

## JOB APPLICATION FORM – SCHOOLS

**SECTION 1 - POST DETAILS**

Reference Number:  
 Job Title: School Administrator  
 Closing Date: 22<sup>nd</sup> April 2018

**Please write in capital letters in black ink or type, do not include a CV.**

**This application form has been designed to exclude information that might lead to discrimination. Please refer to the accompanying guidance notes when completing your application.**

**SECTION 2 - PERSONAL DETAILS**

Title:	First forename:
Other forename:	Surname:
Former Surname:	Other names:
Address line 1:	Address line 2:
Town:	County:
Postcode:	Country:
Home Phone No:	Resident at this address since (Date)
Mobile Number:	Work Number:
Email Address:	

**Please note correspondence regarding your application may be sent to your e-mail and/or postal address. Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion.**

**SECTION 3 - PERSONAL DETAILS CONTINUED**

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes  No

If Yes, please provide details:

If you are successful in your application would you require a work permit prior to taking up employment? Yes  No



If Yes, please specify dates:

Date: From (Month/YYYY)

Date: To (Month/YYYY)

Have you ever lived and/or worked outside of the UK? Yes  No

If Yes, please provide details:

Do you hold a Certificate of Good Conduct for your time spent abroad? Yes  No

If yes, please provide the date of issue. Date:

Insert your National Insurance Number:

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#### SECTION 4 – SOURCE OF APPLICATION

Where did you see the vacancy advertised?

Please specify:

#### SECTION 5 – SECONDARY EDUCATION

Subject	Qualification	Grade	Month and Year obtained (Mandatory)

#### SECTION 6 – FURTHER EDUCATION

Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary)

School, College or University	Subject	Qualification/Level	Grade	Year Obtained / Examination Date



## SECTION 7 – COURSES

Please give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary).

*(Teaching Roles Only - Newly Qualified Teachers are invited to outline key elements of their course and dissertation work)*

Organising Body	Nature/Title of Course	Dates

## SECTION 8 – MEMBERSHIP OF PROFESSIONAL BODIES

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

## SECTION 9 – REGISTERED COUNCILS

Are you registered with the Institute for Learning? Yes  No

**If you have answered Yes, please provide your Registration number**

### **Teaching Roles only:**

Teacher Reference Number:

Current salary point:

Date QTS awarded:

Induction period completed? Yes  No

**If you have answered Yes, please confirm the date:**

**If you have answered No, please select the appropriate option below:**

Not yet started

Stage 1 completed

Stage 2 completed



## SECTION 10 – EMPLOYMENT DETAILS

Have you previously worked for or are currently working for Elevate Multi Academy Trust? (An employee is defined as someone who is paid directly by Elevate MAT/NYCC and does not include those working in a voluntary capacity or via an agency)

Yes  No

Manager's name	Job Title
Place of work	Employment start date (Month/YYYY)
Employment end date (Month/YYYY) (if applicable)	Reason for leaving
Number on roll ( <i>teaching roles only</i> )	Age Range ( <i>teaching roles only</i> )
Employee reference number	

## SECTION 11 – PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer	
Local Education Authority	
Address line 1	Address line 2
Town	County
Postcode	Country
Post held	Grade
Number on roll ( <i>teaching roles only</i> )	Age Range ( <i>teaching roles only</i> )
Date of appointment (Month/YYYY)	Salary
Notice Required ( ) Weeks	Telephone number
Leave date (if applicable- Month/YYYY)	Reason for leaving (if applicable)
Summary of current job role; duties and responsibilities	



## SECTION 12 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

<b>Name of Employer</b>	
Address line 1	Address line 2
Town	County
Postcode	Country
Post held	
Job Role Summary	
Grade / Salary	Date from (Month/YYYY)
Date to (Month/YYYY)	Reason for leaving (if applicable)
<b>Name of Employer</b>	
Address line 1	Address line 2
Town	County
Postcode	Country
Post held	
Job Role Summary	
Grade / Salary	Date from (Month/YYYY)
Date to (Month/YYYY)	Reason of leaving (if applicable)
<b>Name of Employer</b>	
Address line 1	Address line 2
Town	County
Postcode	Country
Post held	



Job Role Summary	
Grade / Salary	Date from (Month/YYYY)
Date to (Month/YYYY)	Reason of leaving (if applicable)
<b>Name of Employer</b>	
Address line 1	Address line 2
Town	County
Postcode	Country
Post held	
Job Role Summary	
Grade / Salary	Date from (Month/YYYY)
Date to (Month/YYYY)	Reason of leaving (if applicable)
<b>Please provide details for any gaps in your employment history when you have not been in education, training or employment. Please list dates and the reason (i.e. Travel, Parental leave etc)</b>	
Gaps in employment (including dates ((Month/YYYY))	



### SECTION 13 – REFERENCE OF PRESENT OR MOST RECENT EMPLOYMENT

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Title	First forename
Other forename	Surname
Address line 1	Address line 2
Town	County
Postcode	Country
Telephone number	Email address
Occupation	
Relationship to you?	Do you give permission for referees to be contacted prior to an offer of employment being made? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Please note your referee should ideally be a previous line manager or someone in a position of authority.**

### SECTION 14 – REFERENCES

Title	First forename
Other forename	Surname
Address line 1	Address line 2
Town	County
Postcode	Country
Telephone number	Email address
Occupation	
Relationship to you?	Do you give permission for referees to be contacted prior to an offer of employment being made? Yes <input type="checkbox"/> No <input type="checkbox"/>



## SECTION 15 – DECLARATIONS AND CONSENTS

Do you consider yourself to have a disability	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event		
Are you related to any member or employee of the County Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered Yes, please provide details		
Are you related to a member of the School Governing Body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide name(s) & relationship		
I understand that canvassing of any Governors, Members or Officers of Elevate Multi Academe Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following: (Include any investigations or actions taken by your professional body)**

Capability/Performance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:		
Disciplinary	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:		





Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Please state the date on which you could take up duty if appointed	
Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Driving licence number	
Driving licence type	Paper <input type="checkbox"/> Photo <input type="checkbox"/>
Date valid from	(DD/MM/YY)
Issue Country	
What type of licence is it? (eg full, provisional, HGV, PSV)	
Do you have use of a car?	Yes <input type="checkbox"/> No <input type="checkbox"/>
I declare that the information contained in this application form is correct and understand that the Council will request to see proof of qualifications at the time of interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to Elevate Multi Academy Trust recording and processing the information detailed in this application. Elevate Multi Academy Trust will comply with their obligation under the Data Protection Act 1998.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups. As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.**

What was the date of the conviction(s)?	(DD/MM/YY)



## SECTION 16 – SUPPORTING EVIDENCE

Please ensure that you have read carefully the job description and person specification for this role that you are applying for. In this section you are required to detail how your knowledge, skills and experience evidence that you meet the requirements for this post as detailed in the person specification and advertisement. Shortlisting and appointment to this post will be based on your ability to meet these requirements.

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: .....Dated:.....

Return Address: Please return all completed applications to the schools address



## SECTION 17 – EQUAL OPPORTUNITIES MONITORING

**Elevate Multi Academy Trust is committed to equality in employment. The Trust's aim is to ensure equality for all existing and prospective employees. In line with this Elevate Multi Academy Trust is required to publish work force data.**

**In order to assist the Trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.**

**The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.**

**Please refer to the Guidance Notes for Applicants for further information about this form.**

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>
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**Please note: the categories below are taken from the 2001 Census. The Council is required to use this format for its monitoring exercises.**

What is your ethnic group?	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> Mixed: White and Black <input type="checkbox"/> Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/> Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/>
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Please specify	
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## APPLYING FOR A JOB WITH ELEVATE MULTI ACADEMY TRUST

### IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

#### **Rehabilitation of Offenders**

If the post you are applying for requires you to have a Criminal Records Bureau check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A CRB check will be carried out for successful applicants where the post applied for involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

#### **Information in Support of your Application**

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

#### **Canvassing**

You must not try to influence an elected Member, Trustee, or any Trust employee, or if you are applying to a school, a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Member, Trustee, or a governor you must indicate this in the relevant section of the application form.



## 1. Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, Elevate Multi Academy Trust complies fully with the CRB Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Elevate Multi Academy Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Elevate Multi Academy Trust and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows Elevate Multi Academy Trust to ask questions about your entire criminal record we only ask about the "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in the Elevate Multi Academy Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
10. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
12. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.