, please contact the Chief Operating Officer, via email at [hr@ncdat.org.uk](mailto:hr@ncdat.org.uk) or tel: 01207 507001

Alternatively, you can post your complaint in writing, marked private and confidential to: -

*Mr Andy Collishaw  
Chief Operating Officer  
New College Durham Academies Trust  
Ashdale Road  
Consett  
County Durham  
DH8 6LZ*

Thank you for your interest in New College Durham Academies Trust