

**APPLICATION FORM**

**for**

**ALL SUPPORT STAFF**

*Hodgson Academy, a private company, limited by guarantee and registered in England and Wales under no. 7604183.
Registered Office Address : Hodgson Academy, Moorland Road, Poulton le Fylde, Lancashire, FY6 7EU*

APPLYING FOR A JOB WITH HODGSON ACADEMY

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. 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.

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| **SOME POINTS TO BEAR IN MIND BEFORE YOU START*** Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don’t copy the same application for a series of jobs.
* Read the Person Specification carefully. This outlines the type and range of skills/experience etc that we would like the candidate to possess or have the potential to develop.
* Try to complete the form in a concise, well organised and positive way.
* Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
* Please remember to complete the Monitoring Job Applicants Form, as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regard to employment.
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| **Please note** that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Hodgson Academy does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. |

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|  **The Equality Act 2010 defines a disabled person as:**(Relevant to question 10 and question 6 of the Monitoring Job Applicants Form) ‘A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.’ Or someone who has had such a disability but is now recovered. Or someone with a severe disfigurement. |

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| **APPLICATION FORM**The following headings correspond to some of the appropriate sections in the application form: |
| Post applied for: | The full job title should be completed. |
| Name and Address: | Make sure that your full name (including any previous names), address and telephone number are legibly written. |
| Present Appointment and Previous Employment | Starting with your first post, ending with your present post, list all the employers you have worked for, provide job titles and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates are correct and in order. Please also provide an explanation for any gaps in employment. |
| Education and Professional Qualifications: | Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing important has been omitted. Please include the name of the awarding body, the grade and the date the qualification was obtained. |

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| Private and Confidential |  |  |  |  |

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|  | Hodgson Academy as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of their age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, sex, sexual orientation, race, or religion or belief, unless this can be objectively justified.. |

### Please read the accompanying note ‘How to complete the Application Form’ before completing this form

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| --- | --- | --- | --- | --- |
| 1 |  | Application for the post of |       |  |
|  |  |  |  | Grade |       |  |
|  |  | To be returned by |       |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2 |  | Title |       | Forename |       | Surname |       |  |
|  |  | Previous name(s) |       |  |
|  |  | Home Address |       |  |
|  |  |  |       | Postcode |       |  |
|  |  | Telephone Number(s)Please indicate a preferredMethod of contact. | Home | Preferred [ ]  | Mobile | Preferred [ ]  | Work | Preferred [ ]  |  |
|  |  |       |       |       |  |
|  |  | May we contactyou at work | Yes [ ]  | Email address |       |  |
|  |  | No [ ]  | If supplied this may be used to inform you of the outcome of your application. |  |
|  |  |  |  |  |  |  |
|  |  | National Insurance number |       |  |  |
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| 3 |  | Present post/job title |       |  |
|  |  | Name and address of present employer |       |  |
|  |  |       |  |
|  |  |       |  |
|  |  | Date appointed |       | Salary/grade |       | Notice period |       |  |
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|  |  | Previous employment and voluntary experience(Please give exact dates and indicate the reasons for any gaps in employment records) |  |
|  | Employer | From | To | Post/job title (please indicate if in local government and give the grade) | Reason for leaving |
|  |  |  |  |  |  |
|  |       |       |       |       |       |
|  |       |       |       |       |       |
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**DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET.**

|  |  |
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| 4 | Education (details of Secondary Schools, Colleges, Universities and Professional Education) |
|  | Schools/Colleges/Universities and Professional Education(including start and end dates) | \*Qualifications obtained(including Awarding Body, grades and dates) |
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|  |       |       |

***\*Certificates for qualifications shown as essential will be checked at interview***

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| 5 | Current course of study (if any) and the date you expect to complete it       |

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| 6 | Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training, etc.) |
|  |       |
|  | Membership of professional bodies       |

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| 7 | **Experience or achievements** |

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|  | Give a concise account of relevant experience, current duties, or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those related to the list of essential experiences, skills etc. for the post set out in the Person Specification.Also include any appropriate voluntary and other interests (membership of relevant societies etc.)Please use an additional sheet if necessary. |
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**DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET**

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| 8 | **Disclosure of Criminal Background** (before completing this section please read the enclosed advisory notes) |
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| 1. Do you have any 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).?
 | **[ ]**  Yes | **[ ]** No | *(Tick box as appropriate)* |

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|  | You may be entitled to answer ‘no’ to this question even if you have been convicted of a criminal offence in the past. However, certain types of employment which involves contact with children and / or vulnerable adults are excluded under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.**Please note:** the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service web site. |
|  | 1. **If you have answered yes to the above question and are subsequently shortlisted for interview, you will be asked to provide details of the offences including dates and details as relevant. Further instructions will be provided at the time of shortlisting.**
2. **If this post involves working with children or vulnerable adults.** I can confirm that I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for
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|  | Signed: |       | Date: |       |
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| 9 | **Do you hold a current full driving licence for a car**(or other relevant vehicle)? *(Tick as appropriate)* | **[ ]**  Yes | **[ ]**  No | **[ ]**  Not required for post |

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| 10 | **Do you consider yourself to have a disability?**(For a definition, see our advice note ‘How to complete the application form’.) | **[ ]**  Yes | **[ ]**  No *(Tick as appropriate)* |

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| 11 | Canvassing directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including Governors)      |
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| 12 | By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.**I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be dismissed without notice.** |
|  | Signed: |       | Date: |       |
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| **Details of Referees** |
| Please give the name, address and occupation of two referees and state their relationship to you (eg employer/ supervisor/tutor). Where appropriate, one referee should be your current or most recent employer**. Please refer to the guidelines for advice on appropriate referees.****The Academy reserves the right to seek any further references deemed appropriate.** |
| 1      |  | 2      |
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|        |  |        |
|        |  |        |
| Postcode |       | Telephone No. |       |  | Postcode |       | Telephone No. |       |
| Email address |       |  | Email address |       |
| Relationship |       |  | Relationship |       |
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**When completed please email to** : j.harvey@hodgson.lancs.sch.uk

**or post to**:

 Miss Julie Harvey

 Hodgson Academy

 Moorland Road

 Poulton le Fylde

 FY6 7LU

 Tel : 01253 882815

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.

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Recruitment Monitoring in Employment

MONITORING JOB APPLICANT’S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **with** your completed application form to the address given in the advertisement or with the job details.

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|  | This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel. |  |

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| **Details of the job you have applied for** |
| : |  | Job title |       |  |
| : |  | Grade: |       |  |
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| 1. Name (in block capitals)      |  | 5. Please check the box which best describes your ethnic/cultural/racial origin |  | 6. Do you consider yourself to have a disability or to be a deaf person? (Please see the definition of disability in the advice note ‘How to complete the application form’.) | [ ] yes[ ] no |
|  |  |  |  |  |  |
|  |  | (O) [ ]  | White British |  |  |  |
|  |  | (9) [ ]  | White Irish |  |  |  |
|  |  | (H) [ ]  | Any other White background |  |  |  |
|  |  |  | (please type in) |  |  |  |
| 2. I am: (Please check the appropriate box) |  |

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 |  | 7. How did you find out about this job? (Please check the appropriate box)  |
|  |  | (J) [ ]  | Mixed White and Black Caribbean |  |  |
|  |  | (K) [ ]  | Mixed White and Black African |  |  |
| MALE | FEMALE |  | (L) [ ]  | Mixed White and Asian |  | Internal circular | Job centre |
| [ ]  | [ ]  |  | (M) [ ]  | Any other Mixed background |  | [ ]  | [ ]  |
|  |  |  |  | (please type in) |  |  |  |
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|  |  | (4) [ ]  | Asian or Asian British Indian |  |       |       |
| 3. I consider my marital status to be Please note: If you are widowed or divorced and you live alone, please check ‘single’. |  | (5) [ ]  | Asian or Asian British Pakistani |  |  |  |
|  |  | (6) [ ]  | Asian or Asian British Bangladeshi |  |  |  |
|  |  | (8) [ ]  | Any other Asian or Asian British background |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | (please type in) |  | Newspaper/journal(please say which) | Internet (please say which site)or other source… |
| Single | Married |  |

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| [ ]  | [ ]  |  | (1) [ ]  | Black or Black British Caribbean |  | [ ]  | [ ]  |
|  |  |  | (2) [ ]  | Black or Black British African |  |  |  |
|  |  |  | (N) [ ]  | Any other Black or Black British background |  |       |       |
|  |  |  |  |  |  |  |
| 4. Date of Birth      |  |  | (please type in) |  |  |  |
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|  |  | (7) [ ]  | Chinese |  |  |  |
|  |  | (A) [ ]  | Any other ethnic group |  | **Thank you for your assistance.****Your co-operation will help****promote equality of opportunity** |
|  |  |  | (please type in) |  |  |
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| **DATA PROTECTION**  |
| The information you supply about yourself as part of the application procedure is handled according to the requirements of the General Data Protection Reguations. The “data controller” in respect of information about job applicants for this post is Hodgson Academy.Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes.If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then destroyed. Equal Opportunities information is used for statistical monitoring purposes, which is not related to named individuals. Details of unsuccessful applicants for casual posts may be retained for longer than 12 months with the consent of the applicant.The Hodgson Academy contact for data protection matters is:The Finance Director, Hodgson AcademyMoorland Road, Poulton Le Fylde, FY6 7EUemail: m.pickles@hodgson.lancs.sch.uk**Note: Please return your completed application form to the postal address or the email address shown on page 7. To enquire by phone about this application, please call the number on page 7.** |

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| **FINAL CHECKLIST** |
| Please ensure that you have:[ ]  filled in all relevant parts of the form[ ]  signed and dated the form[ ]  detached and retained the front cover for your own records[ ]  correctly addressed the return envelope as directed on page 6[ ]  completed the monitoring form (this is essential if your application is to be considered)[ ]  read and understood the Data Protection Act - Fair Processing Statement details above[ ]  correctly responded to the question on criminal convictions. |

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