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| Application for Non-Teaching Employment at The Pioneer Academy |  | |
| Post applied for: |
| School: |  |
| **For Office Use Only** Applicant Number: |  |
| Job Reference Number : |  |

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| **Section 1 - Contact details** | | | |
| First Name(s) Last Name: | | | |
| Previous Name(s) (if applicable): | | | |
| Address:  Line one:  Line two:  Town:  County:  Post Code: | Home Telephone Number: |  | |
| Daytime Telephone Number: |  | |
| Mobile Telephone Number: |  | |
| **Please mark your preferred email address below.** | | |
| Home E-mail: |  |  |
| Work E-mail: |  |  |
| If currently employed may we contact you at work? Yes  No | | |

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| **Section 2 – Employment Record** | | |
| **Present or Most Recent Employer** | Dates Employed From: | To: |
| Employer's Name and Address: | Annual Salary: | |
| Other Benefits: | |
| Reason for Leaving: | |
| Notice Period: | |
| Position held & brief description of duties: | | |

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| **Previous Employers** (please list **all** previous employers from leaving school, most recent employer first) | | | | |
| Employer’s name and address | Position(s) held | Dates | | Reason for leaving/breaks in employment |
| From | To |
|  |  |  |  |  |

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| **Section 3 – Education and Training** | | |
| **Education** | | |
| Qualification(s) gained including grade | Date awarded | School / Colleges, Universities or Institutes of Further Education |
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*\* All dates from the age of 18 years must be provided, including periods of education or unemployment*

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| **Details of any Membership(s) of Professional Associations/Bodies** | | |
| Membership Details | | Date awarded |
|  | |  |
| Education Qualification(s) currently being undertaken | | |
| Qualification(s) being undertaken | Expected date of completion | College/University or Institute |
|  |  |  |
| Training **(relevant work related courses)** | | |
| Course title and subjects covered | Date and duration | Training organisation |
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| Driving Licence **(please only answer this question if driving is a requirement of the post, detailed in the person specification)** | | |
| **Do you hold a current, clean, valid driving licence? Yes**  **No**  Please give details if you have answered ‘No’ to the above question: **Do you own or have use of a car? Yes**  **No** | | |

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| **Section 4 – Relevant experience and skills** |
| Please indicate how you satisfy the criteria set out in the Person Specification by giving specific examples of where you have demonstrated the skills required from your personal and work experience (paid or unpaid), education and training. Particular attention should be given to providing examples against each competency listed. Please refer to the guidance notes for further information. Please continue on a separate sheet if necessary. |
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| **Section 5 – References** | | | |
| **Before completing this section please read the guidance notes attached carefully. References will be taken up if you are short listed prior to interview.** | | | |
| **Current/Most Recent Employer** | | **Previous Employer** | |
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| Address: | | Address: | |
| Tel: | Fax: | Tel: | Fax: |
| E-mail: | | E-mail: | |
| May this referee be contacted if you are shortlisted?  Yes  No | | May this referee be contacted if you are shortlisted?  Yes  No | |

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| **Section 6 – Rehabilitation of Offenders Act – Declaration of Criminal Offences** | |
| Before completing this section please read the guidance notes attached carefully. Having a criminal record will not necessarily prevent you from gaining employment. **This post involves access to persons under 18 and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order. This post is also subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.** | |
| Do you have any warnings, offences, convictions, cautions, bind overs, or are you currently undergoing criminal investigation? | Yes  No |
| If yes please give details of conviction(s) and date(s). | |

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| **Section 7 – Dismissal, disciplinary or capability procedures** | |
| **Before completing this section please read the guidance notes attached carefully. This will not necessarily prevent you from gaining employment.** | |
| Have you ever been a subject of disciplinary or capability procedures or been dismissed or resigned from a position pending disciplinary investigations taking place? If yes please give details on a separate sheet. | Yes  No |

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| **Section 8 – Asylum and Immigration Act 1996** |
| National Insurance No:  Do you require a work permit to work in the UK? Yes  No |

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| **Section 9 – Declaring an interest** |
| Please give details if you are related to or have a personal relationship with an Elected Member or Officer of The Pioneer Academy or if you have any financial interest in contracts with The Pioneer Academy or pending tenders; or if you are currently employed by The Pioneer Academy: |

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| **Section 10 – Additional Information/special arrangements** |
| Dates and times when not available for interview:  Any other relevant additional information: |

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| **Section 11 - Declaration** |
| Under the terms of the Data Protection Act 1998 and the General Data Protection (GDPR) the information you provide in this application form and recruitmentmonitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring The Pioneer Academy policies and procedures and human resource management purposes.  If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend The Pioneer Academy against a legal challenge to the fairness of the selection process from any interested party.  The Pioneer Academy is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.  I understand the information above and hereby   1. Declare that the information provided in this application form and recruitment monitoring form is correct to the best of my knowledge and belief. I understand that information that The Pioneer Academy deems to be false, misleading or incomplete will justify withdrawal of an offer of appointment or my dismissal from The Pioneer Academy’s service. 2. Agree that the information I give The Pioneer Academy in connection with this application for employment may be stored and processed for the purposes stated above. 3. Consent to The Pioneer Academy undertaking any checks it may deem necessary in connection with my application. 4. Agree to The Pioneer Academy asking my previous employers questions regarding my sickness and disciplinary record and give my consent for my previous employers to disclose this information. 5. Understand that canvassing of Elected Members directly or indirectly in connection with any appointment shall disqualify me.   Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For Posts involving working with children or vulnerable adults the following declaration must also be completed:  I confirm I am not on the Children’s Barred List, or otherwise disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body (including but not limited to) the General Teaching Council for England (GTCE), prior to abolition in April 2012, or by the Department for Education or General Social Care Council (GSCC). I understand that the provision of false information may possibly result in referral to the police.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The Pioneer Academy is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Diversity Policy demonstrates a commitment to all job applicants. With this in mind, all stages of the recruitment process will be monitored.

**Recruitment Monitoring Form**

This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.

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| **Section 12 – Personal details** | | | | |
| **A. Sex** | Male | | Female | |
| **B. Age** | Date of Birth: | | Age: | |
| **C. Ethnic Group** | **a. White** |  | **b. Mixed** |  |
|  | British |  | White and Black Caribbean |  |
|  | Irish |  | White and Black African |  |
|  | Any other White background Please give details: |  | White and Asian |  |
|  |  |  | Any other Mixed background Please give details: |  |
|  |  |  |  |  |
|  | **c. Asian or Asian British** |  | **d. Black or Black British** |  |
|  | Indian |  | Caribbean |  |
|  | Pakistani |  | African |  |
|  | Bangladeshi |  | Any other Black background Please give details: |  |
|  | Any other Asian background Please give details: |  |  |  |
|  |  |  |  |  |
|  | **e. Chinese or other ethnic group** | |  |  |
|  | Chinese |  |  |  |
|  | Any other, please give details |  |  |  |
| **D. Nationality:** |  | | | |
| **E. Religion** | Christian |  | Muslim |  |
|  | Hindu |  | Sikh |  |
|  | Jewish |  | Buddhist |  |
|  | Jehovah Witness |  | None |  |
|  | Any Other Religion |  |  |  |
| **F. Sexual Orientation** | Bisexual |  | Lesbian |  |
|  | Gay |  | Prefer Not to Say |  |
|  | Heterosexual |  |  |  |

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| **Section 13 - Disability** | |
| The Pioneer Academy is committed to ensuring that employees who have a disability are given every possible assistance in the workplace, and have achieved the ‘Positive about Disabled People’ award, which gives all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed. | |
| **What do we mean by a disability?**  The Disability Discrimination Act defines disability as ‘a physical or mental impairment with long term, substantial effects on ability to perform day to day activities.  **Examples of Disabilities**  The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.   * Hearing, Speech or Visual Impairments – if you wear glasses or contact lenses this is not normally considered a disability * Co-ordination, dexterity or mobility e.g. polio, spinal cord injury, back problems, repetitive strain injury * Mental health e.g. schizophrenia, depression, severe phobias * Speech Impairment e.g. stammering * Learning Disabilities e.g. Down’s syndrome * Other Physical or medical conditions e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc. | |
| **Guaranteed Interview Scheme**  As part of our commitment to equalities and diversity, we operate two schemes to ensure that candidates are not prevented from demonstrating their true abilities during the selection exercise.   * **The Guaranteed Interview Scheme** – we will interview all applicants with a disability who meet the minimum criteria for the post and consider them on their abilities   We have a commitment to make **Reasonable Adjustments** to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their true abilities. | |
| Do you consider yourself to be disabled? Yes  No | |
| Please state the type of disability you have: |  |
| Please give details of any reasonable adjustments you may require: |  |

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| **Section 14 – Advertising monitoring** |
| How did you find out about this vacancy? |
| Please list which publication or internet site: |

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| I understand that the Declaration in Section 11 applies to this monitoring form as well as the main application form. | |
| Signed: | Date: |

# **General Information**

The following information is designed to help you complete the application form as effectively as possible. Please contact a member of the Schools HR Service, if you require assistance in completing the form, or need the form in an alternative format.

The Pioneer follows a policy of Valuing Diversity and has an equality action plan. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals.

Please read the job advertisement carefully paying particular attention to the job description and person specification.

You may provide a CV in addition to your application, however you must still fully complete and return the application form and recruitment monitoring form.

# **SECTION 1 - Contact Details**

* Please complete this section fully.
* If you are currently working please make sure you indicate if you do not wish to be contacted at work.
* Please provide all previous names.

# **SECTION 2 - Employment Record**

* Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school/college. You must include all previous employment, including periods of voluntary work. Any breaks between employment or education and employment should be fully explained.
* Please continue with this section on a separate sheet if necessary.

# **SECTION 3 - Education & Training**

* Please complete this section as fully as possible, we will require evidence of your highest and/or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.
* Qualifications are not always essential for all posts; you may have undertaken other training that is just as relevant to the post.
* Please only complete the questions about holding a driving licence if driving is a duty of the post.

# **SECTION 4 - Experience & Skills**

* This is the most important section and must be completed fully.
* During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.
* It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.
* You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment, etc…
* You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

# **SECTION 5 - References**

* All offers of appointment depend on receiving references satisfactory to the School. You must give two referees that have had managerial/ supervisory responsibility for you, one of whom must be your manager with your current/most recent employer.
* If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job. References will not be accepted from relatives or from people writing solely in the capacity of friends. Further advice on who is suitable as a referee is available from Schools HR.
* The School reserves the right to ask for substitute referees, if the one you have provided are not deemed to be suitable.
* For certain posts we reserve the right to contact any previous employer for a reference at any time. For posts involving working with vulnerable adults or children we will specifically enquire about disciplinary offences relating to these groups, including any which are “time expired”, and whether the applicant has been the subject of child protection concerns, and if so, the outcome of that enquiry or disciplinary procedure. If you are not currently working with these groups but have done so in the past, that previous employer will be asked about those issues.

# **SECTION 6 – Declaration of criminal offences**

* Posts that involve access to persons who are disabled or addicted to drugs or alcohol or under 18 or over 65 are exempt under the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order. **This post involves access to persons under 18 and therefore you must reveal details of all convictions spent or otherwise. This post is also subject to a Disclosure and Barring Service Enhanced Disclosure.**

# **SECTION 7 – Dismissal, disciplinary or capability procedures**

* Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.

# **SECTION 8 - Asylum and immigration act 1996 - eligibility to WORK**

* Please complete this section fully, relevant documentation will be checked for the successful candidate.

# **SECTION 9 – Declaring an interest**

* Failure to disclose an interest will disqualify you from being appointed to a post with The Pioneer Academy.

# **SECTION 10 – Additional information/special arrangements**

* Please provide dates and times when you are not available for interview, plus any additional information we may need to consider.

# **SECTION 11 - Declaration**

* Please read this section carefully before signing your application form.
* Failure to sign this part of form will disqualify you from being appointed to a post with The Pioneer Academy.

# **SECTION 12 – Recruitment Monitoring – personal details**

* In order to make sure that The Pioneer Academy's policy on Valuing Diversity is working effectively, monitoring information needs to be collected and analysed. This information is confidential and monitored by Schools HR. It will not be used for selection purposes.

# **SECTION 13 – Recruitment monitoring - disability**

* The Pioneer Academy is committed to ensuring that employees who have a disability are given every possible assistance in the workplace, and have achieved the 'Positive about Disabled People' award, which gives all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed.
* If you answer **YES** to the question and require any special arrangements at interview, please add these to Section 14. You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

# **SECTION 14 - Advertising monitoring**

* This information is required to ensure that The Pioneer Academy can monitor the effectiveness of its recruitment advertising.

# **CHECKLIST**

* Read through your completed application form carefully making sure you have fully answered all the questions.
* If you have completed separate sheets make sure that these are numbered and clearly marked with your name.
* Keep a copy of your application form for reference.
* Make sure you return the application form in plenty of time before the closing date appropriately stamped.

# **WHAT HAPPENS NEXT**

* Your completed application form will be used to decide whether or not you are selected for interview.
* Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form.
* If you have any queries, then please refer to the advertisement for contact details.