

**APPLICATION FORM**

# 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 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 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.

# Part B of this form is used 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 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.

Part C of this form is for monitoring equality and diversity 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. However, if you tell us that you have a disability, we will give this information to the shortlisting managers to make sure they comply with our Guaranteed Interview Scheme.

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.

Child Protection

For jobs working with children, young people and vulnerable adults (as well as some other jobs), if we choose you for the job, we will also need to contact the Disclosure and Barring Service (DBS) to find out if you have a criminal record and if the job is in regulated activity we will check if you are barred from working with children and/or vulnerable adults. 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. You can find more information about this in our [Policy statement on the employment of ex-offenders](https://www.jesmondparkacademy.org.uk/_filecache/980/a13/3893-policy-statement-on-the-rec-of-ex-offenders.pdf).

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.

If you need this information in another format such as in Braille or in large print, please phone HR on [0191 telephone] or email [email].

# Please email your completed application by the closing date by email: [hr@ga.newcastle.sch.uk](mailto:hr@ga.newcastle.sch.uk)

# We look forward to receiving your application. Application form - Part A

|  |  |
| --- | --- |
| Job you are applying for: | Job reference number: |
| Directorate or school: | |

### CONTACT DETAILS

|  |  |
| --- | --- |
| First names: | Surname: |
| All previous names: | |
| If you prefer to be called by a name other than the one listed above, please specify: | |
| Address and postcode: | Title: Mr  Mrs  Miss  Ms  Other  (please say which):  National Insurance number: |
| Daytime phone number: | Mobile phone number: |
| May we call you on your daytime number?  Yes  No | 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.  Tick this box to confirm that you are happy for us to communicate with you by email. | |

|  |  |
| --- | --- |
| Do you **hold** a current full driving licence? | Yes  No |
| Do you have regular use of a vehicle? | Yes  No |

**REASONABLE ADJUSTMENTS FOR A DISABILITY**

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| The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact HR to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at the interview stage), you are not required to provide information on this form.  Do you need us to make any reasonable adjustments to help you in the recruitment process? Yes  No  If ‘yes’, please say what. |

**REFERENCES**

Please provide two references, one of which must be from the Head Teacher of your current school or most recent employer. If you are not currently working with children but have done so in the past the second referee should be the Head Teacher (or equivalent) by whom you were most recently employed in work with children. References will be not accepted from personal email addresses (employment only), relatives, or persons who only know you as a friend. If you have not previously been employed, then Head Teachers, college lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

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| --- | --- |
| Name:  Job title:  Organisation, address and postcode:          Phone number:  Email:  Relationship to you:      How long known:  Is this your current employer: | Name:  Job title:  Organisation, address and postcode:          Phone number:  Email:  Relationship to you:  How long known:  Is this your current employer: |
| Please note: If you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted. | |
| If you don’t wish us to contact your referees without your prior agreement, please tick this box ☐ | |

### RIGHT TO WORK IN THE UK

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| --- | --- |
| Do you have the right to work in the UK? | Yes / No |
| Are there any restrictions which might affect your right to take up employment in the UK? | Yes / No |
| If yes, please give details. *e.g., if you have a temporary visa or require sponsorship.* | |

**TIME SPENT LIVING AND/OR WORKING OVERSEAS**

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| If you’ve lived and/or worked outside of the UK, the Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check. * The length of time you’ve spent in or out of the UK. |

**FLEXIBLE WORKING**

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| 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 (for example, job share, part-time work, working in term-time only and so on)? Yes / No |

**RELATIONSHIPS TO GOVERNANCE OR THE LEADERSHIP TEAM**

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| --- |
| If you have any relationship with anyone from the Gosforth Group’s governance or leadership team, please tell us their name, position and the relationship. |
| Note: You must not use your relationships with anyone from the Gosforth Group’s governance or the leadership team to try to get a job with us. If you do, we will not consider your application. |

**DISCIPLINARY INFORMATION**

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| Have you ever been the subject of formal disciplinary proceedings? Yes / No  If yes, please give details including dates: |
| This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. |

**PROTECTION OF CHILDREN**

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| The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain 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.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:  <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>  If shortlisted for an interview you will be required to disclose to us information about any of the below so that a police check can be carried out if you are offered an appointment:   * adult cautions (simple or conditional); * **unspent** conditional cautions; * **unspent** convictions in a Court of Law; and * spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.   If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  If shortlisted for an interview, we will carry out an online search using your name(s) to identify any incidents or issues that may have happened and that are publicly available online. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.  We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the Trust and all employees. |

**DATA PROTECTION**

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| In completing this application form you should refer to the [Recruitment Privacy Notice](https://www.gosforthgroup.org.uk/_filecache/ff3/bac/5100-privacy-notice-recruitment--updated-october-2021.pdf) available on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful your personal information will be retained whilst you are an employee and used for payroll pension and employee administration in accordance with the [Workforce Privacy Notice](https://www.gosforthgroup.org.uk/_filecache/a2f/b49/5823-privacy-notice-school-workforce--updated-february-2022.pdf) which is available on our website and will be issued on appointment if successful. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission unless there is a statutory reason for doing so.  If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date in accordance with the Recruitment Privacy Notice. |

### DECLARATION

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| I declare that to the best of my knowledge and belief the information given on ALL parts of this form is correct. I understand that should my application be successful, and it is discovered subsequently that information has been falsified then disciplinary action may be taken which may include dismissal without notice from the post.  I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this prior to commencing work with the Trust. | | | |
| Your signature: |  | Date: |  |

**REFERENCE CONSENT FORM**

I can confirm that I am happy for Gosforth Group to contact my previous employer(s) to obtain written references.

I understand that I can withdraw my consent at any time by contacting Gosforth Group HR.

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| --- | --- |
| Job you are applying for: |  |
| Academy name: |  |
| Candidate name: |  |
| Candidate signature: |  |
| Date: |  |

**Application form -** **Part B**

**EDUCATION, TRAINING AND QUALIFICATIONS**

Please give details of any 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

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| --- | --- | --- | --- |
| Dates of study | Place you studied at | Qualification & grade gained | Date achieved |
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### CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING COURSES

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

**MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

Please list any professional organisations you are a member of which are relevant to the job you are applying for. If you are applying for a teaching job, tell us your Department for Education (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 General Teaching Council.

|  |  |  |
| --- | --- | --- |
| Professional organisation | Level of membership | Date obtained |
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**YOUR CURRENT OR MOST RECENT JOB**

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

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| --- | --- |
| Employer’s  name and address |  |
| Position held |  |
| Date your employment started |  |
| Temporary or permanent?  Full or part time? |  |
| Main duties |  |
| Main achievements |  |
| Reason for leaving  *(even if you have not left yet)* |  |
| Leave date (if already left) or notice required |  |
| Please tell us your current salary and pay scale | Salary:       Pay scale: |

**YOUR PAST JOBS**

Please tell us about any previous employment in full. Start with the most recent and work backwards. (Continue on another sheet if you need to.)

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| --- | --- | --- | --- | --- |
| Employer’s name and address | Position held | Dates of employment  From To | | Reason for leaving |
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### GAPS IN YOUR EDUCATION AND EMPLOYMENT HISTORY

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| --- | --- | --- |
| Dates from | Dates to | Reason for gap |
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Please explain any gaps in your education and/or employment history, including career breaks or other full-time commitments.

### SKILLS, KNOWLEDGE AND EXPERIENCE

Using the person specification as a guide, please tell us how you feel you meet the requirements of 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 you need to.