

## Employment Application Form

The Northampton Primary Academy Trust (NPAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, a health check, an enhanced DBS check and satisfactory references.

Internal Use Only			
Date Received		Interview (Y/N)	
Interview Confirmed	Date	Notification Date	

Please ensure that you complete all sections of the application.

Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form and return by email. CVs are only accepted with a fully completed application form.

Vacancy Job Title and Location	
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### Part 1: Information for Shortlisting and Interviewing

Surname or Family name	
First Name(s)	
Teacher Number	
Cover letter for application	Please attach a cover letter for your application separately to your application email.

**Current or Most Recent Employment**

<b>Name of Employer</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone Number</b>	
<b>Position held</b>	
<b>Temporary/Permanent/Supply and whether Full or Part-time</b>	
<b>Date appointed to this post</b>	
<b>Date started with the employer</b>	
<b>Date Left and reason for leaving (if applicable)</b>	
<b>Contractual notice period</b>	
<b>Age qualified to teach (if applicable)</b>	
<b>Salary/Allowance Details</b>	Current Scale: Current Point: TLR/Allowances: Current Salary

<b>Main duties of this post</b>	
<b>Key Achievements during this employment</b>	

### 1.2. Previous Employment – Full Chronological History

Starting with your most recent employment, list all paid employment, voluntary work, period of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment, training or education since leaving secondary education. Teaching practise should only be included where this application is for your first teaching job.

Name of School, employer or voluntary agency (Inc. name of LA)	FT/PT Supply Temp/Perm	School Type (if app) Primary, Secondary, Special, Other	Age Range of School (If app)	Number on Roll	Position Held (Year Group) (Salary Point)	Dates				Reason for leaving
						From		To		
						Mth	Yr	Mth	Yr	


**We reserve the right to contact any of the previous employers/organisations listed in this section to confirm the details you have supplied. Please continue on a separate sheet if necessary.**

### **1.3. Education & Qualifications**

Please give details of your education and any qualifications obtained with the most recent first. This should include any qualifications you are currently studying for. You will be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.



College or Department of Educations Attended (with dates)	FT/PT	Qualifications and Achieved	Grades	Date started	Date awarded

Please continue on a separate sheet if necessary.

Membership of Professional Association and Level (Teaching positions only)	Dates
Teacher Reference Number (TRN)	
Do you have qualified teacher status?	
Date Qualified Teacher Status Obtained	

<b>Do you hold the National Professional Qualification for Headship (NPQH) (teachers only) if so, date obtained</b>	
<b>If you successfully qualified as a teacher after 7th May 1999, have you successfully completed induction either as an NQT or ECT?</b>	

**1.5. In-Service Courses and Additional Achievements**

<b>Title of training Course/Programme</b>	<b>Awarding Body</b>	<b>Date</b>

**1.6. Other Relevant Experience, Interests and Skills**

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## 1.7. Supporting Statement

### Supporting Statement

Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.

Please describe below how your experience, skills and knowledge, meet the criteria for the post as described in the job description and person specification. Make sure you address all the criteria on the person specification.

## 1.8. Referees

References will only be required for candidates shortlisted for interview. Please provide the details of two people to whom reference may be made. If you have been in employment, the first referee must be your present or most recent employer. If you are not currently working with children, please provide a referee from your most recent employment where you have worked with children. (where applicable) References will not be accepted from relatives or from people writing in the capacity of a friend. 'To whom it may concern' references will not be accepted. If the employment was within a school, the reference must be written by the Headteacher. We reserve the right to ask you for further referees or contact previous employers if necessary. **Please note we do not accept references from University placements, please include a reference from your school placements instead.**

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

### First referee

<b>Title and Name</b>	
<b>Address and post code</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	



<b>Relationship to you</b>	
<b>Name by which you were known to this referee if different from now</b>	

### Second referee

<b>Title and Name</b>	
<b>Address and post code</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to you</b>	
<b>Name by which you were known to this referee if different from now</b>	

<b>May we contact your present employer if you are shortlisted? (delete as appropriate)</b>	<b>Yes</b>	<b>No</b>
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If you have indicated **No** above, please note that references will be required if you are the preferred candidate after interview.

### 1.9 Reference Declaration

To comply with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The relationship of the referee to you
- Details of your current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings not related to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is 'time expired' and relate to safeguarding concerns
- Details of any child protection concerns and if so, the outcome of any enquiry

- Whether the refer has any reservations as to the candidate’s suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

I consent to the named referees being contacted in accordance with the above.

<b>Signature (please type name)</b>	
<b>Date</b>	

You have the right to withdraw your consent at any time and can do so by informing our Data Protection Officer that you wish to withdraw your consent.

**1.10. Declaration of Interest/Code of Conduct**

Employees must not allow personal and/or private interests to influence their conduct as employees. In particular, all applicants (and existing employees) are required to inform the School if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the School/Governing Body considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in an employment being terminated.

**It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.**

Important: Even if you have nothing to declare, please indicate this by writing 'None' in the space below

**1.11. Online checks**

Please be advised that in order to comply with the most recent versions of Keeping Children Safe in Education section and as part of our shortlisting process and due diligence, NPAT will be carrying out and recording the results of an online search on shortlisted candidates.

**Part 2:** This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

<b>Vacancy Job Title</b>	
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### 2.1 Personal Information

<b>1. Surname or family name</b>	
<b>2. All previous surnames</b>	
<b>3. All forenames</b>	
<b>4. Title</b>	
<b>5. Current Address</b>	
<b>6. Postcode</b>	
<b>7. Resident at this address since</b>	
<b>8. Home telephone number</b>	
<b>9. Mobile telephone number</b>	
<b>10. Email address</b>	
<b>11. TRN number (if applicable)</b>	
<b>12. National Insurance Number</b>	
<b>13. Do you have a current full driving licence? Only applicable for posts which require driving</b>	
<b>14. Are you related to or have a close personal relationship with any pupil, employee, or governor?</b>	
<b>15. Do you have a right to live and work in the UK?</b>	

### 2.2. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions, which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the

amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.

### **2.3 Prohibition from Teaching**

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department of Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

In accordance with the provision of The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the job you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

### **2.4 Data Protection Act 2008 and General Data Protection Regulations 2018 (GDPR)**

To comply with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our GDPR Recruitment Privacy Notice and GDPR policy, which can be found at [www.npatschools.org](http://www.npatschools.org).

We have a Trust Data Protection Officer whom you can contact with any questions relating to the handling of your data. You make contact by emailing: [dpo@npatschools.org](mailto:dpo@npatschools.org)

The information collected on this form will be retained in accordance with our GDPR policies.

You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. **This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.**

## Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position". The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: [Guidance on the Rehabilitation of Offenders Act 1974 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974).
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

## 2.5 Declaration

I certify that, to the best of my knowledge, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment. All applicants will be requested to physically sign the application form at interview.

<b>Signature (please type name)</b>	
<b>Date</b>	

### Part 3

This section will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in accessing and or scoring your application or during the interview process. This information is kept confidentially, and access is strictly limited in accordance with the General Data Protection Regulations 2018 (GDPR).

<b>Sexual Orientation</b>	<b>Please tick</b>
Bi-Sexual	
Gay man	
Gay Woman	
Heterosexual	
Other	
Prefer not to say	

<b>Gender</b>	<b>Please tick</b>
Female	
Male	
Transgender	
Prefer not to say	

<b>Religion or belief</b>	<b>Please tick</b>
No religion	
Christian	
Buddhist	
Hindu	
Jewish	
Sikh	
Any other (Please specify)	

<b>Ethnicity</b>	<b>Workforce census code</b>		<b>Please tick</b>
<b>White</b>	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
<b>Mixed</b>	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other mixed background	
<b>Asian or Asian British</b>	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
<b>Black or Black British</b>	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
<b>Other ethnic group</b>	OOTH	Arab	
		Other specify:	
<b>Prefer not to say</b>	REFU		

<b>Do you consider that you have a disability?</b>	<b>Please tick</b>
Yes – please complete the next section	
No	
Prefer not to say	

<b>My disability is:</b>	<b>Please tick</b>
Physical impairment	
Sensory Impairment	
Mental health condition	
Learning disability/difficulty	
Long standing illness	
Other – Please specify	
Prefer not to say	