

## APPLICATION FORM FOR NON TEACHING STAFF

We are an Equal Opportunities employer and welcome applications from appropriately qualified persons regardless of gender, race, religion, disability or age.

Post applied for:	Name of Academy:
Where did you <b>first</b> see the post advertised:	Post Reference:

### PERSONAL INFORMATION

Surname:	Preferred Title: (eg Mr,Mrs,Miss,Other) _____ (please specify)		
Forename:	Middle Name(s):		
Former Name(s):	Date of Change:		
Home Address:	Address for immediate correspondence (if different):		
Telephone Numbers:	Home	Work	Mobile
Email Address:			
Dates when you would be unavailable for interview and/or difficult to contact:			
Are you aged 16 or over?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	National Insurance Number:
Are you eligible to work in the UK	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you need a work permit to work in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please give the date your current work permit expires:			
<b>You will be required to present original and valid evidence of eligibility to work in the UK at your interview.</b>			

### CURRENT OR MOST RECENT EMPLOYMENT

Name of Employer:	
Address:	
Post Currently held:	
Brief summary of duties & responsibilities:	
Type of Business	
Date commenced:	Full or part time (if P/T indicate weekly hours)
Salary per annum £	
Reason for leaving:	
Notice Required:	

Hatton 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.

**PREVIOUS EMPLOYMENT (in chronological order starting with the most recent)**

A full employment history must be given. You should include all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You may be asked to explain any gaps.

Dates From To MM/YY MM/YY	Name of employer/organisation & address	Type of Business	Nature of Post(s) held (include salary and whether P/T or F/T)	Reason for Leaving

We reserve the right to approach any of the previous employers listed in this section to confirm the details you have supplied.

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<b>EDUCATION &amp; QUALIFICATIONS</b>				
Dates From                  To MM/YY   MM/YY	Name and type (eg mixed comp.) of secondary school(s) attended	Examination Subjects passed (please state grades in brackets)		Level (eg CSE, O Level, GCSE etc)
Dates From                  To MM/YY   MM/YY	<b>FURTHER / HIGHER EDUCATION</b> University/College Attended	PT / FT	Qualification Obtained (please state subject(s))	Level
Date Awarded MM/YY	<b>ADDITIONAL QUALIFICATIONS</b> (eg music, coaching)			
Date Awarded MM/YY	<b>MEMBERSHIP OF PROFESSIONAL BODIES</b>			
Date MM/YY	<b>TRAINING COURSES</b> Attended during the last 5 years and relevant to this application			
	<b>Course Title / Subject Matter</b>	<b>Course Provider</b>		<b>Duration</b>

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## **SUPPORTING STATEMENT**

Explain below how your experience, skills and knowledge meet the criteria for the post as described in the person specification.  
(Please continue on a separate sheet if required)

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## HEALTH DECLARATION – Appointment is subject to completion of medical clearance form & occupational health check

I declare that I am medically fit to take up appointment to this post  (please tick)

If you have a disability (as defined by the Equality Act 2010) and meet the essential criteria for the post you will receive an interview. You do not have to declare a disability but we can only guarantee an interview (subject to you meeting the essential criteria for the job) if you tell us.

Do you have a disability  Yes  No

In relation to any disability, would you require special facilities or assistance at interview? Yes  No

If Yes, please give details: \_\_\_\_\_

## REFERENCES

Name:	Name
Position in organisation:	Position in organisation:
School/Company Name:	School/Company Name:
Address:	Address:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Email Address:	Email Address:

**Safer Recruitment in Education Guidance advises it is best practice to obtain references for shortlisted candidates prior to interview.**

May we contact your present employer if you are shortlisted  Yes  No

## DECLARATIONS

### CRIMINAL RECORD DISCLOSURE

This appointment is excluded from the non-disclosure of the Rehabilitation of Offenders Act 1974. Applicants are not entitled to withhold information about convictions which for other purposes are 'spent'. Failure to disclose any such information could result in the appointee being dismissed by the governing body. All information given will be treated confidentially.

Have you ever been convicted of a criminal offence by a Court of Law  YES  NO

Please give details on the attached Safeguarding Declaration.

### RELATIONSHIPS TO MEMBERS OF THE BOARD OF DIRECTORS

You must declare any relationship you have with a member of the Academy's Board of Directors. If you are related to a member of the Board of Directors, any direct or indirect canvassing will disqualify you from employment with the academy.

Are you related to any member of the Board of Directors?  YES  NO

If YES, state the relationship:

### FINAL DECLARATION

I certify that, to the best of my knowledge and belief, the information given on this form and any documents which accompany it, is correct. I understand that any offer of employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, the Academy shall be entitled to withdraw any offer of employment or terminate any contract of employment.

**SIGNATURE OF APPLICANT**

DATE

**CHIEF EXECUTIVE OFFICER:** Mrs Victoria Bishop MA, BSC (Hons), PGCE, NPQH

**CHAIR OF DIRECTORS:** Mr F Macdonald



**Safeguarding Children – Declaration by Applicants**

**1. Disclosure & Barring Service**

The post for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to a Disclosure and Barring Service check (DBS) at enhanced level.

You are required to declare all convictions, cautions or bind-overs you may have, or have had in the past, even if they would otherwise be regarded as “spent” as defined in English Law. You are required to declare all criminal charges, convictions, pending prosecutions or investigations, cautions or bind-overs you may have, or have had in the past. The information you give will be treated in the strictest confidence by the Executive Principal/CEO and will not be available to the interview panel.

The disclosure of a criminal record, or other information will not bar you from appointment / placement unless the Executive Principal/CEO considers that the information renders you unsuitable for appointment.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Date	Offence	Details (please tick)	Court/Police force that dealt with the offence(s)
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>	
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>	
Please give any further details that are relevant			

**2. Prohibition of Teachers**

The Secretary of State Prohibition Orders prevent a person from carrying out teaching work in a school environment. Upon a firm offer of employment, Hatton Academies Trust will complete a prohibition check with the National College for Teaching and Leadership (NCTL).

Do you have a Prohibition Order Pending? Yes No

Are you subject to, or ever been subject to a Prohibition Order? Yes No

Do you have a current EEA member state restriction/sanction imposed on you Yes No

If yes, please provide further information about the circumstances leading to this decision:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Childcare (Disqualification) Regulations 2009

The Department for Education has made it clear that the Childcare (Disqualification) 2009 Regulations apply to school/academy settings as well as to childcare settings.

This means that, in order to comply with the Childcare (Disqualification) Regulations 2009, Hatton Academies Trust must ensure that staff are not disqualified from working with children who have not yet reached the age of 8. All applicants must complete a declaration confirming that they are not disqualified under the Childcare (Disqualification) 2009 Regulations from working with children:-

<b>Section 1 – Orders or other restrictions</b>	<b>please circle yes or no</b>
Have any orders or other determinations related to childcare been made in respect of you?	Yes / No
Have any orders or other determinations related to childcare been made in respect of a child in your care?	Yes / No
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering?	Yes / No
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? A full list is available from the Personnel Office or at : <a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made</a>	Yes / No
Are you barred from working with Children (Disclosure and Barring (DBS))?	Yes / No
Are you prohibited from Teaching?	Yes / No
<b>Section 2 – Specified and Statutory Offences</b> (including overseas offences)	
Have you received a Police caution (including a reprimand or warning) since 6 April 2007	Yes / No
Have you ever been convicted of:	
<ul style="list-style-type: none"> <li>Any offence against or involving a child? (A child is a person under the age of 18)?</li> </ul>	Yes / No
<ul style="list-style-type: none"> <li>Any violent* or sexual offence against an adult? *a violent offence in this context is murder, manslaughter, kidnapping, false imprisonment, ABH, GBH</li> </ul>	Yes / No
<ul style="list-style-type: none"> <li>Any offence under the Sexual Offences Act?</li> </ul>	Yes / No
Any other relevant offence? (Full list is available at <a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made</a> <a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made</a> )	Yes / No
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?	Yes / No
<b>Section 3 – Disqualification by association</b>	
To the best of your knowledge, does anyone in your household (including family, lodgers, house- sharers, household employees) have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2?	Yes / No
<b>Section 4 – Provision of Information</b>	
If you have answered YES to any of the questions above you should provide details below in respect of	

yourself, or where relevant the member of your household. You may supply this information separately if you so wish, but you must do so without delay.

Details of the order, restriction, conviction, caution etc.	
The date(s) of these	
The relevant court(s) or body(ies)	

You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.

**Section 5 – Declaration** Please be aware that it is a criminal offence to provide a false or misleading statement

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

- I understand my responsibilities to safeguard children
- I understand that I must notify my the Executive Principal / CEO immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children
- I confirm that I have read the schedules referred to in this form

Name:

Date:

Signature:

**Please return this completed declaration with your application form.**



## **NON-TEACHING STAFF APPLICATION – GUIDANCE NOTES**

These notes are to help you complete your application as effectively as possible. Please read them before completing your application.

It is not possible to interview everyone who applies for a job. Your application form is the only means we have to judge your capability and potential and the information in it will be used to draw up a shortlist for the next stage of selection.

With the application form are a job description and a person specification. Read these documents through so that you are familiar with what the job involves. Have you got all the relevant skills and experiences for the job?

The job description lists the main duties and responsibilities for the post.

The person specification sets out the experience, skills, abilities and qualifications required to do the job. These requirements are split into two categories:

- i) essential criteria – these are the characteristics that are seen as essential to the job. A candidate that does not have these will not be able to carry out the job and will not be shortlisted for interview.
- ii) desirable criteria – these may be used to choose between two or more good candidates.

Your application will be assessed against the criteria listed on the person specification.

### **GENERAL POINTS**

- Please read each section carefully. You may find it helpful to do a rough draft first. This helps to avoid making mistakes and allows you to organise your application.
- CVs alone are not acceptable. You must complete the application form and sign the declaration at the end.
- Write in a concise, well organised and positive way. Make sure all sections are completed clearly and as fully as possible. Keep to the facts - you may have to justify any information you have given.
- Make sure your application relates to the person specification for the specific job that you are applying for.
- If you run out of space you may use additional pages.
- When you have finished your application re-read it and check for any errors or omissions.
- Make sure your application form is returned by the closing date.
- Keep a copy of your application. It will be useful to refer to for preparation if you are called for interview.

### **PERSONAL INFORMATION**

Please complete this section fully and clearly. This is the information we need to contact you.

Before you are appointed, the Academy must ensure that you are legally entitled to work in the UK. You must state on the form whether or not you require a work permit to take up employment.

### **CURRENT OR MOST RECENT EMPLOYMENT**

Please state your employer's name, address and telephone number in full. Do not go into too much detail but list the main activities of the job.

### **PREVIOUS EMPLOYMENT**

Please account for all time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Check that dates are correct and in the right order. Include voluntary work particularly if there have been times when you have not been in paid work.

### **EDUCATION AND QUALIFICATIONS**

List the qualifications you possess including grades. There is no need to list failed exams. The person specification will say if the job requires any particular qualifications. If you are appointed we will need to see evidence of essential qualifications.

List any formal, informal or on the job training you have received. Selection will be based on the education and training listed in the person specification.

## **SUPPORTING STATEMENT**

**This is your opportunity to tell us why you are suitable for the job.** Read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.

Consider what you have done in the past: at home; at school; at college; in paid work; unpaid work; or in a hobby. These may be useful to show how you meet the items on the person specification. For example running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.

Ensure that this section is written in a well-organised manner and is relevant to the job for which you are applying. Write in a positive manner such as 'I was responsible for....' or 'I organised.....'. It is useful to deal with each point of the person specification in turn. This will help you to structure your statement clearly.

## **HEALTH DECLARATION**

### **Disabilities:**

This information will not be used as part of the shortlisting process.

If you have declared a disability on your application and you meet the essential criteria for the job, as listed in the person specification, you will be guaranteed an interview. This does not guarantee you the job. At interview you will be assessed along with all the other candidates. You do not have to declare a disability, but we can only guarantee an interview (subject to you meeting the essential criteria for the job) if you tell us.

The Equality Act 2010 defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to perform normal day-to-day activities. Further information can be obtained on the Directgov Website - [www.direct.gov.uk](http://www.direct.gov.uk).

Please say if you need any special assistance at interview, for example if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

All successful applicants will be required to complete a pre-placement medical questionnaire / assessment with our Occupational Health provider.

## **REFERENCES**

No firm offer of appointment will be made until references, that are satisfactory to the Academy, are received. Referees must be able to produce information about your suitability for the post. You will need to provide the names of two referees. One should be your most recent employer and the second a previous employer or someone who can give information relevant to the job.

If you are a school or college leaver please give the name of your head teacher or tutor.

References provided by relatives, friends or people with whom you live are not acceptable. Use someone who knows your capabilities and is aware of your potential. Testimonies, affidavits and references addressed "to whom it may concern" are not acceptable.

If you have been self-employed or employed by an organisation that has ceased trading give the name of an official such as an Accountant or Bank Manager who can vouch for that period.

References will only be taken up if you are shortlisted for the post you are applying for. Please state on the form if we should not contact a referee prior to interview.

It is advisable for you to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

## **DECLARATIONS**

This appointment is excluded from the non-disclosure of the Rehabilitation of Offenders Act, 1974. Any offer of employment is subject to satisfactory enhanced DBS clearance.

Please read the Academy's Safeguarding Statement and Criminal Record Check policy (attached) for further information. You do not need to return these documents with your application.

Please read your completed form carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment. If you are appointed, and false declarations or omissions are subsequently discovered, this may lead to disciplinary or legal action against you.

**Please do not forget to sign your application form & declaration. If you are applying by e-mail, you will be asked to sign your application form if you are invited to interview.**

## **WHAT HAPPENS NEXT?**

**RECRUITMENT FOR ALL POSTS WITHIN OUR TRUST ARE MANAGED THROUGH THE PERSONNEL OFFICE, HATTON ACADEMIES TRUST.**

**PLEASE ENSURE APPLICATIONS ARE SENT TO:**

**THE PERSONNEL MANAGER / ASSISTANT AT HATTON ACADEMIES TRUST, THE PYGHTLE, WELLINGBOROUGH, NORTHANTS NN8 4RP.**

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.

Invitations to interviews will be made initially by telephone then confirmed in a letter or email. Candidates who are unsuccessful at this stage in the recruitment process will be notified in writing.