

# Application form

**Part A**

|  |
| --- |
| Job you are applying for:  |
| Business area:  |

### Contact details

|  |  |
| --- | --- |
| First names:     Address and postcode:                           Daytime phone number:      May we call you on your daytime number? Yes/No | Last name:      Title: Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ] (please say which): National Insurance number:      Mobile phone number:      Evening phone number:      |
| Main email address:      Other email address:      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. Please confirm whether you are happy for us to communicate with you by email. YES/NO |

**References**

Please provide two references, one of which must be from your present or most recent employer. We will take up references before we interview you, unless there are exceptional circumstances we consider reasonable. (Where it is agreed that a reference will not be provided in advance of interview, it will be requested before a job offer is made.)

|  |  |
| --- | --- |
| Name:      Organisation, address and postcode:                    Phone number:      Email:      Job title:      Relationship to you:      Can we contact this person before we interview you? Yes/NoIf No, state the exceptional circumstances you would like us to consider:       | Name:      Organisation, address and postcode:                    Phone number:      Email:      Job title:      Relationship to you:      Can we contact this person before we interview you? Yes/NoIf No, state the exceptional circumstances you would like us to consider:       |

### 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.

|  |
| --- |
|       |

What is your nationality?

**Flexible working**

We are committed to giving you the opportunity to change your work pattern 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

Making reasonable adjustments

|  |
| --- |
| Do you need us to make any reasonable adjustments to help you in the recruitment process? Yes/NoIf ‘Yes’, please say what these are.       |

### Relationships to directors of NEAT Academy Trust or governors of NEAT schools

|  |
| --- |
| If you have any relationship with any director or governor, please tell us their name and the relationship.      |

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

### Criminal Convictions

### You must complete our Criminal Records Declaration Form and return this with your application form. The policy statement on our safer recruitment practices explain the information we need and how we will use it.

Please tick to confirm:

I have read the guidance on the Criminal Records Declaration Form. Yes [ ]

I have completed the Criminal Records Declaration Form Yes [ ]

and will send it with this application form.

**Equalities Monitoring**

Please tick to confirm:

I have completed the Equalities Monitoring Form and will send it Yes [ ]

with this application form.

**Data Protection**

The information on this application form, criminal records declaration form and equalities monitoring form may be recorded by us in paper and electronic form and used to send information to you that is relevant to your application and to monitor equality and diversity.

### We publish a Privacy Notice for job applicants that explains the personal data we collect and how and why we process it. This can be viewed on the NEAT website at: <http://www.neat.org.uk/web/data_protection/352429>

### Declaration

I declare that, as far as I know, all the information I have given is correct. I understand that if I 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.

I understand that a barred person is breaking the law if they seek, offer or engage in regulated activity with a group (children and/or vulnerable adults) from which they are barred from working.

I confirm that I give consent for my personal data to be processed as described above.

Your signature:

Date:

If you complete this application form electronically and send it to us by e-mail, we will ask you to sign a paper copy of the form if you are invited to interview.

**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

|  |  |  |
| --- | --- | --- |
| Place you studied at and the dates you studied here  | Qualification and grade gained | Date achieved |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

### Continuing professional development and training courses you have been on

|  |
| --- |
| 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.

|  |  |
| --- | --- |
| Professional organisation  | Level of membership |
|  |  |

**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.

|  |  |
| --- | --- |
| Employer’s name and address |       |
| Job title |       |
| Date your employment started |       |
| Main duties |       |
| Main achievements |       |
| Reason for leaving and leave date |       |
| How much notice do you have to give?  |       |
| Please tell us your current salary and, where relevant, salary point and pay range/grade. | Salary: £      If employed in a school/academy or local government:* salary point:
* grade/pay range:
* any additional allowances or payments (e.g. TLR, salary safeguarding/cash protection):
 |

**Your past jobs**

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

|  |  |  |
| --- | --- | --- |
| Employer’s name and address | Position held and main duties | Dates and reason for leaving |
|       |       |       -            |
|       |       |       -            |
|       |       |       -            |
|       |       |       -            |
|       |       |       -            |
|       |       |       -            |

### Experience and skills

We would like more information about how you feel you meet the requirements of the job based on the criteria in the person specification that are listed as being assessed at the application stage. It is very important that you support your application with examples, which can come from experiences at work and in other situations.

(Please continue on a separate page if necessary.)

**Please return your application form, criminal records declaration form and equalities monitoring form by e-mail to gate.h@st-hilds.hartlepool.sch.uk**