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| **Application for Employment**  **Please complete the form using black ink or type for photocopying purposes** | | | | | | | | | |
| **Post Details** | | | | | | | | | |
| Job title: | Office Administrator | | | | | | | | |
| School/site: | Cottingley Village Primary School | | | | | | | | |
| Closing date: | Monday 08 July 2024 @ 9am | | | | | | | | |
| Would you like your application to be shared with other schools in the Trust: |  | | | | | | | | |
| Your application should be emailed to: [**recruitment@exceedacademiestrust.co.uk**](mailto:recruitment@exceedacademiestrust.co.uk) | | | | | | | | | |
| **Safeguarding Policy Statement**  Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Trust ensures full compliance with Safer Recruitment guidance in Keeping Children Safe in Education, which includes, but is not limited to, all successful applicants undertaking an enhanced DBS check in line with the Trust's Recruitment & Selection Policy. | | | | | | | | | |
| **Personal Details** | | | | | | | | | |
| Last Name: |  | | | | | | | | |
| First Name(s): |  | | | | | | | | |
| Title: | Ms | | Mrs | Miss | | | Mr | | Other |
| If other, please state: |  | | | | | | | | |
| Previous Name(s): |  | | | | | | | | |
| Address (including postcode): |  | | | | | | | | |
| Mobile phone number: |  | | | | | | | | |
| Home telephone: |  | | | | | | | | |
| Email address: |  | | | | | | | | |
| Do you hold a current driving licence? | Yes | | | | | No | | | |
| National Insurance Number: |  | | | | | | | | |
| How did you learn of this vacancy? |  | | | | | | | | |
| Have you ever lived or worked outside the UK? | Yes | | | | | No | | | |
| If yes, please provide details of dates and country: |  | | | | | | | | |
| **Language Skills** | | | | | | | | | |
| Do you speak or write any languages other than English? If so, please list: | | | | | | | | | |
| Language 2 | |  | | | Speak ☐ | | | Write ☐ | |
| Language 3 | |  | | | Speak ☐ | | | Write ☐ | |

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| **Current or most recent Employment(s)** | | | |
| Post title: |  | | |
| Employer’s name: (including Local Authority, Diocese, school name, type and group number, if applicable) |  | | |
| Employer’s address: |  | | |
| Employer’s telephone number: |  | | |
| Dates from: |  | | |
| Dates to: |  | | |
| Salary or wage: | £ | | |
| Allowances, or additional salary points: |  | | |
| If part time please show weekly hours: |  | | |
| Length of notice or date able to commence: |  | | |
| Brief description of duties: |  | | |
| Reason for wishing to leave (please indicate if you do not intend to resign from your current post): |  | | |
| Has any previous employer expressed concerns and/ or taken any action, whether informal/formal (including suspension from duty) on your capability/performance or on any disciplinary matter (please tick if appropriate): | | Capability/ Performance | Disciplinary |

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| **Previous Employment Continued** | | | | | | | |
| **Dates**  **From** | **Dates**  **To** | **Job Title and Employer** | | **Summary of Main Duties** | | **Salary/ wage** | **Reason for leaving** |
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| Do you have any gaps in your employment/education history? | | | Yes | | No | | |
| If yes, please explain the reasons for the gap and include the dates: | | |  | | | | |

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| **Education and Qualifications** | | | | | |
| Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you will be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be accepted) | | | | | |
| **Qualifications**  **Examination subjects, if applicable, indicate main/subsidiary subjects** | **Results**  **Grade or classification** | **School, College**  **or University** | **How obtained**  **(Full time, part time**  **or correspondence)** | **Period of study From:** | **Period of study To:** |
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| **Education and Qualifications** | | | | | |
| List all training undertaken including in-service courses. Please include membership and grade of professional organisation and any additional Training and Professional Development undertaken. | | | | | |
| **Course and training details** | **Results** | **Where obtained** | **Full time, part time, residential** | **Dates From:** | **Dates To:** |
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| **Other Information from Teachers** | | |
| Teacher Reference number: |  | |
| Early Career Teacher (ECTs) | Yes | No |
| If you qualified as a teacher after 7th May 1999, please complete the following section. | | |
| Date when qualified: |  | |
| Date when completed induction: |  | |

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| **Personal Statement** |
| Please ensure that you use the space below to submit a personal statement in support of your application. This should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills, knowledge and experience to demonstrate that you meet the criteria specified in the person specification. |
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| **References** | | | | | | |
| It is our policy to take up references for shortlisted candidates. Please provide names and addresses of three referees, one of which should be your present or most recent employer. If you are known to your referee/s by a former name, please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.  We may contact you to ask you to provide additional referees who have knowledge of your professional work.  If you are applying for a teaching post or working with children and are employed by another LA or an independent school your employer will be asked to provide a reference, in which the following will be required. Reference requests will ask for information relating to safeguarding, disciplinary and job performance issues along with other matters relevant to the post. If you are not currently employed by an LA or independent school please name three referees, one of which should be your present or most recent employer. Referees should have direct knowledge of your professional capacities and performance. | | | | | | |
| **Name of referee** | **Position and organisation** | **Address for contact** | | **Email address** | | **Tel No:** |
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| May we approach your present employer before the interview? | | | Yes | | No | |

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| **Declaration** | | | | | | | | | | |
| **Online Checks**  In accordance with our statutory obligations under Keeping Children Safe in Education, Exceed Academies Trust are required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with you at interview.  If you would like to inform us of anything that might come to light when we perform this search, please outline the details below:  **Immigration, Asylum and Nationality Act (2006)**  In accordance with the Immigration, Asylum and Nationality Act 2006, the employer will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to produce acceptable specified documentary evidence at interview.  I confirm that I am legally entitled to work in the UK.  **Safeguarding Vulnerable Groups Act (2006)**  The employer is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.  I confirm that I am not barred by the ISA from working with or applying to work with children (and/or vulnerable adults if appropriate), or included on the ISA Children’s Barred List (or the ISA Adults Barred List if appropriate).  **Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended)**  Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered ‘spent’ under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to discloseany 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) by SI 2013 1198. Guidance and criteria on the filtering of these cautions and convictions can be found at the [Disclosure and Barring Service website](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering).  If you are the successful applicant you will be provided with an Enhanced Disclosure & Barring Service (DBS) application and consent form. Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.  I agree that the appropriate enquiry may be made to the Disclosure & Barring Service.  **GDPR Data Protection Act (2018)**  Information from this application form may be held securely by Exceed Academies Trust. The employers are registered under the GDPR Data Protection Act (2018); individuals have the right of access to personal data concerning them.  I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies (but only for reasons directly linked with your employment with the Trust) in accordance with the GDPR Data Protection Act 2018.  **Disclosure**  A candidate for any appointment with Exceed Academies Trust must state below any known relationship to any member of the Board of Directors or existing employees holding a leadership position at Exceed Academies Trust when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.  **I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DISMISSAL.**  **ALL CANDIDATES APPLYING FOR EMPLOYMENT ONLINE OR VIA EMAIL WILL BE REQUIRED TO SIGN AND DATE THIS FORM IF INVITED TO ATTEND AN INTERVIEW.** | | | | | | | | | | |
| Declaration Signed: | | | |  | | | | | | |
| Declaration Date: | | | |  | | | | | | |
| Are you related to a member of the Trust board/Local Governing Body or existing employee of Exceed Academies Trust? | | | | Yes ☐ | | | | No ☐ | | |
| If YES, give details: | | | |  | | | | | | |
| **Equal Opportunities and Employment** | | | | | | | | | | |
| Exceed Academies Trust promotes equality of opportunity and endeavours to attract and retain a workforce that reflects the communities we serve.  Applicants are judged on their skills and suitability for the vacancy.  To monitor effectiveness of our policy, we ask all applicants on a voluntary basis to provide the information requested on this page. If you provide this information, it will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant and will not be used in the selection process.  **Ethnic classification**  Please Note: These categories have been recommended to employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000. | | | | | | | | | | |
| White | English  Scottish  Welsh  Irish  Any other white | | | | | | 1  2  3  4  5 | | |  |
| Mixed | White & Black Caribbean  White & Black African  White & Asian  Any other mixed | | | | | | 6  7  8  9 | | |  |
| Asian or Asian British | Indian  Pakistani  Bangladeshi  Kashmiri  Any other Asian | | | | | | 10  11  12  13  14 | | |  |
| Black or Black British | Caribbean  African  Any other black | | | | | | 15  16  17 | | |  |
| Other Ethnic Groups | Chinese  Any other ethnic group | | | | | | 18  19 | | |  |
| Gender: | | |  | | | | | | | |
| **Job Sharing**  If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either. If you would like to job share this post but are unsure as to whether this is possible, please contact the school or department concerned. | | | Full time | | Job share | | | | Either | |
| **Disability** | | | | | | | | | | |
| We are committed to a fair and equitable process to ensure that no one is disadvantaged within the selection process. We need to be aware of any disability and any adjustments, which need to be made in accordance with the Equality Act 2010. The Act defines a person as having a disability if he/she has **‘a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities’**.  This information will be treated as confidential and will only be used to enable selectors to make a fair assessment of your capabilities, taking into account any adjustments that may be required.  **NOTE:** We have adopted a positive approach to the Equality Act 2010 and it is our policy to interview all people with disabilities as defined in the act, who meet essential criteria outlined in the personnel specification. Candidates are required to provide evidence of how they meet these criteria. | | | | | | | | | | |
| If you are selected for interview are there any specific arrangements the Trust should make for you, in line with the Equality Act 2010? | | | | | | Yes | | | No | |
| If YES, please give details: | |  | | | | | | | | |
| **Health** | | | | | | | | | | |
| Please note that you will be required to complete a medical declaration, on appointment. | | | | | | | | | | |