# Completing your application

Please complete all sections of this form using black ink or type. Applications will only be accepted if this form is completed in full.

# Data Protection

Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data on the lawful basis that you have given us your consent or in order to complete with our legal obligations. You’ll find more information on how we use your personal data in our [privacy notice](https://www.every.education/Open/DownloadPolicy?guid=06bfccdc-b177-49d8-9bed-a4b421509c97&ppk=13828&display=True).

# Submitting your application

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| **Electronic/Email:** | Please return your completed application to [recruitment@nsat.org.uk](mailto:recruitment@nsat.org.uk) in either  Word or PDF format |
| **Paper:** | Please return your completed application to the above address, marked for the attention of Human Resources - Recruitment. |

Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion. Due to the high volume of applications received, we are unable to respond to every unsuccessful applicant individually.

Should we need to contact your regarding your application, correspondence may be sent to your e-mail and/or postal address.

# Disclosures and Checks

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

Northern Star Academies Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check. **It is an offence to seek employment in regulated activity if you are on a barred list.**

If the position you are applying for will involve working with pupils aged under 8, We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. **It is an offence to provide or manage childcare covered by these regulations if you are disqualified.**

If you’ve lived and/or worked outside of the UK, Northern Star Academies Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks). We’ll base the decision on whether this is necessary on individual circumstances, and factors such as for example the amount of information you disclose in the DBS check, the length of time you’ve spent in or out of the UK etc.

Northern Star Academies Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing below, you agree to provide such evidence when requested.

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| **Section 1: Vacancy Information** | | |
| **Application for the post of:** | HLTA: HHS | |
| **Section 2: Safeguarding Employment Checks** | | |
| **Do you have a DBS certificate?** | | Yes  No |
| **Have you lived or worked outside of the UK in the last 5 years?** | | Yes  No |
| **If yes, please give details of countries and relevant dates:**  *(Find out about how the trust recruits’ teachers from overseas* [*here*](https://www.gov.uk/guidance/recruit-teachers-from-overseas)*)* | |  |
| **Are there any restrictions to your residence in the UK, which  might affect your right to take up employment in the UK?** | | Yes  No |
| **If yes, please give details:** | |  |
| **If you are successful in your application, would you  require a work permit prior to taking up employment?** | | Yes  No |
| **If yes, please specify dates:** | | Date from: |
| Date to: |
| **Have you ever worked as a Teacher and/or held  Qualified Teacher Status?** | | Yes  No |
| **Section 3: Personal Details** | | |
| **First name** | |  |
| **Surname** | |  |
| **Previous surnames** | |  |
| **Preferred title** | |  |
| **If you prefer to be called by a name  other than the one listed above, please specify** | |  |
| **National Insurance number** | |  |
| **Do you have a valid driving licence?** | | Yes  No |
| **Contact Information** | | |
| **Full Postal Address** *(including Postcode)* | |  |
| **Home phone** | |  |
| **Mobile phone** | |  |
| **Email address** | |  |
| **Disability and Accessibility** | | |
| Northern Star Academies Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you require us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: | |  |
| **Relationship to Northern Star Academies Trust** | | |
| Please list any personal relationships that exist between you and any of the following members of the Trust community: | | Trustees    Governors  Staff    Pupils |
| Please provide further details here,  including the name of the individual and their connection to you: | |  |

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| **Applicant Declaration** | |
| **I confirm that the information I have provided in support of this application is complete and true and understand that to knowingly make a false statement for this purpose may be a criminal offence.** | |
| Signature: | Date: |

***The information you provide up to and including the signed declaration, will be removed from your application when shared with the panel for shortlisting purposes.***

*Candidate Reference: Post: Date advertisement closed:*

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| **Section 4: Current Employment Details**  (if not presently in employment, leave blank and continue to Section 5) | | | | | |
| **Job title** | **Employer details**  (provide company name, address and email) | **Date began employment** | **Permanent or temporary position** | **Part-time or  full-time position** | **Description of responsibilities** |
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| **Section 5: Previous Employment History**  (Please provide details of all previous employment since leaving school, including any voluntary work. List the most recent employment first). | | | | | | |
| **Job title** | **Employer details**  (provide company name, address and email) | **Date began employment** | **Date left employment** | **Reason for leaving** | **Part-time or full-time position** | **Brief description of responsibilities** |
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| **Section 6: Gaps and Breaks in Employment History**  (Please provide details of any gaps or breaks in the employment history you have provided above, including information if you are not currently in employment). |
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| **Section 7: Education and Training and Professional Development**  (Please provide details of your education, training or development activity from secondary school onwards. You’ll be required to produce evidence of qualifications) | | | | | |
| **Course taken or Qualification gained** | **Grade achieved**  ***(if applicable)*** | **Date qualification awarded or course undertaken** | **Length of Course** | **Awarding Body and Course Provider**  **(if applicable)** | **School/ College / University / Employer you were attending when undertaking course/qualification** |
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| **Section 8: Professional Body Membership**  (Please provide details of any professional body memberships you hold. For example, Chartered Institute of Personnel and Development (CIPD), Association of Chartered Certified Accountants (ACCA) etc). | | | | |
| **Institute** | **Grade of Membership, Membership Number** | **Enrolment date** | **Examination date** | **Expiry date** |
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| **Section 9: Employment References**   * Please give the names of 2 people who are able to comment on your suitability for this post. * One must be your current or last employer. * If you’ve not previously been employed, please provide details of another suitable referee. E.g., Headteacher, Lecturer etc. * The Trust reserves the right to seek any additional references we deem appropriate. | | | | |
| **Full Name** | **Relationship to you** | **Full Address including Post Code** | **Telephone number and  Email Address** | **Is this your current employer?** |
|  |  |  |  | Yes  No |
|  |  |  |  | Yes  No |

**Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.   
If you don’t wish us to contact your referees without your prior agreement, please tick this box**

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| **Teaching Status** | |
| **Teacher Reference Number** |  |
| **Do you hold QTS?** |  |
| **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?** |  |
| **Are you subject to a General Teaching Council sanction or restriction?** |  |

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| **Section 10: Supporting Information for your Applications**  Please read the job description and person specification carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through employment, domestic responsibilities, voluntary/community work, spare time activities and training.  Shortlisting and appointment to this post will be based on your ability to meet these requirements. |
| **My knowledge:** |
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| **My skills:** |
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| **My experience:** |
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