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**Northampton School**

Part of the The NSB Trust,

c/o Billing Road Northampton NN1 5RT

Telephone: 01604 230240

**APPLICATION FORM FOR EMPLOYMENT: Teaching and Support**

Pease ensure that you complete all sections of Part 1 and Part 2 of the application in **BLACK INK**. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Checks may be carried out to verify the contents of your application form.

**This form should be accompanied by a separate letter of application.**

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| **Part 1** | **INFORMATION FOR SHORTLISTING AND INTERVIEWING** | | **Internal use only**  **REF NO:** |
| **Initials:** | | **Surname:** |
| **Position applied for:** | |  |

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| **Present / Last appointment: If Teaching** | |
| **Name, address and telephone number of school** |  |
| **Type of school** | Boys Girls Mixed Age range Number on Roll |
| **Job title** *Please enclose a copy of your current job description if available* |  |
| **Subjects/age groups taught** |  |
| **Date appointed to current post** |  |
| **End date of employment (if applicable)** |  |
| **Reason for leaving** |  |
| *Basic Salary* |  |
| *Additional Responsibility Points/Allowances* |  |
| **TOTAL SALARY** |  |
| **Date available to begin new job** |  |

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| **Present / Last appointment: If Non-Teaching** | |
| **Name, address and telephone number of employer** |  |
| **Job title** *Please enclose a copy of your current job description if available* |  |
| **Date appointed to current post** |  |
| **End date of employment (if applicable)** |  |
| **Reason for leaving** |  |
| **Current salary** |  |
| **Date available to begin new job** |  |

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| **FULL EMPLOYMENT HISTORY**  Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. | | | | | | | | | |
| **Job Title** | **Name and address of school,** | **Number** | **F/T**  **or P/T** | **Dates** | | | | | **Reason** |
| **or Position** | **other employer, or description of activity** | **on roll and type of school, if** | **From** | | **To** | | | **for**  **leaving** |
|  |  | **applicable** | **Mth** | **Yr** | | **Mth** | **Yr** |  |
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**Please enclose a continuation sheet if necessary**

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| **GAPS IN EMPLOYMENT HISTORY**  Please give details of any gaps in your employment history, including dates and the reason for the gap. | | | |
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| **SECONDARY EDUCATION & QUALIFICATIONS *(ALL DATES/GRADES MUST BE SPECIFIED)*** | | | |
| **Name of School/College** | **From** | **To** | **Qualifications Gained with Date and Grade/Level obtained** |
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| **HIGHER EDUCATION *(ALL DATES/GRADES MUST BE SPECIFIED)*** | | | | | | |
| **Name and Addresses of University or College and/or University Education Department** | **Dates**  **From To** | **Full or Part-time** | **Date of Exam** | **Qualifications Obtained (date obtained)** | **Subjects Passed with Details of Standard Obtained** | **Age Groups for which Trained** |
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| **PROFESSIONAL COURSES / TRAINING / DEVELOPMENT**  **Please list relevant courses attended in the past 3 years.** | | | |
| **Subject** | **Organising Body** | **Date(s)** | **Duration** |
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| **PROFESSIONAL MEMBERSHIPS**  **Please provide details of any professional qualifications and memberships of professional institutes that you hold.** | |
| **Name of Professional Body** | **Membership and Date** |
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| **OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS** |
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| **SUPPORTING STATEMENT AND ACHIEVEMENTS**  **Please use the space below to tell us how you meet the criteria for this post including personal qualities and experience. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.** |
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| **PART 2**  **This section will be separated from Part 1 on receipt.**  **Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.** | **Internal use only**  **REF NO:** |

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| **Personal Information** | |
| **Surname or family name** |  |
| **All previous surnames** |  |
| **All forenames** |  |
| **Title** |  |
| **Current Address** |  |
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| **Postcode** |  |
| **Resident at this address since** |  |
| **Home telephone number** |  |
| **Mobile telephone number** |  |
| **Date of Birth** |  |
| **Email address** |  |
| **National Insurance Number** |  |
| **Teachers Only** | |
| **Teaching Ref Number** |  |
| **Have you completed an induction period as a Newly Qualified Teacher/Early Careers Teacher?** | **Yes No** |
| **Date Qualified** |  |
| **Eligibility to work in the UK** | |
| **Are you eligible to work in the UK?** | **Yes No** |
| **Do you require sponsorship to work in the UK?** | **Yes No**  **If YES please provide details separately** |

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| **DISABILITY** | |
| The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Acts definition a person must have a physical or mental impairment which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangement, if required, to facilitate your attendance at the interview. | |
| Do you have a disability you wish us to know about at this stage? | **Yes No** |
| If “Yes” please let us know what access requirements you may require. |  |

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| **REFEREES**  **Please be aware that it is our policy to send for references on all shortlisted candidates in order that references are received before interviews take place.** |
| **Give here full contact name and address of two people to whom reference may be made**.  Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time  expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or  disciplinary procedure.  References will not be accepted from relatives or from people writing solely in the capacity of friends. |

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| **First Referee – This must be your present or most recent headteacher or equivalent person. If you work outside of a school, this should be your present or most recent employer.** | |
| **Name** Mr/Mrs/Ms/Dr |  |
| **Job Title** |  |
| **Address**  **Postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Relationship to you** |  |

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| **Second Referee** | |
| **Name** Mr/Mrs/Ms/Dr |  |
| **Job Title** |  |
| **Address**  **Postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Relationship to you** |  |

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| **DECLARATION OF RELATIONSHIPS** | |
| Are you related to, or have a close personal relationship  with any current employee or School Governor? | **Yes**  **No**  If yes, please provide Name and Position |
| The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.  The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud. | |

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| **SHORTLISTING AND PRE-EMPLOYMENT CHECKS** | |
| **Online Searches** | |
| As part of our safeguarding obligations, we will carry out online searches on you as part of our due diligence. In doing this, we will only be looking at information which might potentially impact your ability to carry out the role, and we recognise that there is a difference between your public and private life.  We will carry out this search as part of the application process. | |
| If you have any comments regarding this process, please note these. We can then consider this as part of the process. |  |
| **Declaration of Offences** | |
| If you are shortlisted for the position you are applying for, you will be required to complete a Declaration of Offences, giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.  Any offer of employment will be made conditional upon a satisfactory Enhanced DBS check including a Child/Adult’s Barred List check, where applicable to the role in question.  The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults. More information on The Disclosure & Barring Service can be found [HERE](http://www.gov.uk/disclosure-barring-service-check).  A copy of the School’s Recruitment of Applicants with a Criminal Record Policy can be viewed [HERE](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nsb.northants.sch.uk%2Fattachments%2Fdownload.asp%3Ffile%3D1246%26type%3Ddocx&wdOrigin=BROWSELINK). | |
| Are you currently member of the DBS Update Service? | **Yes**  **No** |
| **Prohibition Checks** | |
| Following successful interview, the Academy Trust will carry out the necessary prohibition checks for all teaching staff as well as for all candidates appointed within a classroom-based job role, irrespective of whether the role permits for unsupervised “teaching work” as defined by The Teachers’ Disciplinary (England) Regulations 2012. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past. | |

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| **SAFER RECRUITMENT STATEMENT** |
| **It is essential that you:**   * **Read and retain this statement:**   The NSB Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.  The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.  If you are successful at interview and offered employment, we will require you to make an application to the DBS to obtain an Enhanced Disclosure, including a children’s [and adults] barred list check information. If you are subscribed to the DBS Update Service then your DBS certificate may be ‘portable’ between employers and organisations, provided it is at the right level and for the right workforce. If you are registered, we need your permission to use the Update Service for the purposes of obtaining an up-to-date enhanced DBS check should you be offered employment. We also ask for your permission that a recheck can be made during your relevant employment if required by any legal, safeguarding or regulatory body.  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 offence(s). The DBS has a code of practice, which we fully comply with.  We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences.  **If you are invited for interview, we shall assess:**   * your motivation to work with children and young people. * your ability to form and maintain appropriate relationships and personal boundaries with children and young people. * your emotional resilience in working with challenging behaviours; and * your attitude to the use of authority and maintaining discipline.   **References:**  We shall also take up detailed references from your current and previous employers. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. |

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| **NOTES** |
| 1. When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant’s information pack. 2. Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination. |

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| **DATA PROTECTION** |
| The School processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.  The information collected on this form will be used in compliance with our Data Protection Policy and in compliance with data protection legislation . The information is collected for the purpose of administering the employment and training of employees and may be disclosed, as appropriate, to the governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education and Skills, to pension, payroll and personnel providers and relevant statutory bodies. |

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| **DECLARATION** |
| I certify that, to the best of my knowledge and belief, all particulars included in Parts 1 and 2 of my application are correct. I understand and accept that providing false or misleading information or qualifications may result in my application being rejected, withdrawal of any offer of employment, and if appointed, may result in disciplinary action or summary dismissal and possible referral to the police. I confirm that I have read the Safe Recruitment Statement and agree to obtain and provide an Enhanced Certificate of Disclosure from the Disclosure and Barring Service, if I am offered the post.  **I authorise The NSB Trust to check the information supplied and hold all such information in both paper and electronic formats.**  Signature: ……………………………………...... Date: ………………………………  Print Name: ……………………………………… |

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| **EQUAL OPPORTUNITIES MONITORING FORM. THIS PART IS OPTIONAL** | | | | | | |
| In accordance with our Equal Opportunities and Diversity Policy, we are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.  This form will be separated from your application on receipt and will be used for monitoring purposes only and shall not be used in any decision affecting you.  All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence and will not be placed on your personnel file. | | | | | | |
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| **Position Applied For** | |  | | | | |
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| **Gender** | | Male Female Intersex Non-binary Other  Prefer not to say  If you prefer to use your own gender identity, please state here: | | | | |
| **Age** | | 16-24  25-29  30-34  35-39 | | 40-44  45-49  50-54  55-60 | | 60-64  65+  Prefer not to say |
|  | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | |
| **White**  British  Irish  Gypsy or Irish Traveller  Any other White background  **Asian or British Asian**  Bangladeshi  Indian  Pakistani  Chinese | **Black or Black British**  African  Caribbean  Any other Black background  **Mixed**  White and Asian  White and Black African  White and Black Caribbean  Any other mixed background | | | | **Other Ethnic groups**  Arab  Any other ethnic group  Prefer not to say | |
|  | | | | | | |
| **What is your sexual orientation?** | | | | | | |
| Heterosexual  Gay  Lesbian  Bisexual  Asexual | | | Pansexual  Undecided  Prefer not to say  If you prefer to use your own identity, please state here: | | | |
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| **What is your religion or belief?** | | | | | | |
| Buddhist  Christian  Hindu  Jewish | | | Muslim  Sikh  Prefer not to say  If other religion or belief, please state here: | | | |
| **Do you consider that you have a disability under the Equality Act?**  The Equality Act 2010 defines a disability as a “physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to -day activities”. An effect is long-term if it has lasted, or is likely to last, more than 12 months. | | | | | | |
| Yes  No  Used to have a disability but have now recovered  Prefer not to say | | | | | | |
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| **Please could you confirm where you first saw this vacancy advertised?** | | | | | | |
| TES  Teach Northants Website  Twitter  NSB Website  Other | | | | | | |