Instructions for completing the application form

Northern Lights Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Incomplete application forms, such as full dates or details which are missing, will not be considered and supplementary CVs are not accepted as part of the recruitment process.

Please do not alter the format of this application form.

**Data Protection Notice**

Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

* You have given us your consent
* We must process it to comply with our legal obligations

You’ll find more information on how we use your personal data in our privacy notice which is published on our website and is available in an alternative format upon request.

**Equal Opportunities and Monitoring**

The information requested in Part A and Part C of this form will be used for monitoring and administration purposes only, and will not be seen by the recruitment panel. The information requested in Part C, is used for checking convictions, and will not be seen by the shortlisting panel but will be seen by the interview panel if you are invited to interview. Part B is separated when we receive your application form, and given to the recruitment panel for shortlisting.

**Please complete all sections of this form using black ink or type.**

**PART A**

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| **Personal Details** | | | | | | | | |
| **Title** |  | | **First name(s)** |  | | **Surname** | |  |
| **Please list any name other than the one you are currently using, that you have ever been known by** (please include any maiden names)**.** | | | |  | | | | |
| **Current address** | | |  | | | | | |
| **Country of residence** | | |  | | | **NI number** | |  |
| **Telephone number** | | |  | | | **Mobile number** | |  |
| **E-mail address (home)** | | |  | | | **Date of birth**  **(optional)** | |  |
| **For teaching staff positions please complete the below:** | | | | | | | | |
| **DfE no.** | |  | | | **Date recognised as a Qualified Teacher (QTS)** | |  | |
| **If you qualified after 7th May 1999 please indicate whether your Induction Year is ongoing or completed** | | | | | | |  | |

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| **Equal Opportunities Monitoring** | | | | | | | | | |
| Northern Lights Learning Trust values diversity and we encourage and welcome applicants from all sections of society. We ask applicants to complete and return an equal opportunities monitoring form with their application to help us check the effectiveness of our recruitment policies. This information will be treated confidentially and will be separated from your application, it is not made available to the shortlisting or interviewing panel. If you choose not to complete this form, your application will not be affected | | | | | | | | | |
| **Gender** | **Do not wish to say** | |  | **Male** |  | **Female** |  | **Transgender** |  |
| **Disability**  For the purpose of the Equality Act 2010 a person has 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, long standing illness or infirmity?** | | | | | | **Yes** |  | **No** |  |
| **Ethnic Origin** | **Please tick one of the boxes below to best describe your ethnic origin** | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **White** | |  |  |  | **Black or Black British** | |  |  |  | **Chinese or other ethnicity** | | |  | |  | British |  |  |  |  | British |  |  |  |  | Chinese |  |  | |  | Irish |  |  |  |  | Irish |  |  |  |  | Gypsy/Roma/Traveller |  |  | |  | Other (please write in) |  |  |  |  | Other (please write in) |  |  |  |  | Any other (please write in) |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  | |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **Asian or Asian British** | |  |  |  | **Mixed** | |  |  |  | **Religious Belief/Faith** | |  |  | |  | Indian |  |  |  |  | White & Black Caribbean |  |  |  |  | Christianity |  |  | |  | Pakistani |  |  |  |  | White & Black African |  |  |  |  | Hinduism |  |  | |  | Bangladeshi |  |  |  |  | White & Asian |  |  |  |  | Islam |  |  | |  | Other (please write in) |  |  |  |  | Other (please write in) |  |  |  |  | Judaism |  |  | |  |  |  |  |  |  |  |  |  |  |  | Sikhism |  |  | |  |  | |  |  |  |  | |  |  |  | Buddhism |  |  | |  |  |  |  |  |  |  |  |  |  |  | No religion |  |  | |  |  |  |  |  |  |  |  |  |  |  | Prefer not to say |  |  | | **Relationship Status** | |  |  |  | **Sexual Orientation** | |  |  |  |  | Other (please write in) |  |  | |  | Single |  |  |  | Heterosexual | |  |  |  |  |  | |  | |  | Married/Civil Partnership |  |  |  | Gay | |  |  |  |  |  | |  | |  | Divorced/Dissolved |  |  |  | Lesbian | |  |  |  |  |  |  |  | |  | Widow/Widower |  |  |  | Bisexual | |  |  |  |  |  |  |  | |  | Prefer not to say |  |  |  | Prefer not to say | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **Are you responsible for caring for anyone?** | | | | | | |  |  |  |  |  |  |  | |  | I am not responsible for caring for anyone | | | | | |  |  |  |  |  |  |  | |  | I care for children/a child |  |  |  |  |  |  |  |  |  |  |  |  | |  | I care for another relative |  |  |  |  |  |  |  |  |  |  |  |  | |  | I care for another person (please write in) | | | | | |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | |
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| **Where did you see this job advertised?** | |  | | | | | | | |

**PART B**

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| **Current Employment** | | | |
| **Current employer** |  | | |
| **Address**  **(incl. post code)** |  | | |
| **Job title** |  | | |
| **Dates employed** |  | **Current salary / grade** |  |
| **Notice period** |  | | |
| **Key responsibilities (including if any staff report to you)** |  | | |

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| **Previous Employment** | | | | | |
| Please give details of all previous employment – these must be exact dates – starting with most recent first. Please explain and include any gaps in employment, career breaks or other full-time commitments. | | | | | |
| **Employer**  **(name & address)** | **Job title and key responsibilities** | **From**  **dd/mm/yy** | **To**  **dd/mm/yy** | **Salary / grade** | **Reason for leaving** |
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| ***Qualifications*** | | | | |
| *Please give details of relevant educational, vocational, or professional qualifications (most recent first)* | | | | |
| ***Institution*** | ***Qualification*** | ***Subject*** | ***Grade*** | ***Date*** |
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| **Professional and Personal Development** | | | | |
| Please give details of relevant courses attended during the past 3 years (most recent first) | | | | |
| **Institution** | **Name of course** | **Award/Qualification gained**  **(if applicable)** | **Date** | **Duration** |
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| **Knowledge, Skills and Experience** |
| Please describe how you meet the requirements of the role as set out in the person specification. |
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**PART C**

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| **Disability – Reasonable Adjustments** |
| The trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |
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| **Referees** | | | |
| Please supply the names and contact details of two referees who can comment on your suitability for this position. The first referee should be your current or most recent employer and specifically, for current Head Teachers this should be the Director of Children’s Services (or equivalent) and for all other school employees, this must be the Headteacher of the school you are currently working at.  If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children.  **References will not be accepted from relatives, or persons who only know you as a friend. Unless under exceptional circumstances, references should be from people with whom you have worked in the past 5 years. If you think there are exceptional circumstances, please contact us for advice prior to submitting your application form.** | | | |
| **1. Name** |  | **Organisation** |  |
| **Position** |  | **Relationship to you** |  |
| **Address**  **(incl. post code)** |  | | |
| **E-mail address** |  | | |
| **Telephone number** |  | | |
| **2. Name** |  | **Organisation** |  |
| **Position** |  | **Relationship to you** |  |
| **Address**  **(incl. post code)** |  | | |
| **E-mail address** |  | | |
| **Telephone number** |  | | |
| **Please note** that we will contact the referees if you are shortlisted for this post and seek references before interview. Also, 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. As part of due diligence and in line with guidance from Keeping Children Safe in Education, we will conduct online public searches for candidates who are shortlisted. Results of this online search may be explored during interview. | | | |

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| **DISCLOSURE and BARRING AND RECRUITMENT CHECKS** | | |
| The trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. For posts in regulated activity, the DBS check will also include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.  Any job offer will be conditional, subject to satisfactory pre-employment checks.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. Shortlisted candidates will be asked to complete a prosecution declaration form prior to interview.  We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust’s privacy notice.  Any convictions listed on a DBS check will be considered on a case by case basis. | | |
| If you’ve 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?** | **Yes**  **No** | **If yes, please give details, including countries and relevant dates:** |
| **TIME SPENT LIVING AND/OR WORKING OVERSEAS**  If you’ve lived and/or worked outside of the UK, the trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:  The amount of information you disclose in the DBS check  The length of time you’ve spent in or out of the UK | | |
| **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.  For teaching positions more information on how we recruit teachers from overseas can be found on <https://www.gov.uk/guidance/recruit-teachers-from-overseas> | | |
| **Do you have the right to work in the UK?** | **Yes**  **No** | |
| **If yes, please state on what basis:**  **below** | **UK citizen ☐**  **EU settled status ☐**  **Skilled worker visa ☐**  **Graduate visa ☐**  **Youth mobility visa ☐**  **Other – please provide full details** ☐ | |

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| **Declaration of Relationship** |
| If you have any relationship with any Director, Governor or employee of the Trust, please state the name(s) and nature of relationship(s). |
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| **Confirmation of my Application Details** | | | |
| I confirm that all of the information given on this application form is correct and complete. | | | |
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| **Signed** (electronic signature) |  | **Date** |  |
| **Note:** If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview. | | | |
| **Signed** (wet signature) |  | **Date** |  |

**Additional Notes**

**About the information you have received**

* Job Description: Outlines the purpose of the job and the main duties involved.
* Person Specification: Lists the essential criteria an applicant needs to meet. It is this document that applicants are measured against during recruitment.
* An Application Form: A standard form on which we collect information about you. We will not accept a generic C.V.

**What do we value on Application Forms?**

We are only looking for the things we have listed on the Person Specification. We strongly value the achievement of, and progress towards, academic, professional and vocational qualifications.

We also believe, however, that there are extremely talented people in the jobs market. People who, for one reason or another, have not developed their skills and abilities through an academic route and gained a qualification. So we also value other things such as previous job experience, research projects or personal study, work placements, voluntary work, social experience or personal life experience. Obviously for some jobs at the school, a professional qualification is essential. In this case we will ask for the relevant qualification, (e.g. a teacher must have a nationally recognised Teaching Qualification). You will be asked to provide certificates to verify your qualifications.

**How to best fill in your Application form**

The panel are looking for those candidates who can give real examples of how they meet the essential criteria on the Person Specification. It is quality, not quantity that is important. We only want information on the application form and therefore C.V.’s will not be considered. Here are some helpful hints when completing the form, and remember to have the Person Specification at hand throughout:

* Use a spare sheet of paper to make notes first.
* Prepare answers to all questions but leave the ‘How you meet the essential requirements’ until last. Most candidates find this the hardest part to complete.
* If a box is not relevant to your personal circumstances, mark it ‘not applicable’.
* Give details of your employment history. If you have a gap in your employment, you are required to given an explanation for this.
* Give details of any referees who we can ask for information about you. (We only ask for factual information, not that person’s opinion about you). If you are employed, include details of your current employer. If you are unemployed, you must give details of a previous employer. If you have never been employed, please give details of a school, college or university tutor, or put a line through the box.
* Now 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 all of your previous experience 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 and may disadvantage you at the short-listing stage. Remember you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc. Why not ask your friends or colleagues about times when you have used these skills.
* Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish. Remember – Quality over Quantity.

**How we acknowledge receipt of your Application Form**

We do not write back to every candidate who submits an Application Form to us. Any applicants not invited for interview should assume that their application has been unsuccessful. We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. We will make any reasonable adjustment or arrangement to any part of the recruitment process.

**Access to Employment for Disabled People**

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

**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.

Personal information that you provide in the Equality and Diversity Monitoring section of the form will only be used for the purpose of equal opportunities monitoring and statistical analysis. This helps us to continually improve our equal opportunities policies and practices.

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

**Any other questions**

If you have any questions or comments about any aspect of the recruitment process, please contact DDJobs@NLLT.co.uk