



Guidance Notes and Application Form

Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. This strengthened the requirement to employers to check documents to establish a person's eligibility to work in the UK and compliance with any restrictions.

Under the Act we are required to check your eligibility to work in the UK before you start work. **We therefore ask ALL candidates to bring proof of their right to work to interview.** However this will not form part of the decision making process. Photocopies of documents will not be accepted.

If you do not currently have the right to work and need to apply for a certificate of sponsorship please raise this at interview.

If you are successful at interview photocopies of your documentation will be kept on your personnel file.

If you forget to bring documentation with you to interview you will be asked to bring the required documentation before any employment offer can be confirmed. Photocopies of documents will not be accepted.

Should you require any more information on your right to work in the UK please visit the UK Border Agency website www.ukba.homeoffice.gov.uk.

Application form

The following guidance notes are split to reflect the different sections of the application form.

1. Post Details

Please specify the details of the post that you are applying for.

2. Personal Details

Please complete all the boxes relevant to you. If you have changed your name for any reasons we do need to know your previous name(s).

3. Current Employment

This section should only be completed if you are currently working, whether this is paid employment, voluntary work or a work experience placement. If you currently have more than one position please indicate your main employment in this section. Other current employment can then be included within your employment history.

4. Employment History

Please tell us about all of your experience in a working environment, including any unpaid work you have undertaken in the past. Please list your experience in chronological order, with the most recent first.

Please tell us about any gaps in your employment history and the reasons for these gaps. Don't be worried about telling us about these reasons – this is a confidential document and will only be seen by those people involved in the recruitment process.

5. Summary of Experience, Skills, Knowledge and Competencies

This is your opportunity to tell us about yourself and how you meet the requirements of the job. In order to get an interview you need to demonstrate to us that you meet at least all of the essential criteria on the Person Specification. If too many applicants meet all of the essential criteria then the shortlist will be reduced by selection of those who meet some or all of the desirable criteria.

When describing your experience it can be a good idea to give an example of a real-life situation that allowed you to demonstrate your ability to perform certain tasks. You may also want to think about any experience, skills, knowledge or competencies which you have developed outside of the work environment that can be transferred usefully to the post you are applying for.

Please use additional paper if necessary, but you are advised to be succinct and ensure you only include relevant information.

6. Education

Please use this section to show us that you have the necessary qualifications to do the job. These may include equivalent qualifications gained abroad. Again, please ensure you read the Person Specification when completing this section.

7. Membership of Relevant Organisations

If the post you are applying for requires you to be a member of an organisation (e.g. GTC), or if you are a member of an organisation that is relevant to the post, please complete this section.

8. Relevant Courses / Awards

Please tell us about any short courses that you have attended, or any certificates or awards that you have received which you feel may be relevant. You may have attended a workshop with an employer some years ago, but it may still be relevant.

9. Relationships

Please tell us about any relationships you have with any member, governor or employee of the OWLS Academy Trust.

10. Criminal Convictions and Cautions

The OWLS Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Posts involving work with children and vulnerable adults are designated under the Safeguarding of Vulnerable Groups Act 2006 as a “regulated activity” and will require the successful candidate to either produce a valid enhanced criminal record certificate or apply to the Disclosure and Barring Service for an enhanced check for regulated activity.

The criminal record information you are required to provide is not used for short-listing purposes. However, if you are shortlisted for interview, your criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying. Having a criminal record will not necessarily bar you from working with us: this will depend on the nature of the position and the circumstances and background of your offences.

Criminal record information is dealt with in accordance with the Disclosure and Barring Service Code of Practice.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. Only the successful candidate will be asked to complete a DBS Disclosure application.

11. Disability / Health Conditions

Please use this section to tell us whether or not you consider yourself to be disabled.

Regardless of your answer to this question you may want to tell us about any specific requirements that you may have at the interview. This will help us to make the necessary arrangements for you at the interview stage.

We use the Equality Act 2010 definition of disability which is:

A person has a disability if:

- *They have a physical or mental impairment*
- *The impairment has a substantial and long-term adverse effect on their ability to perform normal day-do-day activities.*

Below are some examples which might help you to answer the questions. This is not meant to be an exhaustive list and is given for guidance only:

- Long-term – has lasted or is likely to last more than 12 months;
- Hearing or visual impairments (If you wear glasses or contact lenses this is not normally considered a disability);
- Co-ordination, dexterity or mobility (e.g. polio, spinal cord injury, back problems, repetitive strain injury);
- Mental health (e.g. schizophrenia, depression, severe phobias);
- Speech impairment (e.g. stammering);
- Learning disabilities (e.g. Down's syndrome)
- Other physical or medical conditions (e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, AIDS, facial disfigurement, sickle cell, dyslexia)

If you feel that you are able to carry out the duties and responsibilities set out in the job description and you meet the essential criteria in the Person specification, please complete an application. Where possible the school will make "reasonable adjustments" to a job where appropriate.

12. Interview Arrangements

Please indicate any dates when you would not be able to attend an interview, for instance if you will be on holiday or have other prior commitments that cannot be re-arranged. You should be aware that although we will always try and accommodate your situation, we cannot guarantee that we will be able to move the interview dates for you.

13. References

In line with our recruitment policy it will be necessary for us to approach both of your referees upon completion of the short-listing stage for all applicants shortlisted for interview, regardless of whether you indicate you do not wish your referees to be contacted prior to interview.

When providing names and details of your referees you should ensure that at least one is your present or most recent employer. If you are not currently in employment and/or your last employer cannot give you a reference because the organisation no longer exists, then you should attempt to get a reference from a professional person.

If you have just left school, college, university or some kind of recruitment / skills agency you should use your contact there as a referee.

References should not be provided by relatives, partners or close friends.

Applicants should note that the post involves access to children. References relevant to this area of work are required and previous employers not quoted as referees may also be contacted.

14. Data Protection

The statement on the application form aims to explain to you what we intend to do with the information that you are supplying us with, in accordance with the principles of the General Data Protection Regulation (GDPR). You may also wish to view the Privacy Notice for School Workforce, available in pdf format on the website of the school you are applying to work at.

15. Declaration

This section is asking you to sign and date the form to say that you declare that:

- The information you have give is, to the best of your knowledge, correct, true and accurate;
- You have not omitted any facts which may have any bearing on your application;
- You understand that falsification of qualification or any other information may lead to the withdrawal of any offer or employment, or dismissal where employment has already commenced.

By signing the form you agree to the OWLS Academy Trust using the information provided to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

16. Monitoring

Completion of this section is not essential. However, the school is committed to equality of opportunity in employment and education provision and provision of the information requested you would help us to ensure fair and equal treatment of applicants and employees alike.

Your response to this section will remain confidential but, should you be appointed, may become part of your personal record.



OWLS Academy Trust

Application Form

1. Post Details

| | | | |
|-------------------|--|-----------|--|
| Post applied for: | | Post Ref: | |
|-------------------|--|-----------|--|

2. Personal Details

| | | | |
|---------------------------|--|-----------|--|
| Title: | | Address: | |
| Forename(s): | | | |
| Surname: | | | |
| Previous Names: | | | |
| NI Number | | Postcode: | |
| Contact Telephone Number: | | | |
| Email Address: | | | |

Teachers Only:

| | |
|---|--|
| Teacher Reference Number (formerly DfES Number): | |
| Date awarded Qualified Teacher Status (QTS) (dd/mm/yyyy): | / / |
| If you gained QTS after 7 May 1999, have you completed the Statutory Teacher Induction Period? | Yes <input type="checkbox"/> No <input type="checkbox"/> Part <input type="checkbox"/> |
| If your induction period is part completed, please provide the name of the appropriate body where your induction period was undertaken: | |
| Which subject area(s) did you specialise for in teacher training? | |
| Other subject areas of interest (e.g. sport, music, drama) | |
| Do you have the National Professional Qualification for Headship (NPQH)? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

3. Current Employment

| | | | |
|--|------------------------------------|------------------------------|-----------------------------|
| (If you are not currently in employment (paid, voluntary or work experience please leave blank)) | | | |
| Job Title: | | | |
| Employer's Name: | | | |
| Address: | Telephone No.: | | |
| | May we contact you on this number? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Basic Pay / Grade: | | |
| | Other Pay / Allowance: | | |
| Postcode: | Start Date: | | |
| | Notice Period: | | |
| Outline of key duties and responsibilities: | | | |
| | | | |

4. Employment History

This should include paid and unpaid employment, work experience, placements, etc.
Please list most recent post first.

| Organisation | Role | Salary (if applicable) | Dates Employed | | Reason for Leaving |
|--------------|------|---------------------------|-------------------|-----------------|--------------------|
| | | | From (mm/yyyy) | To (mm/yyyy) | |
| | | | | | |

Gaps in Employment

Please specify all time not accounted for above with dates and reasons:

5. Summary of Experience, Skills, Knowledge and Competencies

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work / home life to fulfil the Person Specification. Please continue on an additional sheet if necessary.

6. Education

Please list all qualifications gained or pending. Please state subject and be prepared to provide evidence at interview.

| Qualification & Subject | Grade | Date Achieved (mm/yyyy) | School / College / University |
|-------------------------|-------|----------------------------|-------------------------------|
| | | | |

7. Membership of Relevant Organisations

| Professional Body / Association | Qualification / Membership Level | Dates of Qualification/Membership (mm/yyyy) |
|---------------------------------|----------------------------------|---|
| | | |

8. Relevant Courses / Awards (e.g. short courses attended / certificates / awards)

| Organising Body | Brief Details of Course | Duration | |
|-----------------|-------------------------|-------------------|-----------------|
| | | From (mm/yyyy) | To (mm/yyyy) |
| | | | |

9. Relationships

Are you related to any member, governor or employee of the OWLS Academy Trust?

Yes No

If yes, please give details:

10. Criminal Convictions and Cautions

All work in schools and colleges is defined as a “regulated activity” under the Safeguarding of Vulnerable Groups Act 2006 and as such an enhanced DBS Disclosure check will be undertaken before any offer employment can be confirmed.

Failure to disclose any previous convictions, cautions, reprimands and warnings could result in dismissal should it be subsequently discovered.

Any information given either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Do you have any unspent convictions, including cautions, reprimands, warnings, pending prosecutions, or are you under investigation, or are you subject to sanctions imposed by the General Teaching Council (GTC)?

Yes No

If “yes”, please give details (including the date, court and nature of the offence) in a sealed envelope and attach this to your application form.

11. Disability / Health Conditions

We encourage people with disabilities to apply for jobs and are committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

The Equality Act (2010) defines disability as: “A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”

Do you consider yourself to be disabled?

Yes No

Please indicate below if you require any reasonable adjustments, due to disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

- | | |
|---|---|
| <input type="checkbox"/> Interview information in audio format | <input type="checkbox"/> Wheelchair-accessible location for interview (and tests, if applicable) |
| <input type="checkbox"/> Interview information in large print format | <input type="checkbox"/> Car parking space for interview (for people with mobility problems only) |
| <input type="checkbox"/> Sign language interpretation or other assistance with communication at interview | <input type="checkbox"/> Facility for personal carer, assistant or other person to accompany you at interview |
| <input type="checkbox"/> Induction loop in interview room | |

Please specify any other support which you would like to be made available on the day:

12. Interview Arrangements

Please indicate below any dates when you would not be available to attend for interview:

13. References

Please provide details for two professional referees, one of which should be your present or most recent employer. As this post has been designated as a “regulated activity” it will be necessary for both referees to be approached at the short-listing stage.

| | | | |
|----------------------------|--|----------------------------|--|
| Name: | | Name: | |
| Address: | | Address: | |
| | | | |
| | | | |
| Postcode: | | Postcode: | |
| E-mail Address: | | E-mail Address: | |
| Telephone: | | Telephone: | |
| Title / Position: | | Title / Position: | |
| Relationship to applicant: | | Relationship to applicant: | |

14. General Data Protection Regulation (GDPR)

The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful then the form will be held for up to 6 months and then destroyed. The information may be used by The OWLS Academy Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

If you are a Jobcentre Plus or Connexions client we may be required to disclose information to them for performance and monitoring purposes.

15. Declaration

I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of a qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.

By signing this form I agree to The OWLS Academy Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I also confirm that I have not directly or indirectly approached a governor or employee of the school I am applying to work at, to support me in making this application, as this would disqualify me as a candidate.

I understand that if I don't tell you about any relationships with any governors or employees of the school or I neglect to tell you about any criminal convictions, cautions, reprimands or warnings and this is discovered after appointment, I could be dismissed without notice.

I also understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

16. Monitoring Section

It would be helpful if you could complete this section for us. The OWLS Academy Trust is committed to equality of opportunity in employment and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately from the information on the rest of the application form and will **not** be used as a basis for decision-making within the selection process.

Post applied for:

Post Ref:

a) How would you describe your ethnicity?

White

- British
 Irish
 Other White Background *

Mixed

- White / Black Caribbean
 White / Black African
 White / Asian
 Other Mixed Background*

Asian / British Asian

- Indian
 Pakistani
 Bangladeshi
 Other Asian Background *

Black / Black British

- Caribbean
 African
 Other Black Background *

Chinese or Other Ethnic Group

- Chinese
 Other Ethnic Group*

Gypsy / Traveller

- Irish Traveller
 Romany Gypsy
 Other Background *

* Please specify:

Prefer Not To State

b) What is your gender?

- Male Female Prefer not to state

c) What is your date of birth? (dd/mm/yyyy) / /
.....

d) What is your religion or belief?

- Buddhist Christian (all denominations) Hindu Jewish
 Muslim Sikh None Prefer not to state
 Other (please specify):

e) What is your sexual orientation?

- Bi-sexual Gay Heterosexual Lesbian
 Prefer not to state Other (please specify):

f) Where did you see this vacancy advertised?

(Please be specific (e.g. Leicester Mercury, Connexions, Jobcentre Plus, Specific website))