



Application Form – Guidance Notes

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

When applying for a post at The Northern College of Art, you must complete an application form – please note, 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.

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. Please complete the form in black ink or type.

References

Please provide the College with two reference contact details, one of which must be your current or most recent employer. If you are not currently working with children but have done so in the past, then an additional reference from that employer is required. 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. Please note, friends and family cannot be used as referees.

Online Searches

As part of our Safeguarding commitment and due diligence, we will carry out online searches and social media searches of shortlisted candidates, the content of which may be further explored at interview, where necessary. This is part of the Department for Education's safer recruitment statutory guidance; Keeping Children Safe in Education.

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 stored by the College 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 or indefinitely, in some cases, if you become a member of the pension scheme. 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. 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 College's service will disqualify the candidate.

Please return your completed application form to jobs@northernart.ac.uk or if you prefer by post to Human Resources, The Northern College 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.

If you would prefer an application form with larger print, please contact HR at jobs@northernart.ac.uk.

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.

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

The Northern College of Art Application Form for Employment within Further Education

Rehabilitation of Offenders Act

Criminal Convictions and the Rehabilitation of Offenders Act 1974

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

The amendments to the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 (2013 and 2020) provide that when applying for particular jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

You should be aware that as this role involves engaging in regulated activity (as defined under Schedule 4 of the Safeguarding Vulnerable Groups Act as amended by the Protection of Freedoms Act 2012), convictions and cautions under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 will not be 'protected'. If you are shortlisted for an interview, you will be asked to declare all spent and unspent cautions or convictions, reprimands or warnings. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, [Ministry of Justice](#).

If you are successful at interview, further mandatory pre-appointment checks will be carried out against you including an Enhanced DBS check which covers the children's barred information list.

The College's Safeguarding Policy and Procedure and the Recruitment of Ex-offenders Procedure are available on the College website.