

EMPLOYMENT APPLICATION FORM

Waveney Valley Academies Trust is committed to safer recruitment, equal opportunities, safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check will be carried out for successful applicants. Our Safer Recruitment Policy can be viewed on the Waveney Valley Academies Trust website.

Once you have fully completed this application form, please return it to:

Michael Collins
Headteacher
Northgate Primary School
Northgate Street
Great Yarmouth
Norfolk
NR30 1BP

hr@northgateprimary.norfolk.sch.uk



About the job you are applying for:

Job title:	
Name of Academy / School:	

Personal details

First name:		Surname:	
Contact telephone number(s):		Email address:	
Home address:		Any previous or other known-as names:	
Teacher reference number: (if you have one)		National Insurance Number:	

How did you hear about this role?

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Education & Qualifications

Secondary Education (GCSE, A/AS level, other secondary qualification)		
Name of school, college, or other organisation	Year qualification(s) was/were awarded	Subjects and grades

Higher Education (Degree, Diploma, or other equivalent)	
Name of university, college or other organisation	Qualification(s) obtained with subject, standard obtained and date

Relevant professional courses		
Subject	Organising body	Date(s)

Please be aware that during the recruitment process you will be asked to show proof of qualifications identified as essential to the role. **Please do not send anything now.** Details of how you can provide this evidence will be communicated to you at the appropriate time.

Current role and employment history

Current / most recent employment					
Job title or position	Name and address of Employer / School or other organisation	Subjects and key stages taught (if applicable)	Full or part-time	Dates (MM/YYYY)	
				From	To
Please give details of your main duties in this role					
Current Salary (or salary on leaving)			Reason for Leaving		

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				From	To
Please give details of your main duties in this role					
Current Salary (or salary on leaving)			Reason for Leaving		

Personal Statement

Please explain why you are suitable for this role. You should refer to the job description and include any relevant personal qualities, experiences, along with anything else you would like to tell us.

Personal Statement

Referees

Two referees are required for this application. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children.

In compliance 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.

Referees will be asked about

- your employment details including dates of employment, your salary and your performance history
- any disciplinary offences which may include those where the penalty is "time expired" if related to children
- whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry
- any formal time-limited capability warnings which have not passed the expiration date
- whether they have any reservations as to your suitability to work with children. If so, we will ask for specific details of the concerns and the reasons why the referee believes you may be unsuitable to work with children

References will not be accepted from relatives or people writing solely in the capacity of friends.

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.

Please indicate below if you would prefer us to wait before contacting either of your referees.

When you submit this application, you are confirming that you understand and agree to the process outlined above with regard to requesting references.

First Referee	
Name:	
Job title:	
School / Organisation name and address:	
Relationship to applicant:	
Telephone number: (please only give a number that your referee is happy to be contacted on)	
Email address:	
I consent to this reference being requested before interview: <i>Please delete as appropriate</i> YES / NO	

Second Referee	
Name:	
Job title:	
School / Organisation name and address:	
Relationship to applicant:	
Telephone number: (please only give a number that your referee is happy to be contacted on)	
Email address:	
I consent to this reference being requested before interview: <i>Please delete as appropriate</i> YES / NO	

If you have a disability or other needs

When you are attending an interview, you might benefit from extra support if you have a disability, a mental health condition or educational needs. You can ask for the support that you need now. Adjustments will be made so you can attend an interview.

This could be:

- organising equipment, like an adapted keyboard or a hearing loop
- putting you in touch with support staff before the day of your interview
- making sure classrooms are wheelchair accessible

It's against the law to discriminate against you if you have a disability. You should not be asked questions about your health or your disability if they are not relevant.

If you would like to ask for support so that you can attend an interview, please tell us any information you think is relevant

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Declarations

If you have any family or close relationship(s) with people within Waveney Valley Academies Trust, please include details below

Name:	
Position held:	
School /Academy:	
Relationship to you:	

Do you have the right to work in the UK?

Please delete as appropriate

YES / NO

NOTE: You can find out whether you have the right to work in the UK on the GOV.UK website

How your data is used

When you submit your application, your data will be shared with Waveney Valley Academies Trust and the school(s) for which you have applied. The Waveney Valley Academies Trust Privacy Policy is available on our website or can be provided at your request. The information you have provided on this form will be retained in accordance with our Data Protection Policy. 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. Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).

Do you consent to your information being used as outlined above?

Please delete as appropriate

YES / NO

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

It is Waveney Valley Academies Trust's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice.

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.

If you are invited to interview you will be required to complete a 'Self-declaration form' and bring the completed form to interview.

In accordance with the provisions 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 type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

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 for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance 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 Privacy Notice and Data Protection Policy which can be found on the Waveney Valley Academies Trust website. The person responsible for Data Protection in our organisation is named on the Waveney Valley Academies Trust website and you can contact them with any questions relating to our handling of your data. To read about your individual rights about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer.

References

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

Notes

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".

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.

Canvassing, directly or indirectly, an employee or Trustee / School Committee Member will disqualify the application.

Waveney Valley Academies Trust 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.

I certify that, to the best of my knowledge and belief, 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 the post and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with all of the above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant	
Print name	
Date	

END OF FORM