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| APPLICATION FORMGUIDANCE NOTES |
| You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible.  When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. The forms should be returned to the address on the advertisement/Application Form.  Please note that we take safeguarding seriously and all posts will be subject to an enhanced DBS check. |
| HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?  The job advertisement describes the basic information about the role. The job description and person specification will be enclosed with your Application Form; these show the main duties, responsibilities and personal attributes of the post and how they will be identified in your application. You should read them carefully and try to identify the key words and phrases. |
| DO YOU HAVE WHAT WE ARE LOOKING FOR?  From the information in the advertisement, job description and person specification work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.  Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job. |
| ASYLUM AND IMMIGRATION ACT 1996  The successful applicant will be required to provide one original document, which proves their entitlement to work in the UK, e.g. P45 or P60 before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant. |
| DATA PROTECTION  THE RODILLIAN MULTI ACADEMY TRUST is collecting data in order to process your application and will use it for any subsequent employment purposes.  On occasions, the Academy will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example references.  The Academy needs to protect the public funds it handles so we may use the information you provide on your Application Form to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds.  Should you be unsuccessful with your application the Academy will destroy your Application Form after six months of its submission. |
| RECRUITMENT MONITORING  THE RODILLIAN MULTI ACADEMY TRUST is committed to promoting equality, inclusiveness and social justice for all its citizens and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.  The Trust values the rich social and cultural diversity of the local communities. We will make sure that our workforce and our services reflect that diversity and community needs.  To assist THE RODILLIAN MULTI ACADEMY TRUST to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process. |
| SMOKING POLICY  The Trust operates a ‘No Smoking Policy’ which effectively means that the entire site is a non-smoking environment |

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| APPLICATION FORM |
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| 1. Information  Information you provide in the Application Form will be treated as confidential. |
| 2. Completion of the Form  The form should be filled in as completely and clearly as possible (Please note CV’s are not accepted in application for posts), in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. Braille or taped applications are welcome and the Application Form is also available on the website. If you need to attach additional sheets to support your application or to provide additional information, please state this clearly on the Application Form. Read each section of the Application Form carefully |
| 3. Canvassing  Direct or indirect canvassing of THE RODILLIAN MULTI ACADEMY TRUST Governors or any senior employees of the Academy by, or on behalf of yourself, is strictly forbidden and will invalidate your application. |
| 4. Medical History  All appointments are subject to the successful completion of a medical screening process. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act, 1998. |
| 5. References  We need a reference from your present or most recent employer, from an educational setting where applicable. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description and person specification. |
| 6. Education and Training  The ‘Qualifications’ section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked upon appointment. |
| 7. Employment History  Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week.  Please explain any break in your work experience. |
| 8. Skills, Knowledge & Experience  This section is probably the most difficult part of the Application Form to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert.  Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them. |
| 9. Job Sharing  The Academy supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff.  Applications from single job share applicants will be accepted and treated in the same way as full-time applicants. Where a single job share applicant is regarded as being the most suitable applicant for a job, they will be offered the position.  **10. Submitting your Application**  Unless otherwise stated, please return your completed application to recruitment@rodillianacademy.co.uk |

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| **PROTECTION OF CHILDREN** | |
| Criminal Offences The Academy is required under the law and guidance to check the criminal background of all employees.  Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service.  This post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply. Therefore you must provide information about ALL convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf).  The Rodillian Multi Academy Trust complies fully with the DBS Code of Practice published under section 122 of the Police Act 1997 a copy of which can be accessed here <https://www.gov.uk/government/publications/dbs-code-of-practice>. The Trust Policy on the Recruitment of Ex Offenders is available on our website at <http://www.rodillianacademytrust.co.uk/policies/>  If you are invited for interview, a statement of these details should be sent to the school under separate cover in an envelope marked ‘Private and Confidential – For the Addressee Only’ in the top left hand corner with ‘The Head Teacher’ in the centre of the envelope and with the words ‘Conviction Information’ marked in the bottom left hand corner.  Please answer the following questions: | |
| Have you ever been convicted of a criminal offence? | YES  NO |
| Have you ever been cautioned for a criminal charge? | YES  NO |
| Are you at present the subject of a criminal charge or investigation? | YES  NO |
| Is there any other relevant information that you wish to disclose? | YES  NO |
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| **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 employer and all employees.** | |

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| **It is important that you refer to the guidance notes before you complete the Application Form.**  **Please use black ink or type** | | | | | | | | | | | |
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| APPLICATION FOR EMPLOYMENT | | | | | | | | | | | |
| POST APPLIED FOR: ………………………………………… ACADEMY: …………………………………………... | | | | | | | | | | | |
| PERSONAL DETAILS | | | | | | | | | | | |
| Surname/family name:    Maiden Name: | | | | First name(s)/other names: | | | | | | | |
| How do you wish to be addressed in correspondence?  MR/MRS/MISS/MS or OTHER (Please state):  **Address for correspondence:**            Postcode:  E-mail: | | | | **Telephone number where you can be contacted:**  Day:  Evening:  Mobile No.: | | | | | | | |
| My National Insurance number is: |  |  |  | |  |  |  |  |  |  |  |
| Do you hold Qualified Teacher Status? If Yes, please give details of the award:  QTS/DfE number:  Please state the name under which you are quaified:  Have you successfully completed a period of induction as a qualified teacher in this country where the DfE required this?  Are you subject to any conditions or prohibitions placed on you by the DfE (or another GTC in the UK)? | | | | | | | | | | | |
| Do you have any relationships (personal/ business/financial) with any The Rodillian Multi Academy Trust staff or Governors, or any senior employees of the Academy that may conflict with the duties of the post for which you are applying? **Please ✓** Yes  No  If yes, please provide details:  Failure to declare any such relationship may lead to disqualification for appointment or to dismissal if employed. | | | | | | | | | | | |
| Are there any dates when you will not be available for interview, e.g. holidays –  Please state: | | | | | | | | | | | |

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| REFERENCES | |
| Please give name, address, position and relationship of two referees. **One of these should be your current or (if you are unemployed) most recent employer**. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative. | |
| Name:  Address:          Postcode:  Telephone Number:  E-mail:  Relationship to referee: | Name:  Address:          Postcode:  Telephone Number:  E-mail:  Relationship to referee: |
| Please Note referees will be contacted if you are selected for interview. | |
| **Shortlisting will take place within four weeks of the closing date. If you do not hear from us, please assume you have been unsuccessful**. | |
| Are you in receipt of a public service pension **Yes/No**? | |
| DATA PROTECTION ACT  I give my consent for the personal data contained in this Application Form to be processed for the purposes set out in the Guidance Notes to this Application Form.  Signed:       Date: | |
| SIGNATURE:  I declare that the information I have given in this application is correct and to the best of my knowledge.  I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.  Signed:       Date: | |

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| APPLICATION FOR EMPLOYMENT | | | | | | | |
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| EDUCATION AND TRAINING | | | | | | | |
| Qualifications Obtained – Educational & Professional | | | | | | | |
| Name of School/Academy/University | Dates attended From – To (month & year) | | | Subject | | Qualification/Level | Grade Obtained |
| Training Courses Attended or Currently Being Taken  (include any relevant short-courses) | | | | | | | |
| Title of Training Provider | | Dates attended From – To (month & year) | | | Course/Qualifications | | Duration |
| **Membership of Professional Bodies**  (relevant to the position you are applying for) | | | | | | | |
| Name and Address of Professional Body | | Date commenced | Grade of Membership | | | | Membership Number |

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| **EMPLOYMENT HISTORY** | | | | | | | |
| Present or Most Recent Employment | | | | | | | |
| Name & Address of Employer: | | | | | Nature of Business: | | |
| Job Title: | | | | | Date Started: | | |
| Salary/Wage: £  Grade/Point - | | | Notice Required: | | | Date Left (if relevant): | |
| State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving: | | | | | | | |
| Summary of Previous Employment  Include part-time and temporary posts and previous posts with your present employer, including details of your Teaching Practice (if this is your first appointment). Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts please provide information relating to age of pupils and number on role. | | | | | | | |
| Period Employed | | Name of Employer, Address  & Nature of Business | | Job Held, Grade, Salary/Wage  Previous Pay Spine Point | | | Reason for Leaving |
| From  Mth/Yr | To  Mth/Yr |
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| Please explain any breaks in your continuity of employment: | | | | | | | |

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| **SKILLS, KNOWLEDGE & EXPERIENCE** |
| Please refer to ‘Guidance Notes on Filling in Application Form’  Please support your application by describing what particular skills, knowledge and experience you can bring to this job, gained either through work, education, home or voluntary activities.  This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary. |
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| **RECRUITMENT MONITORING FORM** | |
| **THE DETAILS GIVEN ON THIS FORM ARE FOR MONITORING PURPOSES AND ARE CONFIDENTIAL.** | |
| As an Equal Rights employer THE RODILLIAN MULTI ACADEMY TRUST Academy seeks a workforce which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community.  To ensure this policy is carried out effectively, we ask all applicants to provide the following information. Selection for appointment/promotion will be based only on merit and ability.  All of the information provided below is kept confidential in line with the Data Protection Act and will only be used to complile statisticts that we can then use to make continuous improvements to our recruitment and selection processes.  We ask for your help in providing this information to give us a clearer profile of our workforce and how it compares with the numbers of people in the district who are currently working or actively looking for work. | |
| **Date of Birth**: | |
| **Gender: Please ✓**  Male  Female  Non-binary  Prefer not to say  Own term preferred - please specify .................................................…………………………………………….. | |
| **Are you married or in a civil partnership? Please ✓**  Civil Partnership  Married  Prefer not to say | |
| **Disability**  The Equality Act 2010 defines a disabled person as a person with '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’. You no longer have to be registered disabled.  This information recorded on this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss with the manager running the recruitment process. | |
| Do you consider yourself to have a disability or health condition? **Please ✓** | Yes  No |
| **What is your sexual orientation?** Please **✓**  Bisexual  Gay man  Gay woman/Lesbian  Heterosexual  Prefer not to say  Own term preferred - please specify .................................................……………………………………………..  **What is your religion or belief?** Please **✓** one of the boxes below  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  No Religion or belief  Any other religion - please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prefer not to say | |

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| RECRUITMENT MONITORING FORM |
| **What is your ethnicity?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick  **✓** the appropriate box  **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say  Any other Asian Background - Please specify:  **Black/African/Caribbean/Black British**  African  Caribbean  Prefer not to say Any other Black/African/Caribbean background - Please specify:  **White**  English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller  Prefer not to say  Any other white Background - Please specify:  **Mixed/Multiple ethnic groups**  White and Black Caribbean  White and Black African  White and Asian  White and Asian  Prefer not to say  Any other mixed background - Please specify:  **Other ethnic group**  Arab  Prefer not to say  Any other mixed background - Please specify: |