**DO NOT ENCLOSE A CV**

**Completing this Form**

This form consists of a number of sections. You need to go through each section and answer the relevant questions. Please complete all sections, marking NA in those not applicable. Sections marked \* are mandatory and incomplete applications will be returned to applicants. Once complete, you can submit the application either by post or email to [info@northworthytrust.org.uk](mailto:info@northworthytrust.org.uk).

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| **Post Applied For:** | Finance, HR and Educational Visits Administrator | | |
| Lees Brook Community School | Merrill Academy | The Long Eaton School | Trust Wide |
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| **\*PERSONAL DETAILS** | | | |
| Preferred form of address  *(e.g. Mr, Mrs, Miss, Ms, Other)* |  | | |
| Surname/Family Name |  | | |
| Previous Surname |  | | |
| First Name |  | | |
| Middle Name (s) |  | | |
| Date of Birth |  | | |
| National Insurance Number |  | | |
| Address |  | | |
| Postcode |  | | |
| Telephone / Mobile |  | | |
| Email Address |  | | |
| **\*RELATIONSHIP** | | | |
| Have you previously been employed by or sought employment with The Northworthy Trust, any of its schools or relevant Local Authorities? | Yes |  | If Yes, please give details: |
| No |  |
| Are you related in any way to any member of the staff or Governors at Northworthy Trust or its schools? | Yes |  | If Yes, please give details: |
| No |  |

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| \***EMPLOYMENT HISTORY - CURRENT** | |
| School / Organisation Name |  |
| Postal Address |  |
| Post Code |  |
| Email Address |  |
| If School, Age Range Taught |  |
| Current Job Title |  |
| Brief Outline of Duties |  |
| Date Appointed to Post |  |
| Leaving Date / Notice Period Required |  |
| Reason for Leaving |  |
| Salary Scale and Point |  |
| Other Benefits |  |

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| \***EMPLOYMENT HISTORY – PREVIOUS** in reverse order, please include and explain any breaks in employment | |
| School / Organisation Name |  |
| Postal Address |  |
| Post Code |  |
| Email Address |  |
| If School, Age Range Taught |  |
| Current Job Title |  |
| Brief Outline of Duties |  |
| Date Appointed to Post |  |
| Date of Leaving |  |
| Reason for Leaving |  |

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| \***EMPLOYMENT HISTORY – PREVIOUS** please continue on a separate sheet if necessary | |
| School / Organisation Name |  |
| Postal Address |  |
| Post Code |  |
| Email Address |  |
| If School, Age Range Taught |  |
| Current Job Title |  |
| Brief Outline of Duties |  |
| Date Appointed to Post |  |
| Date of Leaving |  |
| Reason for Leaving |  |
| School / Organisation Name |  |
| Postal Address |  |
| Post Code |  |
| Email Address |  |
| If School, Age Range Taught |  |
| Current Job Title |  |
| Brief Outline of Duties |  |
| Date Appointed to Post |  |
| Date of Leaving |  |
| Reason for Leaving |  |
| School / Organisation Name |  |
| Postal Address |  |
| Post Code |  |
| Email Address |  |
| If School, Age Range Taught |  |
| Current Job Title |  |
| Brief Outline of Duties |  |
| Date Appointed to Post |  |
| Date of Leaving |  |
| Date of Leaving |  |
| Reason for Leaving |  |

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| **\*EDUCATION - SECONDARY** | | | | |
| Establishment name and address | Date From | Date To | GCSE (or equivalent) Subject | Grade |
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| **\*FURTHER / HIGHER EDUCATION (College, University)** | | | | |
| Establishment name and address | Date from | Date to | Course and classification (AS, A Level, Degree etc) | Grade / Award |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | |
| Name of body or association | Grade of membership or qualifications | Date awarded |
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| **FURTHER VOCATIONAL TRAINING** | |
| Date | Course / Training Details |
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| **Teaching Applicants only** | | | | | |
| Do you hold QTS Status? | | | Induction Year Completed | | DFE Number |
| Yes | No | Pending (date expected) | Yes (date) | No |  |
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| **PERSONAL STATEMENT** |
| Please use this section to explain in detail how you meet all of the requirements of the person specification and why you consider yourself suitable for this post. This should include all aspects of your education and experience, including paid or voluntary work, study or training that are relevant to this position.  Please continue on a separate sheet if necessary |

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| **FIRST REFERENCE** | | |
| Please give the names and addresses of your employment referees who can be consulted regarding your professional ability for this post. **For teaching posts, the first referee should be the Headteacher at your current / most recent school.** | | |
| Name and Title of Referee |  | |
| Position or relationship to you |  | |
| Postal Address |  | |
| Post Code |  | |
| Email |  | |
| Telephone |  | |
| May We contact this referee prior to interview? | Yes | No |
|  |  |
| **SECOND REFERENCE** | | |
| Name and Title of Referee |  | |
| Position or relationship to you |  | |
| Postal Address |  | |
| Post Code |  | |
| Email |  | |
| Telephone |  | |
| May We contact this referee prior to interview? | Yes | No |
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| **DISCLOSURE OF CRIMINAL CONVICTION AND PROTECTION OF CHILDREN** |
| Having convictions will not necessarily restrict you from working with us, as the assessment criteria will take into account:   * The duties and responsibilities of the position * The nature and age of any conviction * The circumstances and background leading to the offence   Under the provisions of the Rehabilitation of Offenders Act 1974, any spent convictions need not be disclosed if, the post does not fall into an exempt job category, under exceptions to the act. Exempt job categories require full disclosure of spent and unspent convictions and are subject to a Standard or Enhanced check from the Disclosure and Barring Service (formerly Criminal Records Bureau) as part of the application process.  Exempt jobs:   * involve matters of national security, such as security services, some civil service, defence contractors etc * bring the person into contact with vulnerable groups such as the infirm, elderly, mentally ill and young people under 18 years of age, * are in a profession with legal protection, such as nurses, doctors, dentists, chemists, accountants * administer justice, such as police officers, lawyers, probation officers, traffic wardens * are part of the health service   The post you are applying for is subject to an order under Section 4 (4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:   * Convictions * Cautions * Warnings * Reprimands * Binding over orders * Pending prosecutions, and * Criminal investigations,   irrespective of status or age.  If you are to be recommended for the post you will be subject to an Enhanced Disclosure from the Disclosure and Barring Service.  **Tick this box to confirm that you understand, that if successful at interview, you will be subject to an Enhanced DBS Check and you consent for this check to take place [ ]** |

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| **DISCLOSURE OF PERSONAL RELATIONSHIP / INTEREST** | | | |
| Are you related to or have any personal relationship with any Trustee, Member, Director, Governor, employee or Councillor of the Northworthy Trust, its schools or relevant local authority? | Yes |  | If Yes, please state the name, department, position and relationship below: |
| No |  |

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| **DECLARATION** |
| I hereby give my consent for the school and its appointed agents to process and retain on file the information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection and prevention of crime.  The information supplied by you will be subject to verification and the school may contact people and / or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, education establishments, examination bodies, etc. The school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.  By submitting this application form you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.  Signed: Date: |

**NO** applications will be considered after the closing date.

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| **EQUAL OPPORTUNITIES MONITORING** | | | | | | | | | | |
| Date of Birth |  | | | | | | | | | |
| Gender | Male | | Female | | Transgender | | | Prefer not to say | | |
|  | |  | |  | | |  | | |
| Ethnicity | WHITE | | | | | | | | | |
| English | | Scottish | | Welsh | | | Irish | | |
|  | |  | |  | | |  | | |
| British | | Other | | *If ‘Other’ please Specify* | | | | | |
|  | |
| MIXED | | | | | | | | | |
| White and Black African | | White and Black Caribbean | | White and Asian | | | Other | *If ‘Other’ please specify* | |
|  | |  | |  | | |
| ASIAN or ASIAN BRITISH | | | | | | | | | |
| Indian | | Bangladeshi | | Pakistani | | | Other | *If ‘Other’ please specify* | |
|  | |  | |  | | |
| BLACK or BLACK BRITISH | | | | | | | | | |
| African | | Caribbean | | Other | | *If ‘Other’ please specify* | | | |
|  | |  | |
| ANY OTHER ETHNIC GROUP (please state) | | | | | | | | | |
|  | | | | | | | | | |
| Sexual Orientation | Bisexual | | Heterosexual | | Homosexual | | | Prefer not to say | | |
|  | |  | |  | | |  | | |
| Religious Beliefs | Catholic (all) | Christian (all) | | Muslim | Hindu | Judaism | | Other | | None |
|  |  | |  |  |  | | *If ‘Other’ please specify* | |  |
| Do you consider yourself to have a disability as defined in current legislation?  Under current legislation, a disability is defined as a physical or mental impairment that has a substantial an long-term adverse effect on his or her ability to carry out day to day activities. In this definition, long term is taken to mean more than twelve months and would cover long term illness such as cancer and HIV or mental health problems | | | | | | Yes | |  | | |
| No | |  | | |

**Guidance notes on completing your application form**

Please read these notes carefully as the decision to invite you to an interview will depend on the information you provide on your form.

**SAFEGUARDING**

The Northworthy Trust is committed to ensuring the safety and wellbeing of the students who attend and rigorous background checks will be undertaken for all applicants. Offers of employment are only confirmed after an Enhanced DBS check has been completed and satisfactory references have been obtained. Unexplained gaps or missing information on the application form may mean your application is not considered. Please ensure that only professional contact details are used for your referees wherever possible.

**PERSONAL DETAILS**

It is important that you fill in this section accurately and in full. Please do not leave any section blank.

## Asylum and Rehabilitation Act 1996

You will be required to provide documentary evidence, UK passport, UK birth certificate or other appropriate documentation which proves you have the right to live and work in the UK.

## Rehabilitation of Offenders Act 1974

The Northworthy Trust has a duty to protect children, vulnerable adults, people with disabilities and learning difficulties within its schools. This section must be answered truthfully and in full.

* + **Applicants with Disabilities**

The Northworthy Trust is committed to equality in all recruitment. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

* + **Data Protection**

Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management

**Education, training and qualifications**

List all the qualifications you possess and training courses you have attended. Information may be necessary to assess whether you meet the requirements for the job. Please ensure nothing important is omitted. Where a qualification is required, you will be asked to bring your original certificate if you are invited to an interview.

**Employment History**

Starting with your current or last job, list the main duties of the jobs you have done. This information may be used to assess whether you meet the person specification for the job. Any breaks in employment dates should be explained.

**Personal Statement**

This is where you make your case for being given the job. Provide examples for each point on the person specification to show that you possess the skills and experience required.

**References**

References from your current or most recent employers will be required before any offer of employment is confirmed. You may wish to give the names of teachers, lecturers, and other professionals (this must not be a relative). If you are applying for a teaching or learning support post, your first referee should be the Headteacher of you current / most recent school.

**Declarations**

Including false statements on this form is an offence and could result in the application being taken no further, an offer of employment being withdrawn, or if employment has commenced, disciplinary action leading to dismissal being taken.

**Monitoring Information**

Please remember to complete the monitoring information as it is essential for Northworthy Trust to determine whether its duties to equality and diversity are being met with regards to employment. This page will be detached and not considered for short listing.

**Do not submit the same application form for all jobs.**

**Look at the requirements listed on the person specification relevant to each post.**