

Application Form



Guidance notes

Thank you for considering working for Northern Leaders Trust. We want to choose the best person for the job, no matter what their sex, race, disability, sexuality, 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 mainly on what the job involves and how you have shown you can do these things. We will only ask for qualifications, experience or skills if these are relevant to the job on offer and if you would need them to be successful in the role. We ask you to provide dates of all employment and qualifications only so we can confirm your work history. We do not use this information for any other purpose. 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 all past jobs, experience, qualifications and skills. When you fill in this part of the form, you should link your answers to the 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 conditions for the post, we may not be able to interview you. In addition, as part of the shortlisting process we will carry out an online search as part of our due diligence checks.

Please note we do not accept CV's and all parts of the application form must be completed in full.

Part C of this form is for monitoring equal opportunities 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.

Please fill in this application form in black ink or use a black font. This is because we may need to photocopy it. All jobs in our Trust involve working 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. We will ask you to self-disclose this information prior to interview. 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 fail to fill in a disclosure form when we ask, we will not be able to employ you.

If you need this form in another format (in Braille, in large print, on audio tape and so on), please contact hr@northernleaderstrust.org or telephone 0191 214 2200.

We look forward to receiving your application.

Application Form

Part A

Job you are applying for:

School/Service:

Contact Details

First names:

Last name:

Address and postcode:

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Other ☐ (please say which):

National Insurance number:

Home phone number:

May we call you at work? Yes ☐ No ☐

E-mail:

Work phone number:

Please note we will contact candidates invited for interview by email, where email addresses are provided.

Special Needs

Would you need us to make any special arrangements if we invited you for an interview, for example providing a sign language interpreter? Yes ☐ No ☐

If 'Yes', please say what.

References

Please provide two references, from your present and most recent employer.

We will only accept references from schools from the Principal/Headteacher. Unless specified, references will be taken up prior to interview. We do not accept personal references. Please note, further references may be required as part of our recruitment vetting and work history checking process.

Name:

Address and postcode:

Phone number:

E-mail:

Job title:

Relationship to you:

Name:

Address and postcode:

Phone number:

E-mail:

Job title:

Relationship to you:

Can we contact this person before interview?
Yes ☐ No ☐

Can we contact this person before interview?
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.

Flexible Working

We are committed to giving you the opportunity to change your work patterns when possible so you can balance your work commitments with other responsibilities.

Do you want to work full-time only?

Yes ☐ No ☐

Would you like us to consider you for other working patterns (e.g. job share, part-time, working in term-time only and so on)?

Yes ☐ No ☐

Please provide details:

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Relationships to Senior Staff or Governors

If you have any relationship with any school governor or senior staff within our Trust, please tell us their name and the relationship.

You must not use your relationships with governors or senior officers to get a job with us. If you do, we will not consider your application.

Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders Act 1974 – the successful applicant will be required to apply for an Enhanced Disclosure and Barring Service (DBS) certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be protected/filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is unsuccessful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.

Data Protection and Data Matching

We will use the information on this form to help us employ staff. Because we have a duty to protect public funds, we may need to compare the information you have provided on this form with local authority records to identify people involved directly or indirectly in benefit fraud.

Declaration

I declare that the information provided on this form is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school, b) a satisfactory DBS certificate and check of the Children's Barred List, c) the entries on all parts of this form being accurate and d) satisfactory medical screening.

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. I understand that if I deliberately 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: _____

Please return your completed application form to the address below.

**Human Resources
Northern Leaders Trust
Drayton Road
Newcastle-upon-Tyne
NE3 3RU**

Email: hr@northernleaderstrust.org

Part B

Education, Training and Qualifications

Please give details of all 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	Qualification and grade gained	Date achieved

Continuing Professional Development and Training Courses Attended

Give details of how you have kept your skills up to date. (Continue on a separate sheet if required.)

Membership of Professional Organisations

Please list any professional organisations to which you belong, relevant to the job you are applying for. If you are applying for a teaching job, tell us your **DFE reference number**, whether you have Qualified Teacher Status (you are qualified to teach in England and Wales) and whether you are registered with the Teacher Regulation Agency.

Professional organisation	Level of membership

Your Current Job

Please tell us about your current job. If you are not currently employed, please provide details of your last job.

Employer's name	
Employer's Address	
Position held	
Date your employment started	
If not currently employed, date of leaving	
Main duties	
Main achievements	
Reason for leaving.	
How much notice do you have to give?	
Please tell us your current salary and pay scale.	Salary: Pay scale:

Previous Employment

Please tell us about **all** your previous employment. Start with the most recent and work backwards, providing full work history, including any voluntary work, from leaving compulsory education. Please provide full dates (dd/mm/yy) and show and fully explain any gaps in your employment history.

Employer's name and address	Position held (please specify if full time or part time)	Dates employed and reason for leaving
		From: To: Reason for leaving:
		From: To: Reason for leaving:
		From: To: Reason for leaving:
		From: To: Reason for leaving:
		From: To: Reason for leaving:
		From: To: Reason for leaving:

Continue on another sheet if necessary.

Skills, Knowledge and Experience

Please tell us how you feel you meet the conditions for 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 necessary.

Part C

Monitoring Equal Opportunities

Name:
Job you are applying for:
School/Service:

Equality in employment

We aim to have a workforce that reflects the different customers 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.

Sex

What best describes your gender:

male? ☐ female? ☐ prefer to self-describe? ☐ Pre ☐ not to say? ☐

Disability

The Disability Discrimination Act 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.

☐

I care for another relative.

☐☐

I care for someone else (please say who).

☐

Which age group do you fit into?

16 to 24 ☐ 25 to 44 ☐ 45 to 64 ☐ 65 to 74 ☐ Over 74 ☐

How would you describe your ethnic background?

White:

British ☐
Irish ☐
Any other white background ☐

Black or black British:

Caribbean ☐
African ☐
Any other black background ☐

Asian or Asian British:

Indian ☐
Pakistani ☐
Bangladeshi ☐
Any other Asian background ☐

Mixed:

White and black Caribbean ☐
White and black African ☐
White and Asian ☐
Any other mixed background ☐

Chinese or other ethnic group:

Chinese ☐
Any other ethnic group ☐

Marriage or civil partnership – please tick the box which applies to you

Please tick the appropriate box to show which applies to you.

Married ☐
Divorced ☐
Widowed ☐

In a civil partnership ☐
My civil partnership has been legally ended ☐
Single ☐

How would you describe your sexuality?

Heterosexual ☐
Gay man ☐
I would rather not say ☐

Gay woman or lesbian ☐
Bisexual ☐
Other ☐

How would you describe your religion and beliefs?

Buddhist ☐
Hindu ☐
Muslim ☐
Sikh ☐
Jewish ☐

Christian (Church of England, Catholic, Protestant and other Christian denominations) ☐
Other ☐
No religion ☐
I would rather not say. ☐

Where did you find out about this vacancy?

Our jobs bulletin ☐
Local press ☐
Other (please say which) ☐

Website (please specify below) ☐
National press ☐

People who already work for us

Do you work for us? Yes ☐ No ☐

If 'Yes', would this job be promotion for you? Yes ☐ No ☐