



**APPLICATION FOR A POSITION AT:**

**Northfield School & Sports College**

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**Covering letter to applicants**

**School Recruitment Privacy Notice:** [**https://northfield.s3.amazonaws.com/uploads/key\_information/Recruitment-Privacy-Notice.pdf?t=1663236188**](https://northfield.s3.amazonaws.com/uploads/key_information/Recruitment-Privacy-Notice.pdf?t=1663236188)

**Safeguarding Policy:**

[**https://northfield.s3.amazonaws.com/uploads/key\_information/Safeguarding-Policy-v-13-September-2021-1.pdf?t=1662375929**](https://northfield.s3.amazonaws.com/uploads/key_information/Safeguarding-Policy-v-13-September-2021-1.pdf?t=1662375929)

**Candidates Guide for Completion of the Application Form**

**Application Form**

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**Policy Statement on the Recruitment of Ex-Offenders – available to download on the vacancy page on our website**

**Advert, Job Description and Person Specification – available to download on the vacancy page on our website**



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**APPLICATION FOR APPOINTMENT AT:**

NORTHFIELD SCHOOL & SPORTS COLLEGE

**Applicants are required to complete ALL parts of this form**

Please refer to the candidates guide for completion of this application form

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| **Application for the post of:** **Are you applying for this post on a Job Share basis? YES ☐ NO ☐**  |

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| **Surname(s) (Block Capitals)** | **Initials:** |
| **Permanent address****Email:****Contacts Numbers:****Home: Work:****Mobile:** | **TEACHERS:**Department for Education (DfE) Teachers’ Reference Number: |
| **ALL APPLICANTS:**National Insurance Number: |
| **DISCLOSURE AND BARRING SERVICE (DBS)****Certificate Number:****Date of Certificate:** |
| **Address for correspondence (if different from permanent address)** | **When could you commence duties if appointed?** |
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| **Current Post (or last employment where applicable)** |
| **Designation of Post:****Full or Part Time:** |  | **Present or last****Salary** |  |
| **Name and Address****of Employer** |  | **Salary Scale and****Point on Scale** |  |
| **Date Appointed** |  |
| **If a school, please provide no. on roll, type and age** **range** |  | **Notice Required** |  |

**EDUCATION**

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| **Education (Applicants should be prepared to produce evidence of qualifications held)** |
| Give details (including dates) of Secondary Schools, Colleges and Universities attended and particulars (including dates) of Qualifications obtained including: -a) School Leaving Examinations/A Levels/GCSE/CSE/NVQ’s etc. and awarding body**Teachers**: b) Teaching Certificate or Post-Graduate Certificate/Diploma (state course pursued and main subjects) c) Degree (state whether Pass or Honours and give Class, Division and subjects, making clear which are main and subsidiary) d) Date of Statutory Induction Period   e) Any other certificates or diplomas: |
| **Dates** | **Name of Course and Secondary School/College/University Attended** | **Qualifications obtained** |
| **From** | **To** |
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| **Education Courses** Give details of courses attended; please include dates, nature, and duration (full or part time) and name of organising body. |
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| **Membership of Professional / Technical Bodies** |
|  | Date(s) | Grade(s) |

**EMPLOYMENT HISTORY**

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| **Please list Employment History in Chronological order.**  |
| Dates | Name of School/Employer.If a Teacher in a school **please provide size, type and age range taught** | Post and Salary Scale(State whether full or part time) | Employer/LA |
| From | To |
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| **Please use the space below to provide details of any gaps in the Employment History above**  |
| Dates | Details | Reason |  |
| From | To |
|  |  |  |  |  |

**REFEREES**

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| **Names and Addresses of Two Referees**State position, status, names and addresses of two independent referees who can be asked for information about you. One of the referees **must** be your current or most recent employer. For teaching posts, one referee **must** be your current headteacher (Please refer to the guidance notes for further information on referees)

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| 1.  Name: Position: Address:Post Code:Tel No.:E-mail address:**Can this referee be contacted prior to interview? YES/NO**  | 2. Name:Position:Address:Post Code:Tel No.:E-mail address:**Can this referee be contacted prior to interview? YES/NO** |

**Please note that an offer of appointment is conditional upon receipt of a least two satisfactory references**  |

**DISCLOSURE INFORMATION**

Do you hold a DBS Certificate? **YES ☐ NO ☐**

Have you subscribed to the update service? **YES ☐ NO ☐**

Please indicated level of check **Standard ☐ Enhanced ☐ Enhanced with barred list check ☐**

Please indicate workforce to which it applies **Child ☐ Adult ☐ Child and Adult ☐ Other ☐**

Have you worked or lived abroad for a period of 12 months or more in the previous 10 years? **Yes ☐ No ☐**

Do you hold a DBS Certificate? \***YES NO **

Have you subscribed to the update service? \***YES  NO **

If yes:

Please indicated level of check **\*Standard  or Enhanced **

Please indicate workforce to which it applies **\*Child  Adult  Child and Adult  Other **

Do you hold a DBS Certificate? \***YES NO **

Have you subscribed to the update service? \***YES  NO **

If yes:

Please indicated level of check **\*Standard  or Enhanced **

Please indicate workforce to which it applies **\*Child  Adult  Child and Adult  Other **

Do you hold a DBS Certificate? \***YES NO **

Have you subscribed to the update service? \***YES  NO **

If yes:

Please indicated level of check **\*Standard  or Enhanced **

Please indicate workforce to which it applies **\*Child  Adult  Child and Adult  Other **

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| **Additional Information** |
| (Please add details of any special interest and experience which may be relevant to this application e.g. in art, drama, physical activity and music, and briefly explain why you feel you are suitable for this job.  |

**DECLARATION**

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| **Prohibition of Teachers, Directions, Sanctions and Restrictions** |
| Have you ever been prohibited from teaching, received a direction, sanction or restriction by the Secretary of State? ☐ Yes ☐ No Have you ever had restrictions imposed by any of the European Economic Area Countries ☐ Yes ☐ No  |

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| **Disqualification from Caring for Children Regulations (DCCR) 2002** |
| Have you ever been disqualified under Disqualification from Caring for Children Regulations 2002? ☐ Yes ☐ No  |

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| **Eligibility to Work in the United Kingdom**  |
| To ensure this school complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006Are there any restrictions regarding your right to work in the UK? ☐ Yes ☐ No If yes, please provide details on a separate sheet and attach it to this application  |

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| **Data Protection Information**  |
| The personal information supplied by you on this application form will be processed in accordance with data protection legislation and used only to consider your application for employment with this school. If you are shortlisted, contact will be made with the referees you supply on the application form and a confidential reference will be sought from them.Please note that online searches may be carried out as part of due diligence checks.The information you supply on the Recruitment Equality Monitoring Form will be used for those purposes stated only and will be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring. For further information, please see our privacy notice for job applicants ***{provide a link here to your own Privacy Notice}***  |

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| **Relationships**  |
| If you are related to anyone on the Board of Trustees, Governing Body, a member of staff or a pupil, please state below and the relationship. (This does not prevent such persons from giving as a reference a written testimonial of your ability, experience or character, for submission to the School with your application for employment).**Name: Position: Relationship:**  |

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| **Declaration**: I hereby apply for employment with School. To the best of my knowledge all the particulars I have given are true. I understand that the deliberate provision of false information may disqualify me from employment or render me liable to instant dismissal if coming to light after my employment. I also understand that canvassing of anyone on the Board of Trustees, Governing Body or a member of staff whether done directly or indirectly, will result in this application being disqualified.**Name:** **Date:**  |
| Please return the form as stipulated on our advert: HR@northfieldssc.org FAO Catherine Frost.If you are not called for interview within 30 days of the closing date please assume that you have been unsuccessful in your application. |

**Recruitment Equality Monitoring Form**

For Office use only

Please complete this form and return it with your completed application form.

**THIS PAGE WILL BE REMOVED PRIOR TO THE SELECTION PROCESS**

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| Title: |  | Full Name: |  |
| Date of Birth: |  | Age:  |  |

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| **Ethnic Origin**: (Please indicate your ethnic origin) ☐ If you prefer not to say please tick  |  | **Gender:** ☐ Man ☐ Woman ☐ Intersex ☐ Non-binary☐ Prefer not to say |
| White: ☐ English/Welsh/Scottish/Northern Irish/ British ☐ Irish ☐ Gypsy or Irish Traveller ☐ Any other White background, please specify:      ☐ Prefer not to say |  |  |
| Are you married or in a civil partnership  |
| ☐ Yes☐ No ☐ Prefer not to say |  |
| Black / African / Caribbean / Black British: ☐ Caribbean ☐ African ☐ Any other Black / African / Caribbean background, please specify:       |  |  |
| **AGE**16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐  |
|  |
| Asian / Asian British: ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say☐ Any other Asian background, please specify:       |  | Where did you see this post advertised?       |
| **The following questions are optional:** |
| **Sexual Orientation (Please mark one box only)** ☐Bisexual ☐ Heterosexual/Straight ☐ Gay/Lesbian ☐ Prefer not to say  |
| Other ethnic groups: ☐ Arab ☐ Any other ethnic background, please specify:      |  |   |
|  **What is your current working pattern?**Full-time ☐ Part-time ☐ Prefer not to say ☐ |
| Mixed/multiple ethnic groups:☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Any other mixed/multiple ethnic background, please specify:      |  |  |
| Religion & Belief (Please mark one box only)  |
| ☐ Buddhist ☐ Hindu ☐ Muslim ☐ Christian☐ Jewish | ☐ Sikh☐ Other ☐ None☐ Prefer not to say  |
| Country of Birth:      Nationality:        |  |  |  |

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| **Disability** |
| We are positive about disability and welcome applications from disabled people. Please answer the question below on disability which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and/or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers.) As a Disability Symbol User, the school undertakes to interview any applicant who declares a disability as detailed on the Application for Employment and who meets the essential (minimum) criteria for the Job.**Do you consider yourself to be a person with a disability as described by the Equality Act 2010?**☐ Yes ☐ No  |

**Candidates Guide for Completion of the Application Form**

Please read the following before completing your application form

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| **General** |
| Your application will be assessed against the criteria listed on the person specification.* We do not accept CVs as part of your application; you must complete the application form
* An invitation for interview is based on the information provided in the application form so make sure all sections are completed clearly and as fully as possible.
* Make sure your application relates to the person specification where provided
* If you run out of space you may use additional pages unless stipulated elsewhere. Do not personalise any supplementary sheets i.e. name
* Make sure your application form is returned by the closing date.
* If you have not heard from the school within 30 days you should presume you have been unsuccessful for the position.
* Keep a copy of your application; it will be useful to refer to for preparation if you are called for interview.

If you have a disability that prevents you from completing the application form please contact the school in the first instance.Current legislation means that you will be required to provide documentary evidence for example National Insurance Number; showing that you are entitled to work in the United Kingdom. If you are short listed you will be asked to provide this at your interview. |

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| **Education/Education Courses** |
| In providing this detail applicants must be prepared to produce evidence of qualifications that are essential to the post. Do not attach certificates to the application form as evidence will be requested if you are successful.Any Education courses that are listed should be relevant to the position. |

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| **Employment History/Gaps in Employment** |
| Please state in chronological order all of your previous jobs/teaching positions the dates, the name of the school/employer and if a teacher provide the size, type and age range taught, post and salary details and the name of your current or last employer/school. You must provide the details of any gaps in your employment history to satisfy safeguarding requirements |

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| **References** |
| Please complete this section fully and clearly. This is important contact information.Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live are not acceptable.You will need to provide the names of **two referees**. One referee must be your current or most recent employer. For teaching posts, one referee must be your current headteacher. The second referee should be a previous employer or someone who can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your Headteacher or tutor. Alternatively if you have had other part time work the person you worked for may be prepared to act as referee.It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.If you are short listed, contact will be made with the referees you supply on the application form. If, however, you prefer that we should not contact a referee prior to interview, please say so on the application form.Please note that an offer of appointment is conditional upon receipt of a least two satisfactory references.  |
| **Declaration** |
| You must sign and date your application after completing all the declaration sections in full.We also need to know if you are related to anyone within the school, a member of the Trust, Governing Body or an employee or pupil. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass any Trustee, Governor, or member of staff of this school to gain employment. This will disqualify your application. |