



Application form for Post at NET Academies

NET Academies Trust is committed to safeguarding children and young people
All post holders are subject to a satisfactory enhanced Disclosure and Barring Service check

Please ensure that you complete all sections of Part 1 and Part 2 of the application.

Please e-mail the application form to aatkinson@harlow.netacademies.net

All applications received will be receipted.

Vacancy Job Title	
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PERSONAL DETAILS

Title	
All forenames	
Surname or family name	
All previous surnames	
Current Address	
Postcode	
Resident at this address since [date]	
Home telephone number	
Mobile telephone number	
Email address	
National Insurance Number	
Do you have qualified Teacher Status?	
DfE reference number (if relevant)	
Do you have the right to work in the UK?	
Employment restrictions (if applicable)	
Are you related to or have a close personal relationship with any pupil?	

PRESENT / LAST APPOINTMENT

Name address and telephone number of employer	
Job title	
Date appointed to current post	
Current salary	
Date available to begin new job	



Responsibilities and key achievements	
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FULL CHRONOLOGICAL HISTORY Please provide a full history in chronological order starting with the most recent 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 ALL periods not in employment or education/training and reasons for leaving employment. Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history.

Job Title or position	Name and address of school, other employer or description of activity	Number on roll and type of school if applica ble	F/T or P/T	Responsibilities Any key achievements	Dates				Reason for leaving
					From		To		
					Mth	Yr	Mth	Yr	

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Please enclose a continuation sheet if necessary

Additional Employment:

Applicants with more employment history, please include it on the additional information box below:

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SECONDARY SCHOOL/COLLEGE

Name of School/College	From	To	Qualifications Gained with Dates and Grades

UNIVERSITY/COLLEGE EDUCATION

Name and Addresses of University, College and/or University Education Department	Dates From To	Full or Part-time	Date of Exam	Qualifications Obtained	Subjects Passed with Details of Standard Obtained	Age Groups for which Trained



PROFESSIONAL COURSES ATTENDED Please list relevant courses attended in the past 3 years.

Subject	Organising Body	Date(s)	Duration

PERSONAL STATEMENT

Please detail why you believe you are suitable for this role, giving examples of relevant experience, skills and attributes:



REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent line manager or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Please indicate if we can contact your referees prior to interview

Yes:

No:



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.

EQUAL OPPORTUNITIES MONITORING

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the ethnic groups to which you belong. However, you are not obliged to do so.

Please mark the relevant box		X
White	British	
	Irish	
	Other White	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Other Mixed	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Other Asian	
Black or Black British	Black Caribbean	
	Black African	
	Other Black	
Chinese or other ethnic group	Chinese	
	Other ethnic group	
Do not wish to be recorded		

DISABILITY

The Disability Discrimination Act 1995 defines a disability as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. An amendment in 2005 means certain conditions are also covered at the point of diagnosis, not when they begin to affect day to day activities.

Do you consider yourself to be disabled?

Yes:

No:

Are there any considerations in relation to any of the information that you have provided in this form that we should take into account for making interview or assessment arrangements?



GENERAL

Do you hold a current full driving licence?

Yes:

No:

You are required to declare below any relationship with or to an employee/Governor/Trustee of the NET Academies Trust.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.

Yes:

No:

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

PROTECTION OF CHILDREN - COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BINDOVERS

NET Academies Trust is required under 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. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on 'protected' convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>



You will be required to disclose when shortlisted for an interview all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the NET Academies Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the NET Academies Trust. During the course of your employment with the NET Academies Trust, should you be arrested by the police you are obliged to notify NET Academies Trust of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

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.

DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice for NET Academies Trust. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our employee onedrive. Information will not ordinarily be disclosed to anyone outside the NET Academies Trust without first seeking your permission, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post. I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the NET Academies Trust.

Signature of Candidate

Date

Print Name

If completed electronically, candidates will be required to sign the form in person if called for interview.