



## 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. Passport, 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 Empowering Minds Academy 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, Empowering Minds Academy 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.

Empowering Minds Academy 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 Empowering Minds Academy Trust will destroy your Application Form after six months of its submission.

### RECRUITMENT MONITORING

Empowering Minds Academy Trust is committed to promoting equality, inclusiveness and social justice for all its citizens and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

We value the rich social and cultural diversity of the district's communities. We will make sure that our workforce and our services reflect that diversity and community needs.

To assist Empowering Minds Academy 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

Empowering Minds Academy 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. If you wish you can attach additional sheets to support your application. Read each section of the Application Form carefully

## 3. Canvassing

Direct or indirect canvassing of senior employees of Empowering Minds Academy Trust, 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 require 2 references, one of which should be 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 at interview.

## 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.



Return to address

Please return your application to the school unless otherwise stated in the advert

**PART A**  
Application Number:

**AA/10/17**

**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:**  
**ESTABLISHMENT:**

**POST REF. NO.**

### 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):

**Address for correspondence:**

**Telephone number where you can be contacted:**

Day:

Evening:

Mobile No.:

Postcode:

E-mail:

Do you have any relationships (personal/ business/financial) with a governor or senior member of staff 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.**

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

**DfEE Number:**

**DATA PROTECTION ACT**

I give my consent for the personal data contained in this Application Form to be processed for the purposes set out in the Guidance Notes to this Application Form.

Signed:

Date:

**SIGNATURE:**

I declare that the information I have given in this application is correct to the best of my knowledge.

I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.

Signed:

Date:

Shortlisting will take place within one week of the closing date. If you do not hear from us, please assume you have been unsuccessful.



## APPLICATION FOR EMPLOYMENT

**POST APPLIED FOR:**

**POST REF. NO.**

**ESTABLISHMENT:**

### 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:

Name:

Address:

Postcode:

Telephone Number:

E-mail:

**As part of Safer Recruitment we will take up references prior to interview.**

**By submitting this application you agree to this practice.**

### 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.

<b>Qualifications Currently Being Taken</b>			
Name of School/College/University	Subject	Qualification/Level	Date Commenced & Duration of Course
<b>Training Courses Attended or Currently Being Taken (include any relevant short-courses)</b>			
Title of Training Provider	Course/Qualifications	Duration	
<b>Membership of Professional Bodies (relevant to the position you are applying for)</b>			
Name and Address of Professional Body	Grade of Membership	Membership Number	

<b>EMPLOYMENT HISTORY</b>			
<b>Present or Most Recent Employment</b>			
Name & Address of Employer:		Nature of Business:	
Job Title:		Date Started:	
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:			
<b>Summary of Previous Employment</b>			

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 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 **NOT** to include any personal details, **or this will not be forwarded to the selection panel.**

**INFORMATION TO SUPPORT YOUR APPLICATION continued**

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:

# RECRUITMENT MONITORING FORM

Post Applied For: **Admin Assistant**

School: **Highwoods Academy**

**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**

As an Equal Rights employer Empowering Minds Academy Trust seeks a workforce, which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community.

To ensure this policy is carried out effectively, we ask all applicants to provide the following information. Selection for appointment/promotion will be based only on merit and ability.

Gender: Please ✓

Date of Birth:

Female  Male

Marital Status: Please ✓

Civil Partnership  Divorced  Married  Separated  Single  Widowed

## DISABILITY



The Disability Discrimination Act (1995) defines a disabled person as a person with 'a physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. You no longer have to be registered disabled.

Do you consider yourself to be disabled? Please ✓

Yes

No

If Yes: -

What Adjustments do you consider may be necessary in the recruitment process to take account of your disability? Are there any arrangements we can make for you if you are invited for interview? Please specify, e.g. the provision of an accessible interview location or an interpreter, aids, adaptations or equipment.

As a Disability Symbol User Empowering Minds Academy Trust is committed to interviewing all disabled applicants who meet the minimum (essential) criteria

Where did you see this post advertised?

Council Website

Radio

Local Press

Other Publication

National/Professional

Other Website  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
- Heterosexual
- Gay
- Lesbian

**Religion:** Please ✓ one of the boxes below

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

**FOR OFFICE USE ONLY**

Date Received:	Date Acknowledged:		<b>Date</b>
Date Reference 1 Taken Up: By Telephone	Yes <input type="checkbox"/> No <input type="checkbox"/>	In Writing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Reference 2 Taken Up: By Telephone	Yes <input type="checkbox"/> No <input type="checkbox"/>	In Writing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Entitlement to work in UK checked:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Information from the applicant regarding criminal records Checked:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Documents from the Criminal Records Bureau Checked:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
DDA Essential Criteria Checked:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Medical Screening:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Qualifications Checked		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signed:

Date: