



Application for Employment

| | |
|----------------------|--------------------------|
| Post: | School: |
| Closing date: | Office ID Number: |

Tyne Coast Academy Trust is committed to being an equal opportunities employer. The information on the equal opportunities monitoring form and the safeguarding declaration is not seen by the recruitment panel. This is done to reduce the possibility of unfair and unlawful discrimination.

Please read the guidance notes carefully before completing this application form. Please complete the form in black ink or type. Please note CV's will not be considered.

| Personal Details | |
|--------------------------------|--|
| Full Name | |
| Previous Names | |
| Address | Telephone Home Mobile Work Can we ring you at work? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Your e-mail address | |
| Your National Insurance Number | DFE NO. (Teachers only) |

| Current or Most Recent Employment | |
|--|--|
| Name and Address of Employer | Post Title Annual Salary / Wage £ Salary Scale * |
| Date appointed | Notice required * |
| Date left * | Reason for leaving * |
| Brief Outline of Duties | |

*if appropriate

Education and Employment

Please provide complete details of your education and employment history together, starting with your secondary school. You must provide the information in chronological order from this time, and ensure you do not leave any period of time unaccounted for. If you do have any length of time unaccounted for, you must include this and give any reasons for the gap. *Add additional rows as required.

| Employer, Educational Institution or description of activity | What were you doing? (i.e. job title, qualification / course, etc.) | Dates (from and to) | Reason for leaving / qualifications obtained |
|---|--|----------------------------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| |
|--|
| Are there any gaps in your education or employment history, please explain them here |
| |

Personal Statement

Please give details of how you meet the requirements of the job using the criteria in the person specification. You should relate this to your employment and education history, your qualifications or any activities you undertake outside of work.

Professional Development/Training Courses

Please give details of any training courses you have attended which will support your application

| Nature of Course | Date(s) attended | Duration of course |
|------------------|------------------|--------------------|
| | | |
| | | |

Professional Membership

| |
|--|
| If you are a member of a professional body or institute, please give details |
| |

References

Please provide the following details for two people to whom we can apply for a reference, regarding your experience and suitability for this post. One must be from your current or most recent employer, where appropriate. If the role you are applying for involves contact with children you are asked to supply a referee who can provide a reference based on when you have previously worked with children. In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. References will be requested prior to interview, unless you tick the relevant box.

| Referee One | Referee Two |
|---|---|
| Name and address | Name and address |
| Position | Position |
| Phone number | Phone number |
| e-mail address | e-mail address |
| Can we contact your referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/> | Can we contact your referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/> |

Declaration of relationship

| |
|---|
| <p>If you have any relationship with any Trustee, Governor or Senior Officer of Tyne Coast Academy Trust, please state the name(s) and nature of relationship(s):</p> <p>If you canvass any Trustee, Governor or Senior Officer of Tyne Coast Academy Trust directly or indirectly for this appointment, or if you fail to disclose a relationship, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.</p> |
|---|

Right to Work in the UK

Tyne Coast Academy Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Signed:

Date:

Declaration

I confirm the information given in this application form is full, accurate and complete. I understand that if I provide false information or fail to provide full, accurate and complete information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal without notice.

I have been provided with data protection information and confirm that I understand how my information will be stored and used:

Signed:

Date:

Unless otherwise stated, please return your application form to

sandra.willis@walker.academy

OR post it to:
Sandra Willis
Office Manager/PA to the Headteacher
Walker Riverside Academy
Waverdale Avenue
Newcastle upon Tyne
NE6 4AW

Equality and Diversity Monitoring

Post Title:

Full Name:

Date of birth:

Are you **Male** or **Female**

Please tell us which **ethnic group** you belong to (please mark one only):

| Black or Black British | White |
|--|--|
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> British |
| <input type="checkbox"/> African | <input type="checkbox"/> Irish |
| <input type="checkbox"/> Any other black background (Please specify) | <input type="checkbox"/> Any other white background (Please specify) |
| Mixed | Chinese |
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> White and Black African | <input type="checkbox"/> Any other background (Please specify) |
| <input type="checkbox"/> White and Asian | |
| <input type="checkbox"/> Any other mixed background (Please specify) | |
| Asian or Asian British | Other Ethnic Groups |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Any other background (Please specify) |
| <input type="checkbox"/> Pakistani | |
| <input type="checkbox"/> Bangladeshi | |
| <input type="checkbox"/> Any other Asian background (Please specify) | |

Religion

Buddist Christian Hindu Jewish Muslim No religion Other Prefer not to say

Sexual Orientation

Bisexual Gay/Lesbian Heterosexual/Straight Other Prefer not to say

Relationship Status

Divorced Married/Civil Partnership Single Widowed Prefer not to say

Do you consider yourself to have a disability: Yes No

A disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out day to day activities. The academy trust undertakes to interview any applicant who declares a disability and who meets the minimum essential criteria for the job.

If you have answered 'yes', please tell us about your disability, in case there are any adjustments we could make for you:

If you believe your disability has prevented you from meeting the essential criteria, please identify which criteria, and explain how this has prevented you from meeting it:

Please tell us where you saw the vacancy advertised:

Print name:

Signed:

Date:

| | |
|--------------|--------------------------|
| Name: | Post Applied for: |
|--------------|--------------------------|

Safeguarding Children and Young People

If the position for which you are applying involves contact with children and young people, the Trust has decided that the successful applicant will require an enhanced Disclosure and Barring Service check (DBS) and barred list check. You are required to complete the declaration below and provide relevant details of 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) by SI 2013 1198’. Having a criminal record or information provided through the disclosure may not exclude you from employment.

Please note:

- Failure to disclose any convictions, cautions, reprimands, bind overs or final warnings that are not “protected” may result in the withdrawal of an offer of employment, or dismissal if employment has commenced
- If you do not complete this declaration, your application will not be considered for the post
- All information provided will be treated confidentially and processed in accordance with data protection regulations.

Declaration of Applicant :

Do you have or do you have pending any convictions, cautions, bind overs, reprimands or final warnings that are not “protected”?

Yes No

If yes, please provide details.

Do you declare that you you are not barred or disqualified from working with vulnerable groups, children or young people and that you are not subject to any sanctions or conditions on your employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body?

Yes No

If no, please provide details.

Signed:

Date:

Pre-Employment Clearances

I understand that if successfully appointed to the position I am applying for, this will be a conditional offer and I will be required to obtain the following pre-employment clearances in line with Keeping Children Safe in Education and I give my consent for these to be conducted:

- Evidence of Right to Work in the UK
- Identity Checks
- Enhanced DBS (including Barred List Check)
- Medical Clearance
- Satisfactory References

- Verification of Professional Qualifications
- Registration Checks including Teacher Prohibition Checks
- Section 128 check (if applicable)
- Declaration on Childcare Disqualification (if applicable)
- Appropriate further checks for those who have lived or worked outside the UK (if applicable)

I understand that if any of the above clearances are unsatisfactory, the conditional offer maybe withdrawn.

Signed:

Date:

Information on our commitment to Safer Recruitment, use of your information and guidance on completing your application form.

Thank you for applying for a job with Tyne Coast Academy Trust.

Tyne Coast Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The following guidance notes are provided for your information to ensure we have sufficient information to process your application and to help us meet our safeguarding obligations.

General Guidance

Please ensure you **complete all parts of the application form** clearly and as fully as possible, CV's will not be accepted. If any part of the application form is not relevant to you, please mark them as 'not applicable', or 'n/a'. Incomplete application forms will not be considered for shortlisting. Ensure your application relates to the person specification as this is what will be used when shortlisting. If you have a disability that prevents you from completing the application form please contact Melissa Dobrianski, HR Manager at mdobrianski@tynecoastacademytrust.co.uk

We need you to tell us about your **education and employment** history together in full starting with the secondary school you attended. We are asking for the information in this way to help identify any gaps where you were not in education or employment, as part of our commitment to safeguarding children, young people and vulnerable adults. We would like you to start with the secondary school, along with the exams and qualifications you obtained. You should follow this with your first job or college attended, and so on, to bring you up to date. If you were unemployed for a period of time, please state this, giving the dates (to the nearest month) and a reason.

Your **personal statement** is your opportunity to tell us why you are suitable for the job. Please read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Please ensure you provide specific examples of how you meet the criteria set out on the person specification. If you need to continue on a separate sheet please do so, however please remember to put your name and the post applied for and the office ID number on the top.

Your completed application form must be signed. If you apply online and are successful at interview you will be asked to sign your application form prior to commencing in post.

Please ensure your application is returned by the time and date specified in the advert to ensure it is considered. We cannot guarantee to consider applications received after the closing date and time. Application forms will not be acknowledged. If you do not hear from us within 6 weeks of the closing date you can presume that your application has been unsuccessful. Should this be the case we would like to thank you for the interest you have shown in the post.

Safer Recruitment

You must supply the names of two **referees from whom we can obtain references**. Please ensure you tell us whether you want us to contact them prior to interview. If you leave the box unticked we will assume it is fine to contact them. If they have a work e-mail address, please provide this. One of your referees must be your current or most recent employer. If the role you are applying for will involve contact with children and young people you will be asked to supply a referee who can provide a reference based on when you have previously worked with children, young people and/or vulnerable adults.

It is advisable to contact your referees at an early stage to let them know that you wish to give their names and ensure they are willing to act as a referee. If you are shortlisted, references will be taken up prior to interview wherever possible and the authenticity will be checked before any offer of employment is made.

Your referees will be asked to provide details on any disciplinary offences relating to you, including those which have expired. Additional information will be sought on any concerns or allegations that have been

made against you relating to the safety and welfare of children and young people or behaviour towards them, along with the outcome of any concerns.

For successful candidates Tyne Coast Academy Trust will verify your reference by telephoning the referee to ensure that the information received is genuine. Tyne Coast Academy Trust reserves the right to contact your current employer and any previous employer.

Confirmation of your identity will be undertaken by checking appropriate documents including a form of photographic ID. You will also be required to supply your original qualification certificates and for relevant posts, proof of registration with any relevant bodies eg GTC. This will be done at the interview stage.

If the position you are applying for involves contact with children, young people and/or vulnerable adults, and you are successful, you will be required to obtain an **Enhanced DBS Disclosure** from the Disclosure and Barring Service and produce your certificate. You are required to complete the declaration and provide all relevant details of cautions, convictions or "bind overs", including those considered as spent under the Rehabilitation of Offenders Act 1974 and all subsequent amendments. Failure to do so may disqualify you from the appointment and, if appointed may render you liable to immediate dismissal without notice. Having a criminal record, or information provided through a Disclosure, may not bar you from employment.

Any individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children. (Criminal Justice and Court Services Act 2000).

Any offer of employment with Tyne Coast Academy Trust will be conditional and will only be confirmed when all **pre employment checks** are completed and satisfactory. No unsupervised access to children and young people will be permitted until all checks are complete.

Equal Opportunities and Monitoring

The equality & diversity monitoring form is important to us. We have a duty to monitor our recruitment process, and this information helps us to do that. The information you provide on this form will be kept confidential and does not form any part of the recruitment process itself.

Candidates who have a disability are guaranteed an interview if they meet the essential requirements of the post. We can only do this where such candidates indicate they have a disability. If you feel you cannot meet the essential requirements of the post because of your disability please advise us of the nature of this disadvantage.

How we use your information

If you are successful in your job application, we have a legal requirement to keep your application form, personal information and all associated documentation both electronically and in paper files. This will also be shared with our payroll provider.

If you are unsuccessful with this application, we will keep your personal information on file for six months in case of any legal challenge, and in case a vacancy occurs that we believe you may be a suitable candidate for. After six months, it will be securely destroyed. We will not share your information with any third parties.