

## 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) :		
Forename:			
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			

### CURRENT OR MOST RECENT EMPLOYMENT

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

**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.**

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.

## EDUCATION & QUALIFICATIONS

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			
	Course Title / Subject Matter	Course Provider	Duration	

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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)

## RIGHT TO WORK IN THE UK

The 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.

## 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:

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## 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

## DISCLOSURE & BARRING AND CHILDCARE DISQUALIFICATION

The Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy statement.

Do you have a DBS certificate?:  YES

NO

Date of check:

If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?:

YES

NO

## DECLARATIONS

### 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 Trust shall be entitled to withdraw any offer of employment or terminate any contract of employment.

**SIGNATURE OF APPLICANT**

**DATE**

CHIEF EXECUTIVE OFFICER: Mr R Hardcastle  
CHAIR OF DIRECTORS: Mr W Thallon



Victoria  
PRIMARY ACADEMY





## 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

- This form may be completed on a computer using Microsoft Word. Enter your information by clicking on the **blue text**. Some questions require a yes / no answer. You can indicate your response to these questions by clicking in the
- If you are unable to complete the form electronically you should request a printed copy from the Personnel department and complete it using black ink.
- 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.

### 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.

## RIGHT TO WORK IN THE UK

Before an appointment is made the Trust must ensure that you are legally entitled to work in the UK. If you are asked to attend an interview you will be asked to bring evidence of your right to work in the UK with you.

## 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 Trust, 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.

## **DISCLOSURE & BARRING AND CHILDCARE DISQUALIFICATION**

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 Trust's Safeguarding Statement and Disclosure & Barring Service policy for further information. These documents are available on our website:- <https://www.hattonacademiestrust.org.uk/working-for-us/vacancies/>

## **DECLARATIONS**

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 & Safeguarding 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.**

**Complete applications should be**

**emailed to:-** [personnel@hattonacademiestrust.org.uk](mailto:personnel@hattonacademiestrust.org.uk)

**or sent to:-** The Personnel Manager, 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.

## **PRIVACY NOTICE**

In accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the Trust is a controller and processor of your personal data. The Trust processes this information in accordance with Article 6 1(e) of GDPR. For special categories of data (i.e. gender, ethnicity, religion, disability) the Trust processes data in accordance with Article 9 of GDPR. Please see the Trust's staff privacy notice for more details <https://www.hattonacademiestrust.org.uk/wp-content/uploads/2018/10/HAT-Staff-Privacy-Notice.pdf>