|  |  |
| --- | --- |
| **1170px x 300px-01** | Insert local academy address🕿 insert local academy phone number🖂 insert local academy HR/Recruitment email**HEAD OF ACADEMY: DEBORAH BUNN** |
| **Non-teaching** **Confidential** |  |

PLEASE COMPLETE THIS FORM IN BLACK INK OR TYPESCRIPT (NOT BOLD)

**It is important that you refer to the attached Guidance Notes before completing this form.**

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Position applied for:** | **How did you hear of this vacancy?** |
| **General Administrator-Pastoral** |  |
| **Closing Date:** |  |
| **Sunday 16th December 2018 at 18:00** |  |

|  |
| --- |
| **Personal Details** |
| **Surname:** | **(Mr/Mrs/Miss/Ms)** **delete as applicable** | **NI Number:** |  |
| **Forename:** |  |
| **Address:** |  | **Current driving licence?** | **YES/NO (delete as appropriate)** |
| **Member of Local Government Pension Scheme (LGPS)?** |  |
| **Telephone number:** | **Mobile -** **Home -**  | **Email address:** |  |

**RECRUITMENT MONITORING SHEET**

**Name:**

**Title of Prospective Post:**

**Date of application:**

*All applicants are asked to complete this sheet to enable us to monitor equal opportunities in our recruitment process in accordance with the Academy’s Inclusion Policy. Please help us by ticking or completing the appropriate section. Any information given will not identify individuals, but will only be used to measure how we are progressing. The sheet will be separated from your application form immediately upon receipt and will form no part of the selection process.*

**1. Ethnic origin: (delete all other as appropriate)**

Choose one section from A to E then delete all others

**A White**

□ British □ Albanian/Kosovan □ Bosnian

□ Irish □ Roma

Or any other white background, please write in

**B Mixed**

□ White and Black Caribbean □ White and Black African

□ White and Asian □ Asian and Black

Or any other mixed background, please write in

**C Asian or Asian British**

□ Indian □ Pakistani □ Bangladeshi □ Kashmiri

Or any other Asian background, please write in

**D Black or Black British**

□ Caribbean □ African

Or any other Black background, please write in

**E Chinese or other ethnic group**

□ Chinese □ Vietnamese □ Arab □ Afghan □ Kurdish

Or any other, please write in

**2. Gender (delete as appropriate)**

I am: □ Female □ Male

**3. 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? |  |

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

**4. Job advertisement:**

|  |  |
| --- | --- |
| Are you currently employed? |  |

How did you hear about this vacancy? (delete as appropriate)

□ Social Media

□ Word of mouth

□ TES website

□ ETeach

□ West Midlands Job or Indeed Website

□ Job Centre Plus

□ Newspaper advertisement - please state which newspaper

□ Our website

□ Other – please specify

**Thank you for taking the time to complete this monitoring sheet.**

|  |  |
| --- | --- |
| **INTERNAL USE ONLY** |  |

**INFORMATION ON CURRENT POST (IF APPLICABLE)**

|  |
| --- |
| **Present Post (if applicable)** |
| **Job Title (Full or Part time)** |  |
| **Employed since:** |  |
| **Address of workplace:** |  |
| **Current salary/grade:** |  |
| **Impact In Current Role:** |  |

|  |
| --- |
| **Experience – previous career and other** |
| **Please complete the following starting with your current employment and include all employment including non-teaching. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since leaving full-time education, or any other relevant experience. Your application may be returned if you leave any gaps in your employment history.** |
| **Date** | **Employer’s name and address** | **Position Held** | **Salary of current or most recent teaching position** | **F/t****P/t** | **Key Impacts Made** | **Reason for Leaving/Reason for break in employment including resignation/compromise agreement** |
| **From Mth/Yr** | **To Mth/Yr** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| **Education** |

|  |
| --- |
| **Qualifications Relevant To The Role (Degree, Apprenticeships, NVQ)** |
| **Qualification** | **Completion date (month/year)** | **Institution Awarding** | **Grade (if applicable)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Secondary/Further Education** |
| **Name of School:** |  |
| **Dates attended**  | **From:** | **To:** |
|  |  |
| **Qualifications gained (add more rows where appropriate)** | **Subject:** | **Grade:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Name of college/sixth form:** |  |
| **Dates attended**  | **From:** | **To:** |
|  |  |
| **Qualifications gained (add more rows where appropriate)** | **Subject:** | **Grade:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Relevant In Service Training/Professional Development (Earliest First)** |
| **Please list any course(s) which you have undertaken which are relevant to the job description and/or qualities specified on the person specification. (Please add more rows where necessary.)** |
| **Date(s)** | **Organising Body** | **Course Title** | **Length of Course** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Membership of Professional Bodies** |
| **Name of professional body:** |  |
| **Membership Grade:** |  |
| **Dates of Membership:** |  |

|  |
| --- |
| **Additional Interests/Experience Relevant To The Post and/or Person Specification** |
|  |

|  |
| --- |
| **Supporting Statement –** Please write below (in no more than 2 sides of A4) outlining why you want to work here and what you can bring to the role and school |

|  |
| --- |
| **Equality Act 2010** |
| The Equality Act protects individuals from unlawful discrimination. In line with the School’s Equal Opportunities Policy, we will interview all applicants with a disability who meet the minimum criteria. We will also make reasonable adjustments to your working environment and to your work arrangements and practices, if it is reasonable for us to do so. |
| **Do you consider yourself to have a disability? (Delete as appropriate)**  | Yes | No |
| **If Yes, please give details of how your disability affects day-to-day activities, and any information that you feel would help us to accommodate your needs.** |
|  |
| **If you are invited to an interview and you believe that we should make reasonable adjustments for you please describe what will be required to accommodate your needs, meeting our obligations under the Equality Act 2010.**  |
| 1. **At the interview?**
 |  |
| 1. **In the workplace (if appointed)**
 |  |

|  |
| --- |
| **Eligibility to work** |
| **Do you require a work permit to work in the UK?** |  |
| **If yes, and you have one, please state Number and Expiry date:** **If you are offered this post, you will be asked to provide documentary evidence of your entitlement to work in the UK (in accordance with the Asylum and Immigration Act 1996).** |  |

|  |
| --- |
| Disclosure and Barring Process |

**Data Protection Act 2018 and GDPR 2018** The information provided on this form is collected in compliance with the above-named Act and will be used to check your eligibility to work with children and vulnerable adults. The resulting DBS check and form will be retained for six months**.**

|  |
| --- |
| **DECLARATION OF CRIMINAL CONVICTIONS**All information provided on this form will be entirely confidential and will only be considered in relation to this application. *‘Fairfax Multi-Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment’***The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** does not allow individuals with access to children and young people under the age of 18 years, or vulnerable adults, the right to withhold information regarding their criminal record.This means that any criminal convictions, including cautions and warnings, for any offence (not just those involving children) which for any other purposes are ‘spent’ under the provisions of the Act must be declared. **Failure to disclose any convictions, cautions or warnings, could result in dismissal should it subsequently be discovered.**Please confirm by ticking the boxes (SHIFT +P) relevant to each statement and sign and return this form with your application form. |
| **I declare that I am not on the ISA Barred list, or subject to sanctions imposed by any other regulatory body.**  |  |
| **I have no convictions, cautions or bind-overs.** |  |
| **DECLARATION:** |
| **I understand that the Rehabilitation of Offenders Act 1974 does not apply by reason of the Exception Order 1975, and that any convictions including cautions and warnings must be disclosed, including those considered ‘spent’.****Please detail all convictions, cautions and warnings you may have. If you do not have any convictions, cautions or warnings, please write ‘NONE’ in the box below.** |
| **Date** | **Type of Offence** | **Sentence** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **I have read and understand the need to disclose all convictions, cautions and warnings that I may have, including those that are deemed have been ‘spent.****Signed:** **Name:** **Date:**  |

|  |
| --- |
| **Disciplinary Action** |
| **Have you ever been subject to disciplinary action by a previous employer, or is disciplinary action currently pending?** |  |
| **If yes, please give details:** |  |

|  |
| --- |
| **Referees:** If you are successful in being invited to interview, references will be taken at this time.If you have worked with children in either a paid or voluntary capacity, please note that your current/most recent employer, where you were employed to work with children, will be asked about disciplinary offences relating to children, young people and vulnerable adults, any child protection concerns and the outcomes of any enquiries or disciplinary procedures. This will include any instances for which the penalty is time expired (where a warning could no longer be taken into account in any new disciplinary hearing). Any relevant issues arising from references will be raised at interview. We may also approach previous employers for information to verify relevant experience or qualifications prior to interview as well as impact and assess suitability for our school. |
| **1. Name (current/most recent employer):**  | **2. Name:**  |
| **Address:** **Telephone Number:** **E-mail Address:** | **Address:** **Telephone Number:** **E-mail Address:** |
| **Relationship to candidate:**  | **Relationship to candidate:**  |
| **I have consent for sharing my referees personal data: Yes 🞏 No 🞏**  | **I have consent for sharing my referees personal data: Yes 🞏 No 🞏** |
| **Are you, to your knowledge, related to any employee or governor at the school or any school in the trust?**  |
| **Name: Position:****Relationship:** |

Providing any misleading or false information to support your application or canvassing governors or staff directly or indirectly will disqualify you from appointment or if appointed will render you liable to dismissal without notice.

**DECLARATION**

I hereby declare that, to the best of my knowledge, the information contained on this form is true and correct and I understand that any omissions or false statements on this form may justify my dismissal from the organisation’s service. The information on this form may be processed in accordance with the Data Protection Act 2018 and GDPR 2018

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application forms not fully completed may be refusedGuidance Notes for Completing Your Application Form

Please read before completing your form

* You must complete all sections of the application form as clearly as possible; it can be hand-written or typed in black ink. Incomplete application forms may be returned for completion and/or queried at interview if shortlisted.
* You will find enclosed with the application form, an information pack that contains the Job Description and the Person Specification.
* The Job Description shows the purpose of the job, main duties, responsibilities and accountabilities. The Person Specification lists what is required of a candidate to enable them to do the job applied for within this family of academies to uphold and exude our values.
* You should refer to the Person Specification and the Job Description to give as much information as you can about why you think you are suitable for the job **and give clear examples.**

**Page 1 – Personal Details**

* Please give your address and details of how we can contact you by telephone including your e-mail address.

**Page 2-3 – Recruitment Monitoring Sheet**

* Details relevant for equal opportunities monitoring.

**Page 4 – Details Present Post/Position**

* Please give details of your present teaching post and the impact you have had.

# Page 5 – Experience

* This section is where you need to show your relevant experience – previous careers and any other employment and impact.
* Please give details of your employment history, chronologically beginning with the post before your current appointment, stating your previous salaries and the notice period required. Please explain any gaps in your employment record, your application may be returned if you leave any gaps.

# Page 6 – Education

* Please give details of any postgraduate qualifications or professional qualifications as well as any relevant training. Please also include your education history, chronologically, starting with the most recent period.

# Page 7 – Other Relevant Information and Supporting Statement

* Please also tell us about any in Service Training/Professional Development, if you are a member of any Professional Bodies and any outside interests/activities you may have that you feel show more about your suitability for the post within this organisation.
* Please also include with your application a separate letter of application of no more than 2 sides of A4 outlining why you want to work for this organisation and what you can bring to this post and our academy.
* Please include in the supporting statement how you can demonstrate your commitment to the Trust’s ethos, mission and values.

# Page 8-9 – Equality and Eligibility

* If you are offered this post, you will be asked to provide documentary evidence of your entitlement to work in the UK (in accordance with the Asylum and Immigration Act 1996).
* All roles in the academy will be subject to an enhanced DBS check through the Disclosure and Barring Service. Please provide us with information relating to all criminal convictions, “spent” or otherwise and details of any prosecutions which may be pending.
* In this section, please tell us of any disciplinary action taken against you.

**Page 10 – Referees**

* Please give the names and addresses of two referees. These should be your two most recent employers; one referee should be your present employer. If you do not provide the name of your existing/most recent employer, we will contact them directly. If you are unable to provide work-related references, you can supply a relevant academic or personal reference. Please confirm you have permission to share your referees’ details and state the relationship your referee has with you, i.e. Personnel Manager, Line Manager or Lecturer.
* If you are invited to an interview, references will be taken up at this time, unless you state otherwise on the form.
* The appointment of successful candidates will be subject to pre-employment checks including references, DBS check, qualification checks, medical checks etc.
* Please do not forget to sign and date your application and send it to the address stated. If you send in your application via e-mail, you must also post a signed copy.



**GUIDANCE FOR APPLICANTS WITH DISABILITIES**

|  |
| --- |
| Information is requested on this job application form about disability/medical conditions you may have. If you are shortlisted, you will also be asked to provide further information on an Employment Health Questionnaire form.This means: |
|  | It is important that you tell us whether you require adjustments to any part of the selection procedure including arrangements for interview. The application form allows you to provide this information. |
|  | If you are offered the job, any adjustments to the working conditions or environment that may be required to enable you to carry out the duties of the job will be considered in consultation with you. |
| Disability is defined as follows: |
|  | a person has a disability if he/she has a physical or mental impairment that has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities where: |
|  | a mental impairment is defined as an impairment resulting from or consisting of a mental illness only if the illness is a clinically well-recognised mental illness; |
|  | long term, means the effect of the impairment has lasted at least 12 months or is likely to last for 12 months or is likely to last for the rest of a person’s life; |
|  | normal day-to-day activities are defined as: mobility; manual dexterity; physical co-ordination; continence; ability to lift; carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; perception of the risk of physical danger. NB: Any disability which does not have a substantial and long-term effect on one or more of them is not considered to be a disability. |
| Other conditions included within the definition of disability not already outlined above are: |
|  | a recurring condition which has recurred over more than 12 months or is likely to recur over more than 12 months; |
|  | a progressive condition, e.g. cancer, multiple sclerosis, muscular dystrophy or HIV which has, or has had, an effect on normal day-to-day activities; |
|  | people with severe disfigurements, although some with deliberately acquired disfigurements will not be covered; |
|  | people registered as disabled under the Disabled Persons (Employment) Act 1944 on 12 January 1995 and on the date the employment right comes into force, who will be deemed to be covered. People with a history of disability will also have protection, even if they do not now have a disability. |
| **Your Application** |
|  | There is no legal requirement for you to provide information about your disability on this form. However, you are encouraged to do so, particularly where you believe that the information may be relevant to the job application. **Please contact the HR Department, if you require any further information on any aspect of your application.**  |



**PROTECTION OF CHILDREN: DISCLOSURE OF CRIMINAL**

**BACKGROUND TO THOSE WITH ACCESS TO CHILDREN**

1. The work for which you have applied or volunteered involves substantial access to children.
2. In the event of a successful application an Enhanced Disclosure will be requested.
3. Fairfax Multi-Academy Trust is entitled, under arrangements introduced for the protection of children, to check with the DBS for the existence and content of any criminal record of a successful applicant. Information obtained from the DBS will be kept in the strictest confidence.
4. A criminal record will not necessarily bar you from working within Fairfax Multi-Academy Trust. If the check proves positive, the academy and trust will decide if the conviction is relevant to the job in question.
5. If you refuse to give your permission for a Disclosure, it will not be possible to proceed with your application to work as either an employee or volunteer.
6. Further information about the Disclosure service can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or by contacting the DBS information line on 0870 9090811.