AdAstra Academy Trust

Employment Application Form

WORKING TOGETHER FOR CHILDREN

AdAstra Academy Trust

Guidance Notes

Information to Candidates

GUIDANCE NOTES

These notes are to assist you in completing the enclosed application form. The application form is used to make an assessment against the criteria stated in the person specification for the position, and consists of three parts:

PART 1 is used for shortlisting, interview and assessment processes and is submitted to the interview panel. Part 1 must be fully completed.

PART 2 will be separated from part 1 upon receipt. Relevant contents from part 2 may be verified prior to shortlisting but will not be used for selection purposes.

PART 3 is used for administrative and monitoring purposes only. Part 3 of this form will not be used during the selection process.

SAFER RECRUITMENT

The post for which you are applying is subject to safer recruitment measures. This is because it involves working with children and young people.

It is vital that the Trust adopt robust recruitment and selection procedures, and other human resources management processes that help to deter, reject, prevent, and identify people who might abuse, or are otherwise unsuitable to work with children and/or young people within the Trust.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Safer recruitment measures include rigorous checking of information you supply about yourself in your application e.g., verifying employment history, qualifications, references, enhanced Criminal Record / Barring List Check, and assessment of your suitability considering safeguarding and promoting the welfare of children and young people.

It is important that in support of your application you comply with our requirements by completing the application form in full, and promptly answering any queries we may have on your application. Failure to assist with enquiries will lead to your application not being considered.

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DATA PROTECTION

The information you provide on the Application Form will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above.

A selection panel is formed, made up of not less than two people, usually including the manager of the job advertised. To shortlist, each panel member then compares the information on Part 1 of your application form against the essential criteria on the person specification. Should it be necessary to reduce the number of candidates for interview a further review against desirable criteria will be carried out. In the interest of Safeguarding, we reserve the right to request a reference from your current or most recent employer and any previous employer/education establishment, regardless of whether you have indicated such employers. If shortlisted, we will contact referees.

Should you object to any referee or previous employer being contacted you will be asked for an explanation for this. Should the reason given be unacceptable to the Trust or the decision to delay taking up the reference be likely to cause an unacceptable delay in filling the vacant post, you will be contacted to be advised as to whether we intend to request references prior to interview or that your application will not be progressed any further.

If you have not received a response within 4 weeks of the closing date your application has been unsuccessful.

GENERAL INFORMATION FOR APPLICATION COMPLETION

All sections must be completed **in full**. Incomplete applications will not be considered. Application I.D. is an internal administration box, you are **not required** to complete this box.

Please do not submit a curriculum vitae (CV), this will not be considered.

Additional pages may be used should you run out of space, clearly stating on each additional sheet, the Post Reference Number and your NI Number.

All information will be treated confidentially.

You must return your fully completed application form as instructed in the recruitment advert. Please note, you will not receive receipt acknowledgement of your application form.

If you feel you have been treated unfairly or are unhappy with any part of the recruitment process, we want to know about it. You can make a complaint by contacting the relevant service and explain that you wish to make a complaint. If you need help with making a complaint, contact the **HR team** on **01429 874552**.

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Guidance Notes

Part 1: Application for Employment

CURRENT AND PREVIOUS EMPLOYMENT

Please provide details of your current post including the period of notice to be given. If you are unemployed at the time of applying, please state most recent or latest employer details.

Please provide details of your employment history since you left school, college, or university. List the posts you have held, with the most recent first. Please include any voluntary or and/or unpaid work and ensure that you account for any gaps in employment (e.g., career break).

QUALIFICATIONS AND NON-QUALIFICATION COURSES/RELEVANT TRAINING

Please provide full details of any Educational, Vocational or Professional qualifications you have achieved, with the most recent listed first. Please also include any formal, informal or on the job learning you have completed that you consider relevant to the post you are applying for.

Please note, we will ask for original certificates as proof of your qualification/s and will take copies of these documents at offer stage if you are successful in your application.

CURRENT STUDIES AND CURRENT PROFESSIONAL/TECHNICAL BODY MEMBERSHIPS

If you are currently studying, please advise details on subject, institution/training provider, when you are due to complete, qualification expected and method of study, e.g., day release.

If you are a member of any professional/technical bodies, you will be asked to provide evidence of membership/s at offer stage if you are successful in your application.

For Teaching posts please state your Teacher Reference Number (TRN).

PERSONAL STATEMENT

Please read the job description and person specification for the position you have applied for. This is your opportunity to state the skills, knowledge, competencies, abilities and experience you have that are relevant to the position. The information you provide is a key part of the shortlisting process and will be a contributing factor when decisions are made for interview shortlisting.

Focus on the 'How you meet the essential requirements'. Take each of the criteria on the Person Specification in turn. Take time to think about your previous experience/s and knowledge and give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence. Remember, you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc.

You have a maximum word count in this section of 1000 words.

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PERSONAL HOBBIES AND INTERESTS

Please list any hobbies and/or interests you may have outside of work.

DECLARATION OF RELATIONSHIPS AND CANVASSING

If you have any relationship with the Chief Executive Officer, any trustee, any member, Headteacher, local academy committee member or any employees of the Trust or its constituent schools, please state their name(s) and nature of relationship(s).

If you canvass the Chief Executive Officer, trustee, member, Headteacher, local academy committee member or any employees directly or indirectly for this appointment, or if you fail to declare 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.

DRIVING LICENCE

If applying for a job that may involve driving on Trust business, please state type of licence held, date obtained, and whether it is still current. If you are invited to interview stages, you will be required to present your licence at interview.

REFERENCES

Please provide full contact details of two independent referees we can contact to obtain a reference. One must be your current or most recent employer. References from friends or relatives will not be accepted.

In the interest of Safeguarding, we reserve the right to request a reference from your current or most recent employer and any previous employer/education establishment, regardless of whether you have indicated such employers as a referee contact. Questions we ask include, but are not limited to discipline, suitability to work with children and details of any allegations or concerns.

If you are shortlisted, we will contact your referees prior to inviting you to interview stage. Should you object to any referee or previous employer being contacted you will be asked for an explanation for this.

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Part 2: Personal Details & Further Information

Information requested in Part 2 will be used for monitoring and administration purposes. Part 2 is detached from the rest of this application form and is not seen by the recruitment panel at the shortlisting stage of the recruitment process. If you are invited for interview Part 2 will be disclosed to the interview panel. The panel may wish to explore any declaration with you at your interview.

REHABILITATION OF OFFENDERS ACT 1974

Please provide full details of any Educational, Vocational or Professional qualifications you have achieved, with the most recent listed first. Please also include any formal, informal or on the job learning you have completed that you consider relevant to the post you are applying for.

Please note, we will ask for original certificates as proof of your qualification/s and will take copies of these documents at offer stage if you are successful in your application.

DISCLOSURE AND BARRING SERVICE (DBS)

A Criminal Record Check / Child Barring List Check will be carried out only in the event of you being offered the post. An offer of employment made in this way is called a 'conditional offer'. It is an offence to apply for the role if you are barred from engaging in regulated activity relevent to children.

CHILDCARE DISQUALIFICATION REGULATIONS (2018).

If you are working in an early years or nursery setting with children or providing later years childcare for children who have not attained the age of 8 years, then in addition to the DBS check and Barring

List check, it is a condition of your employment that you disclose to any employer if you have been disqualified from working with these children under these Regulations. You will be asked to sign a declaration regarding this and failure to do so may lead to the termination of your employment.

KEEPING CHILDREN SAFE IN EDUCATION (KCSIE 2023)

KCSIE (2023) states in addition to recruitment and pre-employment checks schools and colleges should consider carrying out an online search as part of their due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the applicant.

DISABILITY

The definition of a disability under the Equality Act 2010 is "a person has a disability for the purpose of this Act 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.

For further information please see Definition of disability under the Equality Act 2010 - GOV.UK (www.gov.uk)

Guidance Notes

Part 3: Equality & Diversity Monitoring Form

Ad Astra Academy Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010. We strive to have a working environment where all individuals receive equal treatment and equal access to employment, promotion, and training regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy, and maternity.

Completing this form assists the organisation in building an accurate picture how the workforce is made up, to encourage diversity and inclusion and assists us in monitoring our policies and practises.

This form is voluntary, and the information provided will be kept confidential and used for monitoring purposes only. Access is strictly limited in accordance with the UK GDPR and Data Protection Act 2018.

Once the recruitment process is completed, your form will be stored for a maximum of 6 months and then destroyed. Equal opportunity monitoring data is kept for 5 years to help us monitor our recruitment process. If you are appointed, relevant information will then be taken from this application form and used as part of your personnel record. Completion of this form is taken as acceptance of these conditions.

ELIGIBILITY TO WORK IN THE UK

To ensure the Trust complies with legislation, you will be required to provide evidence of your documents, e.g., Passport or Full Birth Certificate and National Insurance number, to show that you are entitled to work in the United Kingdom. If your Right to Work is subject to any restrictions e.g., you have a Work Permit, you should provide full details, including any expiry dates.

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Part 1
Application for Employment

Post applied for:	
School/Trust name:	
Post reference *(if known)*:	
Application ID *(for admin use only)*:	

CURRENT EMPLOYMENT:	
Position/job title:	
Name of employer:	
Address and telephone number of employer:	
Date commenced in post:	
Leave date *(if applicable)*:	
Notice period *(if applicable)*:	
Current salary:	

Application for Employment

PREVIOUS EMPLOYMENT:

Employer name, address and contact number	Position/ job title	Date commenced employment	Last day of employment	Salary	Reason for leaving

Application for Employment

QUALIFICATIONS:

Qualification and Grade achieved	School, College, or University attended	Awarding Body	Dates studied (from / to)

Application for Employment

CURRENT STUDIES:

Details	Completion date

CURRENT PROFESSIONAL/TECHNICAL BODY MEMBERSHIPS:

For Teaching posts please provide your Teacher Reference Number (TRN)

Professional/Technical Body	Membership level/class	Date obtained	Membership/ Reference number

Application for Employment

PERSONAL STATEMENT:

(Max word count 1000 words)

(continue on next page)

Application for Employment

PERSONAL STATEMENT (continued) :

PERSONAL HOBBIES AND INTERESTS:

DECLARATION OF RELATIONSHIP/S AND CANVASSING:

Application for Employment

DRIVING LICENCE:

REFERENCES:

REFEREE 1:

Name:	
Occupation:	
Relationship to referee; **Current or most recent employer:**	
Address:	
	Postcode:
Contact telephone number/s:	
Email address:	

REFEREE 2:

Name:	
Occupation:	
Relationship to referee;	
Address:	
	Postcode:
Contact telephone number/s:	
Email address:	

Application for Employment

DECLARATION

Please tick to confirm acknowledgement of the each of the below statements.

☐ I declare that the information provided in this application is true and correct. That I have not canvassed directly or indirectly any member of the Board of Trustees or member of staff within the trust, nor will I do so, in respect of the application.

☐ I understand that falsification of any information will be deemed as serious misconduct and may lead to the application being rejected, summary dismissal if appointed and possible referral to the police.

☐ I am eligible to work in the UK.

☐ I understand that any offer of employment is subject to obtaining two satisfactory references.

☐ I understand that any offer of employment is subject to obtaining a satisfactory enhanced DBS check.

☐ I am not recorded on a Disclosure and Barring Service Barring List for working with Children. I understand that it is an offence to apply for a post which is classified as Regulated Activity if I am barred from applying for such a post or if I am recorded on a Disclosure and Barring Service Barring List for working with Children. I understand that it is an offence to apply for a post which is classified as Regulated Activity if I am barred from applying for such a post.

☐ If I am subject to sanctions imposed by a regulatory body or have any convictions, cautions or bind-overs I will provide additional details of the above barring information, any sanctions, record of convictions, cautions or bind-overs in a separate envelope should I reach interview stages.

Signature:	
Date:	

To be signed again, in person, at interview stage:

Signature:	
Date:	

AdAstra Academy Trust

Part 2
Personal Details & Further Information

Post applied for:	
School/Academy name:	
Post reference *(if known)*:	
Application ID *(for admin use only)*:	

PERSONAL DETAILS	
Title:	
Surname:	
All previous surnames:	
First name/s:	
Home address:	
Home telephone number:	
Work telephone number:	
Mobile telephone number:	
Email address:	
National Insurance number:	
Date of birth:	

Personal Details

FURTHER INFORMATION

Please tick the box of the option/s that applies to you:

Are you subject to any legal restrictions in respect of your employment in the UK?

NO ☐ YES ☐

(Please provide details)

Do you require a work permit to take up employment in the UK?

NO ☐ YES ☐

(Please provide details)

Do you consider yourself to have a disability under the terms of the Equality Act 2010?

NO ☐ YES ☐ Prefer not to say ☐

Do you have caring responsibilities?

☐ Primary carer of a child/children (under 18)
☐ Primary carer of a disabled child/children
☐ Primary carer of a disabled adult/s (over 18)
☐ Primary carer of an older person
☐ Secondary carer (another person is the main carer)
☐ None
☐ Prefer not to say

Are there any special arrangements that you may require to be made should you be called to attend an interview or work-based assessment? NO ☐ YES ☐

(Please provide details)

Do you have any convictions, cautions or reprimands, warnings, or bind-overs?

NO ☐ YES ☐ *(Details must be provided in a sealed envelope and brought to any interview stage you may be invited to. Please see guidance notes)*

Have you ever been disqualified under the Childcare Disqualification Regulations (2018)?

NO ☐ YES ☐

Do you consent to the Trust completing a check of your online presence?

NO ☐ YES ☐

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Part 3
Equality & Diversity Monitoring Form

Post applied for:	
School/Academy name:	
Post reference *(if known)*:	
Application ID *(for admin use only)*:	

Please tick the box of the option/s that applies to you:

ON WHAT EMPLOYMENT BASIS ARE YOU APPLYING FOR THIS POST?

Full time ☐ Part-time ☐ Job share ☐

WHERE DID YOU SEE THIS POST ADVERTISED?

North East Jobs ☐ Trust website ☐ Indeed ☐ DfE Teaching vacancies ☐

Other *(Please specify)*:

WHAT IS YOUR AGE?

Under 18 ☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65 + ☐ Prefer not to say ☐

WHAT IS YOUR GENDER?

Female ☐ Male ☐ Transgender ☐ Prefer not to say ☐

IS YOUR GENDER THE SAME AS AT BIRTH?

YES ☐ NO ☐ Prefer not to say ☐

Equality & Diversity Monitoring

WHAT IS YOUR SEXUAL ORIENTATION?

Bisexual ☐ Gay/Lesbian ☐ Heterosexual ☐ Prefer not to say ☐

WHAT IS YOUR MARITAL STATUS?

- ☐ Married/Civil Partnership
- ☐ Single
- ☐ Separated/Widowed/Divorced/Partnership legally ended

WHAT IS YOUR ETHNIC ORIGIN?

- ☐ British
- ☐ Irish
- ☐ Other white background *(Please specify)* _____

- ☐ Mixed White & Black Caribbean
- ☐ Mixed White & Black African
- ☐ Mixed White & Asian
- ☐ Mixed Other Mixed background *(Please specify)* _____

- ☐ Asian or Asian British Indian
- ☐ Asian or Asian British Pakistani
- ☐ Asian or Asian British Bangladeshi
- ☐ Asian or Asian British Chinese
- ☐ Asian or Asian British Other Asian background *(Please specify)* _____

- ☐ Black or Black British Caribbean
- ☐ Black or Black British African
- ☐ Black or Black British Other Black background *(Please specify)* _____

- ☐ Other ethnic group
- ☐ Prefer not to say

WHAT IS YOUR RELIGION: FAITH/BELIEF?

- ☐ Jewish
- ☐ Hindu
- ☐ Sikh
- ☐ Muslim
- ☐ Buddhist
- ☐ Christian
- ☐ None
- ☐ Prefer not to say
- ☐ Other *(Please specify)* _____