



## Job Application Form

Northern House School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Northern House School Academy Trust is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).

### FOR OFFICE USE

Job Title:  
Location  
Date sent out:  
Date returned:  
Application no:  
Closing Date:

### 1. Vacancy Details This section must be completed

Post Applied For: (Job Title): Teaching Assistant Ref: 29062018

### 2. Personal Details

First name(s): Surname: Title: e.g. (Mr, Mrs, Ms)

Former name(s): Date of Birth: / /

Address:

Postcode:

Daytime tel no: Evening tel no:

Mobile tel no: Email:

Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter:

National Insurance Number, if you have one

--	--	--	--	--	--	--	--	--	--

Do you have the Right to Work in the UK? Yes

Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

Current driving licence (if this is a requirement of this job):

If YES, type of licence

### 3. Arrangements for interview

If you have a disability, are there any arrangements which we can offer for you if you are called for an interview and/or work based exercise?

If yes, please specify,

**4. Education/Qualifications** (including overseas) Please start with secondary education.

From		To		Secondary School/ College/University etc	Examinations taken or to be taken	Results & grades	Date gained
nth	yr	nth	yr				

**5. Training** Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising body	Course title	Length

Please continue on a separate sheet if necessary.

**6. Membership** Please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date of membership

**7. Past Employment & Experience** (if any) include voluntary or other relevant experience.

From		To		Employer	Job Title	Reason for change
mth	yr	mth	yr			

Please continue on a separate sheet if necessary.

**8. Present or Most Recent Employment** (if any)

Job title: \_\_\_\_\_ Employer: \_\_\_\_\_

---

Salary:            £ \_\_\_\_\_

---

Date Started: \_\_\_\_\_ Date left (if applicable): \_\_\_\_\_

---

Address: \_\_\_\_\_

---

Postcode: \_\_\_\_\_

---

Reason(s) for leaving (if applicable): \_\_\_\_\_

---



---

## 9. Ill Health Retirement/Dismissal

Have you ever taken ill health retirement from employment?

Have you ever been dismissed from employment for misconduct?

If yes, please attach full details in a sealed envelope marked Private and Confidential and return with your application.

**10. References** Please give details of two referees, one of whom must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references.

**Please put a cross in the appropriate box below if you do not wish us to take up a reference without your consent.**

Name:

Address:

Postcode:

Tel no:

Email:

Job title:

Relationship to you:

If this referee knows you by another name please give that name:

Name:

Address:

Postcode:

Tel no:

Email:

Job title:

Relationship to you:

If this referee knows you by another name please give that name: Becky

**Please note: Applicants should be aware that all posts within the Academy Trust will require an Enhanced Disclosure to be obtained from the Disclosure and Barring Service.**

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

The **Rehabilitation of Offenders Act 1974** (exceptions) Order 1975 - 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 website.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that the Trust is legally entitled to know about could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

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

If you do have any criminal convictions, cautions, warnings or reprimands that are not "protected", or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked 'Private and Confidential'

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

## 11. Other information in Support of your Application

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the advertisement. Please attach no more than 2 sides of A4

Teacher Ref No if applicable

--	--	--	--	--	--	--	--

Do you have QTS including skills test if qualified post 2004?

---

---

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

### **Data Protection Act 1988**

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The Trust will record and use the information you provide for the purpose of dealing with your application. The information may be disclosed, as appropriate, to our pension providers, Occupational Health, to the Department for Education, to the Teaching Agency, Law Enforcement Agencies and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you provide on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds. By submitting an application for employment you are consenting to the recording and use of the information which you supply.

Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

I  insert name  consent to Northern House School Academy Trust recording and processing the information detailed in this application form. I understand that this information may be used by the Trust in pursuance of its business purposes and my consent is conditional upon the Trust complying with their legal obligations under the Data Protection Act 1988.

If you submit an electronic copy of your application form you **do not** need to submit a signed copy by post. Fully completed application forms must be received by Academy Trust **no later than 12 noon on the published closing date**, electronically to the address stated on the application form or by post to the relevant school.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

**Application forms not fully completed may be refused.**

For all candidates:

Personal data provided on the Equal Opportunities Monitoring Form will be recorded and used for the purpose of monitoring the Trust's Equal Opportunities Policy and for statistical purposes.

## Recruitment Monitoring

Name:

Job title:

Job ref no:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

### Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

#### A White

Any other White background please write in below:

---

#### B Mixed

- White and Black - Caribbean  
 White and Asian  
 White and Black - African  
 Asian and Black

Any other Mixed background please write in below:

---

#### C Asian or Asian British

- Indian  Kashmiri  Pakistani  Bangladeshi

Any other Asian background please write in below:

---

#### D Black or Black British

- Caribbean  African

Any other Black background please write in below:

---

#### E Chinese or other ethnic group

- Chinese  Arab  Afghan  
 Kurdish  Vietnamese  
Any other, please state:

Not disclosed

### Gender

I am:

Date of Birth:

Age:

### Disability

The Disability Discrimination Act 1995 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.

Do you have a disability as defined above? NO

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

### Employment Status

Are you currently employed?

Yes  No

If yes, please state if you are employed on a temporary, casual or permanent basis:

### What is your sexual orientation?

Heterosexual / Straight

### Religion

- Christian  
 Buddhist  
 Hindu  
 Jewish  
 Muslim  
 Sikh

**No religion**

Other – please specify: \_\_\_\_\_

Not disclosed