



Dear Applicant,

GUIDANCE NOTES

Thank you for your interest in working for The Northern School of Art. Please read the following guidance notes carefully before completing your application.

You must complete an application form when applying for a post at the Northern School of Art. **A CV will not be accepted as a substitute for all or any part of the form.** If you have insufficient space for all your information for any category on the form you should continue on a separate sheet of A4, marking it clearly with your name.

APPLICATION FORMS WILL BE PHOTOCOPIED FOR THE SELECTION PANEL. PLEASE COMPLETE THE FORM IN BLACK INK OR TYPE.

Please complete all parts of the form accurately providing all relevant information. Do not assume the short-listing panel has prior knowledge of you even if you have applied for a post before or are known to a member of the panel.

References

Please provide the School with two reference contact details. Please ensure that your two references are your two most recent employers. Please make sure you indicate whether the referees may be contacted prior to interview. You should ensure the referees are/were in a management/supervisory position in relation to you so they can verify details of your current/most recent employment.

Person Specification Match

The application form should match the person specification for the role. The panel will use the responses on your application form to determine whether you meet the person specification. Please include as much detail as possible on the form itself so the panel has a full picture of your qualifications and experience.

General Data Protection Regulation (GDPR) Provisions

All information obtained throughout the recruitment process will be obtained by the School in a secure location for a period of 1 year (external unsuccessful applicants) or retained in your personnel file and HR database (successful or internal applicants) and for 6 years after employment has ended. Data will be used for equal opportunities monitoring and statistical analysis only. This includes the processing of sensitive data as defined in the GDPR. Data will not be passed to any third party. All information you

supply will be handled in the strictest confidence. If you require all data to be removed there is an option for this to be granted by filling out the necessary section in the application form. By completing and signing this form you are giving your consent to this process.

All queries should be made to Human Resources. **No other member of The Northern School of Art should be contacted.** Please note, the canvassing of any Member of the School's Board of Governors or a Member of the School Management Team directly or indirectly for any appointment in the School's service will disqualify the candidate.

It is not our normal policy to acknowledge receipt of applications. If you have not been contacted within 4 weeks of the closing date, you may assume that on this occasion you have been unsuccessful.

Criminal Convictions Declaration

As part of our commitment to providing a safe and supportive learning environment, applicants are required to declare any unspent criminal convictions or cautions. This information will be treated with the strictest confidence and will only be used to assess any potential risk to the safety and wellbeing to the School.

Please note: You are only required to disclose unspent convictions or cautions under the terms of the Rehabilitation of Offenders Act 1974. If you are unsure whether a conviction is spent or unspent, you can find guidance at www.gov.uk/exoffenders-and-employment or seek advice from a legal professional.

Failure to disclose relevant information may result in withdrawal of any offer made or termination of contract.

If you would prefer an application form with larger print please contact HR at jobs@northernart.ac.uk or (01642) 856119.

Please return your completed application form to jobs@northernart.ac.uk or if you prefer by post to Human Resources, The Northern School of Art, Newport Road, Middlesbrough, TS1 1LA, by the advertised closing date. Applications received after the closing date will not be considered unless exceptional circumstances apply.

Once again, thank you for your interest in working for The Northern School of Art and wish you luck with your application.

Yours Faithfully,

Human Resources