

GUIDANCE NOTES

You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible.

When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. The forms should be returned to the address on the advertisement/Application Form.

HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?

The job advertisement describes the skills, experience and qualifications we are looking for, and this forms the basis against which you will be assessed. The job description and person specification will be enclosed with your Application Form, to show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases.

DO YOU HAVE WHAT WE ARE LOOKING FOR?

From the information in the advertisement, job description and person specification work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

ASYLUM AND IMMIGRATION ACT 1996

The successful applicant will be required to provide one original document, which proves their entitlement to work in the UK, e.g. P45 or P60 before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

DATA PROTECTION

Data is collected by Pontefract Academies Trust in order to process your application under its Recruitment and Selection Policy and will use the data provided for any subsequent employment purposes.

On occasions, Pontefract Academies Trust will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example references.

Pontefract Academies Trust has a duty to protect public funds, therefore information provided on your Application Form may be used to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds.

Should you be unsuccessful with your application Pontefract Academies Trust will destroy your Application Form after six months of its submission.

RECRUITMENT MONITORING

Pontefract Academies Trust is committed to promoting equality, inclusiveness for its community and employees. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

To assist Pontefract Academies Trust to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

SMOKING POLICY

Pontefract Academies Trust operates a "No Smoking Policy".

THE APPLICATION FORM

1. Information

Information you provide in the Application Form will be treated as confidential. In an attempt to ensure greater objectivity in the selection process, it is divided into two parts, (A and B) with only Part B being used to shortlist candidates for interview. Therefore, please do not enter your name on Part B of the Application Form, or on any additional information submitted in support of your application.

2. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. Braille or taped applications are welcome and the Application Form is also available on the internet. If you need to attach additional sheets to support your application ensure your full name is included on each sheet. Read each section of the Application Form carefully.

3. Canvassing

Direct or indirect canvassing of Trustees or senior employees of the Trust by, or on behalf of yourself, is strictly forbidden and will invalidate your application

4. Medical History

All appointments are subject to the successful completion of a medical screening process. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act, 1998.

5. References

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description and person specification.

6. Education and Training

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked upon appointment.

7. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week.

Please explain any break in your work experience.

8. Information to Support your Application

This section is probably the most difficult part of the Application Form to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert.

Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them.

Any supporting information (i.e. additional sheets) should not contain your name or other personal information and should quote the Application Number shown in the top right hand corner of the Application Form on ALL additional sheets.

9. Job Sharing

The Trust supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff.

Applications from single job share applicants will be accepted and treated in the same way as full-time applicants where the post has been advertised as suitable for job sharing.

RECRUITMENT MONITORING FORM

Post Applied For:

School:

THE DETAILS GIVEN ON THIS FORM ARE FOR MONITORING PURPOSES AND ARE CONFIDENTIAL. THEY WILL NOT BE SEEN BY THE SELECTION PANEL OR CONSIDERED IN ANY WAY DURING THE APPOINTMENT PROCESS

Pontefract Academies Trust is committed to its equality and diversity policy. It seeks to do all it can to prevent discrimination in any form. To ensure that the Trust continues to monitor the effectiveness of this policy we ask for all applicants to provide the following information.

The information given on this sheet will not be used to make decisions about who is recruited. The form will not be seen by the shortlisting/ interview panel. It will be used to maintain and improve our equality in recruitment and service delivery.

Gender: Please ✓

Date of Birth:

Female Male

Marital Status: Please ✓

Civil Partnership Divorced Married Separated Single Widowed

DISABILITY

The Equality Act 2010 defines a person as having a disability if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

Do you consider yourself to be disabled? Please ✓

Yes

No

Pontefract Academies Trust welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment. If you are disabled, please identify any adjustments you consider may be necessary in the recruitment process below. eg. the provision of an accessible interview location or an interpreter, aids, adaptations or equipment.

Where did you see / hear about this post?

School Website Pontefract Academies Trust Website Citizen / Employee

Press / Publication Please specify _____

Other Internet Source Please specify _____

Recruitment Monitoring

All of the information provided below is kept confidential in line with the Data Protection Act and will only be used to compile statistics that we can then use to make continuous improvements to our recruitment and selection processes.

We ask for your help in providing this information to give us a clearer profile of our workforce and how it compares with the numbers of people in the district who are currently working or actively looking for work.

I would describe my Ethnic Origin as:

Choose one category then ✓ the appropriate box to indicate your cultural background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background (Please specify)

Black or Black British

- Caribbean
- African
- Any other Black Background (Please specify)

Chinese or Other Ethnic Groups

- Chinese
- Any other Ethnic Group (Please specify)

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed Background (Please specify)

White

- British
- Irish
- Any other White Background (Please specify)

Sexual Orientation: Please ✓ one of the boxes below

- Bisexual
- Gay
- Heterosexual
- Lesbian

Religion: Please ✓ one of the boxes below

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- No Religion
- Any other religion - please specify _____

**It is important that you refer to the guidance notes before you complete the Application Form.
This part of the Application Form will not be used to shortlist candidates for interview**

Please use black ink or type

APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:

POST REF. NO.

SCHOOL/CENTRAL TRUST:

PERSONAL DETAILS

Surname/family name:

First name(s)/other names:

Maiden Name:

How do you wish to be addressed in correspondence?
MR/MRS/MISS/MS or OTHER (Please state):

Telephone number where you can be contacted:

Address for correspondence:

Day:

Evening:

Mobile No.:

Postcode:

E-mail:

Do you have any relationships (personal/ business/financial) with Trustee(s), any Senior Staff, or a local governor that may conflict with the duties of the post for which you are applying?

Please ✓ Yes No

If yes, please provide details:

Failure to declare any such relationship may lead to disqualification for appointment or to dismissal if employed.

REFERENCES

Please give name, address, position and relationship of two referees. One of these should be your current or (if you are unemployed) most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative.

Name:
Address:

Postcode:

Telephone Number:
E-mail:

**Unless otherwise stated, references will be automatically contacted if shortlisted for an interview.
I give permission for this referee to be contacted PRIOR to the interview. Delete as appropriate: YES / NO**

Name:
Address:

Postcode:

Telephone Number:
E-mail:

**Unless otherwise stated, references will be automatically contacted if shortlisted for an interview.
I give permission for this referee to be contacted PRIOR to the interview. Delete as appropriate: YES / NO**

My National Insurance number is:

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For teaching posts only

Are you recognised by the DfE as a qualified teacher?
Please ✓ Yes No

Teacher Reference:

Please state the name under which you are qualified:

Have you successfully completed a period of induction as a qualified teacher in this country where the DfE required this? If Yes please give date of completion
Yes No **Date:**

Are you subject to any conditions or prohibitions placed on you by any regulatory body in the UK? If Yes please give full details
Yes No **Details:**

Are you in receipt of a public service pension Yes No

DECLARATION:

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead me to being dismissed if appointed to the job.

My name has not been placed on any list which disqualifies me from working with children.

Privacy Notice

I consent to the information contained in this form, and any other information received by or on behalf of the Trust relating to my application, being processed by the Trust in administering the recruitment process and to assist with the prevention and detection of fraud.

Signed:

Date:

If you submit this form electronically, you will be required to sign this declaration if invited to interview.

APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:
ESTABLISHMENT:

POST REF. NO.

EDUCATION AND TRAINING

Qualifications Obtained – Educational & Professional

Name of School/College/University	Subject	Qualification/Level	Grade Obtained

For teaching posts please state the age range of children for which you were trained.

Qualifications Currently Being Taken

Name of School/College/University	Subject	Qualification/Level	Date Commenced & Duration of Course

**Training Courses Attended or Currently Being Taken
(include any relevant short-courses)**

Title of Training Provider	Course/Qualifications	Duration

**Membership of Professional Bodies
(relevant to the position you are applying for)**

Name and Address of Professional Body	Grade of Membership	Membership Number

EMPLOYMENT HISTORY

Present or Most Recent Employment

Name & Address of Employer:

Nature of Business:

Job Title:

Date Started:

Salary/Wage: £

Notice Required:

Date Left (if relevant):

State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving:

Summary of Previous Employment (most recent first)

Include part-time and temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts please provide information relating to age of pupils and number on role.

Period Employed		Name of Employer, Address & Nature of Business	Job Held, Grade, Salary/Wage Previous Pay Spine Point	Reason for Leaving
From Mth/Yr	To Mth/Yr			

Please explain any break in your continuity of employment:

INFORMATION TO SUPPORT YOUR APPLICATION

Please refer to 'Guidance Notes on Filling in Application Form'

Please support your application by describing what particular knowledge, experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.

This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary, but please remember to include your full name at the top of each sheet.

KNOWLEDGE

Please show that you have the knowledge asked for in the employee specification gained either through work, education, home or voluntary activities

EXPERIENCE

Please show that you have the experience asked for in the employee specification gained either through work, education, home or voluntary activities

SKILLS

Please show that you have the experience asked for in the employee specification gained either through work, education, home or voluntary activities

INFORMATION TO SUPPORT YOUR APPLICATION continued

ADDITIONAL INFORMATION

Please show how you meet the additional factors on the employee specification and use this section if there is any other information you wish to add in support of your application (you must not exceed two sides of A4 paper (this does not apply to disabled applicants). CV's will **NOT** be considered.

If the job you are applying for involves driving, Do you hold a current driving licence?

Please ✓

Yes No

Class
e.g. full, provisional, HGV, etc.

Have you use of a vehicle? Yes No

Job Sharing

If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you are applying for a full-time post, willing to job-share, or whether you would consider either:

Please ✓

Full Time

Job Share

Either

If you would like to job-share this post but are unsure as to whether this is possible please contact the service concerned. Applications from single job-share applicants will be treated on their merits (see Guidance Notes).

If you are offered this job will you have any other paid work? **Please ✓** Yes No

Are there any dates when you will not be available for interview, e.g. holidays –
Please state:

FOR OFFICE USE ONLY

Date Received:

Date Acknowledged:

Date References Taken Up: By Telephone In Writing

Documents relating to the Asylum & Immigration Act, 1996 Checked: Yes No

Information from the applicant regarding criminal records Checked: Yes No

Documents from the Disclosure and Barring Service (DBS) Checked: Yes No

The applicant has been asked to make a declaration in relation to
The Childcare (Disqualification) Regulations 2009 (if applicable): Yes No

Equality Act 2010 Checked: Yes No

Medical Screening: Yes No

Qualifications Checked: Yes No

Signed:

Date: