Application Form – Part A

Admin Assistant

# 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 role. 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.

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**

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| --- |
| Job Title: Admin Assistant |

### 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 [the](http://www.newcastle.gov.uk/nfi) SMART website 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:

Applications must comprise these completed papers:

* Part A,
* Part B,
* Part C,
* Safer Recruitment Form
* Covering Letter

Please send your completed application in a Word document format to [nikki.lumley@smartacademies.net.](mailto:nikki.lumley@smartacademies.net) We do not accept postal applications. If you have any questions, please call the school office on 0191 285 1350.