**Job Application Form (Oct 23)**

Completed applications should be returned to the school at the following address:

Nidderdale High School, Low Wath Road, Pateley Bridge, Harrogate, HG3 5HL

Applications can also be returned by e-mail to: admin@nidderdale.mlt.co.uk

**SECTION 1 - POST DETAILS**

Job Title: Closing Date:

**Please write in capital letters in black ink or type, do not include a CV.**

**This application form has been designed to exclude information that might lead to discrimination. Please refer to the accompanying guidance notes when completing your application.**

**SECTION 2 - PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | First forename: |
| Other forename: | Surname:  |
| Former Surname(s): | Other names: |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Home Phone No.: | Resident at this address since (Date): |
| Mobile Number: | Work Number: |
| Email Address: |

**Please note correspondence regarding your application may be sent to your e-mail and/or postal address.  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.**

**SECTION 3 - PERSONAL DETAILS CONTINUED**

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 provide details:

If you are successful in your application would you require a work permit or visa prior to taking up employment? Yes [ ]  No [ ]

Have you ever lived and/or worked outside of the UK? Yes [ ]  No [ ]

If Yes, please provide details:

Do you hold a Certificate of Good Conduct for your time spent abroad? Yes [ ]  No [ ]

If yes, please provide the country and date of issue:

Teaching staff only: Do you hold a letter of professional standing for any countries where you have worked as a teacher? Yes [ ]  No [ ]

If yes, please provide the country and date of issue:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Insert your National Insurance Number:  |  |  |  |  |  |  |  |  |  |

**SECTION 4 – SOURCE OF APPLICATION**

Where did you see the vacancy advertised? Please specify:

**SECTION 5 – SECONDARY EDUCATION**

**Detail here any qualifications held (continue on a separate sheet if necessary).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Qualification** | **Awarding Body** | **Grade** | **Month and Year obtained (Mandatory)** |
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**SECTION 6 – FURTHER EDUCATION**

**Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary).**

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| --- | --- | --- | --- | --- |
| **School, College, University or awarding body** | **Subject** | **Qualification/Level** | **Grade** | **Date Obtained / Examination Date** |
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**SECTION 7 – COURSES**

**Please give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary). *(Teaching Roles Only - Newly Qualified Teachers are invited to outline key elements of their course).***

|  |  |  |
| --- | --- | --- |
| **Organising Body** | **Nature/Title of Course** | **Dates** |
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**SECTION 8 – MEMBERSHIP OF PROFESSIONAL BODIES**

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| --- | --- | --- | --- | --- |
| **Institute** | **Grade of Membership, Membership Number** | **Enrolment date** | **Examination date** | **Expiry date** |
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**SECTION 9 – REGISTERED COUNCILS**

Are you registered with the Institute for Learning? Yes [ ]  No [ ]

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| **If you have answered Yes, please provide your Registration number** |

***Teaching Roles only:***

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| Teacher Reference Number: |  |
| Current salary point: |  |
| Date QTS awarded: |  |
| Induction period completed?  | Yes [ ]  No [ ]  | Date of completion: |  |
| **If you have answered No, please select the appropriate option:**  | Not started [ ]  First formal assessment satisfactorily completed [ ]  Exempt [ ]  Please state reason: |

**SECTION 10 – PRESENT OR MOST RECENT EMPLOYMENT**

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| --- |
| Name of Employer: |
| Local Education Authority (if applicable): |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Post held: | Grade: |
| Number on roll (*teaching roles only):* | Age Range (*teaching roles only):* |
| Date of appointment (Month/YYYY): | Salary: |
| Notice Required: Weeks/Months | Telephone number: |
| Leave date (if applicable- Month/YYYY): | Reason for leaving (if applicable): |
| Summary of current job role; duties and responsibilities |

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| **SECTION 11 – PREVIOUS EMPLOYMENT**  |

**List all your previous jobs (most recent first). Identify and account for any gaps in employment.**

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| **Name of Employer** |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Post held: |
| Job Role Summary: |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason for leaving (if applicable): |

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| --- |
| **Name of Employer** |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Post held: |
| Job Role Summary: |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason of leaving (if applicable): |

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| --- |
| **Name of Employer** |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Post held: |
| Job Role Summary: |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason of leaving (if applicable): |

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| --- |
| **Name of Employer** |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Post held: |
| Job Role Summary: |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason of leaving (if applicable): |

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| **Please provide details for any gaps in your employment history (from leaving school to present) when you have not been in education, training or employment.** **Please list dates and the reason (i.e. travel, parental leave, voluntary work, etc.)** |
| Gaps in employment (including dates (Month/YYYY)) |

**SECTION 12 – REFERENCE OF PRESENT OR MOST RECENT EMPLOYMENT**

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your School/College/University. If you have previously worked with children but no longer do so, you will be asked for a referee from that employer.

**Please note your referees should ideally be a previous line manager or someone in a position of authority.**

|  |  |
| --- | --- |
| Title: | First forename: |
| Surname: | Job title: |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Telephone number: | Email address: |
| Relationship to you: | Do you give permission for referees to be contacted prior to an offer of employment being made?Yes [ ]  No [ ]  |

**SECTION 13 – SECOND REFERENCE**

|  |  |
| --- | --- |
| Title: | First forename: |
| Other forename: | Surname: |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Telephone number: | Email address: |
| Occupation: |  |
| Relationship to you? | Do you give permission for referees to be contacted prior to an offer of employment being made?Yes [ ]  No [ ]  |

**SECTION 14 – DECLARATIONS AND CONSENTS**

|  |
| --- |
| Are there any reasonable adjustments that you would require to enable you to participate in the interview/assessment event if you were selected to attend? |
| Are you related to any member or employee of Moorlands Learning Trust? | Yes [ ]  No [ ]  |
| If you answered ‘Yes’, please provide details  |
| Are you related to a member of the School Governing Body? | Yes [ ]  No [ ]  |
| If ‘Yes’, please provide name(s) & relationship: |  |
| I understand that canvassing of any Governors, Members or Trustees of Moorlands Learning Trust in connection with this appointment will disqualify me. | Yes [ ]  No [ ]  |

**Has any previous employer expressed concerns and/or taken any action, whether informal/ formal (including suspension from duty) on the following: (Include any investigations or actions taken by your professional body)**

|  |  |
| --- | --- |
| **Capability or work performance** | Yes [ ]  No [ ]  |
| Please provide details: |
| **Disciplinary** | Yes [ ]  No [ ]  |
| Please provide details:You are only required to declare live disciplinary sanctions unless they relate to safeguarding (see below) |
| **Safeguarding** | Yes [ ]  No [ ]  |
| Please include details of any allegations which have been made against you and how these have been categorised. Any disciplinary sanctions relating to safeguarding must also be declared, including those which have expired for disciplinary purposes. |
| Are there any dates when you would not be available for interview in the near future? | Yes [ ]  No [ ]  |
| Please provide details: |
| Please state the date on which you could take up duty if appointed |  |
| Do you hold a current driving licence? | Yes [ ]  No [ ]  |
| Driving licence number |  |
| Driving licence type | Paper [ ]  Photo [ ]  |
| Date valid from (DD/MM/YY) |  |
| Issue Country |  |
| What type of licence is it? (eg full, provisional, HGV, PSV) |  |
| Do you have use of a car? | Yes [ ]  No [ ]  |
| I declare that the information contained in this application form is correct and understand that the School / Trust will request to see proof of qualifications at the time of interview.  | Yes [ ]  No [ ]  |
| I consent to the school and Moorlands Learning Trust (MLT) recording and processing the information detailed in this application; MLT will comply with their obligation under the Data Protection Act 2018. | Yes [ ]  No [ ]  |

**SECTION 15 – SUPPORTING EVIDENCE**

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| **Please ensure that you have read carefully the job description and person specification for the role that you are applying for. In this section you are required to detail how your knowledge, skills and experience evidence that you meet the requirements for this post as detailed in the person specification and advertisement. Shortlisting and appointment to this post will be based on your ability to meet these requirements.****If you submit this form via email you are declaring that the information stated is true and accurate. If you are invited for interview you will be asked to physically sign your application.****I understand that it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children.****I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose will be judged as serious misconduct which may result in withdrawal of an offer of employment, dismissal or may be a criminal offence.****Signature: ………………………………………………………...Dated:…………………………...** |

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| **SECTION 16 – EQUAL OPPORTUNITIES MONITORING** |

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| --- |
| **Moorlands Learning Trust is committed to equality in employment. The Trust’s aim is to ensure equality for all existing and prospective employees. In line with this the Trust is required to publish work force data.****In order to assist the Trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.** **The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.** |
| Applicant name |  |
| Post applied for |  |
| Closing date |  |
| Gender | Male [ ]  Female [ ]  Prefer not to disclose [ ]   |
| **Please note: the categories below are taken from the 2001 Census. The Trust is required to use this format for its monitoring exercises.** |
| What is your ethnic group? | White British [ ]  White Irish [ ]  White Other [ ]  Mixed: White and Black [ ]  Mixed: White and Black African [ ] Mixed: White and Asian [ ]  Asian or Asian British [ ] Asian or Asian British: Indian [ ]  Asian or Asian British: Pakistani [ ]  Asian or Asian British: Bangladeshi [ ] Asian or Asian British: Other Asian [ ] Black or Black British: Caribbean [ ] Black or Black British: African [ ] Black or Black British: Other Black [ ] Chinese or Other Ethnic Group [ ] Other [ ]  |
| Please specify |  |
| Do you consider yourself to have a disability as described by the Equality Act 2010?You are disabled under the Equality Act if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities. Further information is available here: [Definition of disability under the Equality Act 2010 - GOV.UK (www.gov.uk)](https://www.gov.uk/definition-of-disability-under-equality-act-2010) | Yes [ ]  No [ ]  |
| Date of birth\* |  |

**\*** For successful candidates only, this information will be used as part of pre-employment vetting checks to assist in the confirmation of identify.

**APPLYING FOR A JOB WITH MOORLANDS LEARNING TRUST**

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

**Data Protection**

The information that you state on this application form will be used by the school and the Trust to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at <https://www.moorlandslearningtrust.co.uk/about-moorlands-learning-trust/trust-policies/>

**Rehabilitation of Offenders**

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and will require that you have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. The Exceptions Order 1975 as amended, means that some convictions and cautions are ‘protected’ so do not need to be disclosed.

Should you be shortlisted, you will be asked to disclose details of your criminal history, in line with DBS filtering rules, prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

**Information in Support of your Application**

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.