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**APPLICATION FORM GUIDANCE NOTES – TEACHING/LEADERSHIP APPLICATION FORM**

###### Please read this information before completing this Application for Employment

1. By applying for this vacancy, you hereby consent to Northern Arch Learning Partnership storing and processing your information for us to progress your application. If successful, your information will be added to an electronic staff file and printed and added to a physical paper file. Your information will be kept on file while you are working and thereafter in line with our retention policy. If your application is unsuccessful, your information will be held for 12 months and will then be erased from our system. You have the right to ask at any time and at no cost to see your records, edit them, have them erased or stop us using them. If we cannot comply with your request, we will tell you why.
2. The Trust is committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment. All appointments at the Trust are conditional upon:

a) an enhanced criminal record check by the Disclosure and Barring Service. An application will be requested of the successful candidate by the Trust

b) receipt of satisfactory references

c) a satisfactory health check

d) for teaching posts, prohibition from teaching check

e) your right to work in the UK

f) an online search may be undertaken for shortlisted candidates

1. Candidates should be prepared to produce evidence of their educational and /or professional qualifications, but please do not attach certificates, they will be requested at a later date
2. The information you disclose on disability and rehabilitation of offenders is not used as part of the selection process and will not be provided to the shortlisting panel.
3. The information you disclose on equal opportunities monitoring is also not part of the selection process and will not be provided to the shortlisting panel. Information is used for monitoring purposes only in order that we are able to comply with the aims and objectives of our equality polices.
4. You must supply us with the names and contact information of two people whom we may ask for references. One must be your present or most recent employer. If you do not wish us to approach your referees prior to interview please indicate this and we will comply with this request, but please note that an appointment will only be confirmed once satisfactory references have been received. If you have previously worked in a childcare post but do not currently, a reference will be required from this employer.

###### Covering Letter

You are required to submit a covering letter with your completed application form. This should be no more than two sides of A4 and should outline your suitability for the post and your vision for the role.

**How to apply**Please return your completed application and covering letter, for the attention of Schools HR Manager, Longfield Academy, Longfield Road, Darlington, DL3 0HT, or if electronically completed, via e-mail to [schoolshr@nalp.org.uk](mailto:schoolshr@nalp.org.uk)

Please complete the application form in full, CVs will not be accepted.

**Additional Information**

**The Employment of People with Criminal Records**

Northern Arch Learning Partnership operates a policy on the employment of people with criminal records. The Trust does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning any convictions and/or cautions which would appear on an enhanced Disclosure and Barring Service Criminal Check for work with children.

An enhanced DBS check is required for this post and the successful applicant will either need to apply for a DBS or give Northern Arch Learning Partnership consent to check their status if they are registered with the DBS Update Service. The Trust complies with the Code of Practice issued by the Disclosure and Barring Service, of which a copy is available from the contact address on the front of the application form.

An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education. This search does not form part of the shortlisting process and candidates will have the chance to discuss any issues of concern that may arise during this search at interview.

Further information regarding the convictions and cautions which will appear on a DBS check is detailed in the attached policy statement on the Recruitment of Ex-offenders.

**Interview Adjustments**

Northern Arch Learning Partnership welcomes applications from disabled people. Please complete this section to inform us whether we need to make adjustments to enable you to take part in the selection process.

**Driving ability**

Please answer the questions relating to driving ability in accordance with the requirements of the post.

###### Relationship with Directors, Members, Governors, Employees and Pupils

You are required to complete this section regarding your relationship with any Directors, Members, Governors and Employees of the Trust. Failure to declare such a relationship could result in disciplinary action or dismissal.

You are also required to declare if you have a relationship with a pupil or pupils currently attending Longfield Academy, Hurworth School, the Rydal Academy or Queen Elizabeth Sixth Form College.

Please check that you have completed all sections of the Application for Employment and that you have signed it.

**Conditional Offer of Employment**

All job offers are conditional, subject to satisfactory pre employment checks including references, enhanced Disclosure and Barring Service criminal records check for work with children, proof of ID, qualifications and medical clearance.

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**THE RECRUITMENT OF EX-OFFENDERS**

**Policy Statement**

1. **Introduction**
   1. Northern Arch Learning Partnership recognises the importance of ensuring equality of opportunity in its employment practices and is committed to eliminating unfair discrimination when employing people with criminal records. The Trust’s equality policy supports this commitment.
2. **The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975**
   1. This Act provides that anyone who has been convicted of a criminal offence and who is not convicted of a further offence during the specified period becomes a ‘rehabilitation person’ and his/her conviction becomes spent.
   2. This means that the conviction does not have to be declared when applying for a job. The rehabilitation period depends on the sentence and runs from the date of conviction. A conviction resulting in a prison sentence of more than 30 months can never become spent.
   3. There are some exceptions to the Act detailed in the Exceptions Order of 1975, which, broadly relate to work with children, sick, elderly or disabled people and the administration of the law. All roles working in a school are exempt from the Rehabilitation of Offenders Act therefore you must disclose more information regarding convictions and cautions, including some which may be regarded as spent for other purposes.
   4. However, you are only required to disclosure convictions and cautions which the Academy Trust is allowed to know about and these are the ones which would appear on an enhanced Disclosure and Barring Service criminal check for work with children. Convictions and cautions which the Trust is not allowed to know about will be ‘filtered’ out.
   5. The rules as to when a conviction or caution will be filtered are set out in legislation. This states that a DBS certificate must include the following:

* Cautions relating to an offence from a list agreed by Parliament – see below
* Cautions given less than 6 years ago (where the individual is over 18 at the time of the caution)
* Cautions given less than 2 years ago (where the individual is under 18 at the time of the caution)
* Convictions relating to an offence from a prescribed list – see below
* Where the individual has more than one conviction all convictions will be included on the certificate (no conviction will be filtered)
* Convictions that resulted in a custodial sentence (regardless of whether served)
* Convictions given less than 11 years ago (where the individual is over 18 at the time of the conviction)
* Convictions given less than 5.5 years ago (where the individual is under 18 at the time of the conviction)
  1. There are some offences which are serious which relate to sexual offending, violent offending and/or safeguarding which are never filtered. This list is derived from legislation and is available at [https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be -filtered-from-a-criminal-record-check](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be%20-filtered-from-a-criminal-record-check%20).
  2. As part of the selection process you will be required to either apply for an enhanced Disclosure and Barring Service criminal check for work with children or give consent for the Trust to check your status if you are registered with the DBS Update Service.
  3. Failure to allow the Trust to see your DBS certificate or to give consent to check your status if you are registered with the Update Service will result in a conditional offer of employment being withdrawn.

1. **Appointment Process**
   1. Northern Arch Learning Partnership is committed to the principle of making appointments on merit and will focus on a person’s abilities, skills, experience and qualifications. When considering an applicant with a criminal record the Trust will consider the relevance of the convictions to the job for which the person is applying. In considering this relevance the Trust will explore:   
      * the circumstances leading up to an offence
      * whether the individual has committed repeat offences
      * the nature and seriousness of the offence
      * the length of time since the offence took place
      * the nature of the work in which the individual will be involved, including their exposure to pupils, money and property
      * the extent to which the person will be supervised
      * the individual’s attempts not to re-offend
      * the potential risks associated with employing the person in the post
   2. The Trust does not necessarily see a criminal record as a bar to employment. This will depend on the nature of the position and the circumstances and background of the offence.
2. **Failure to disclose a criminal record**
   1. Failure to disclose relevant unspent and/or spent convictions when required on the Application for Employment will be considered a serious matter and may lead to an offer of employment being withdrawn, disciplinary action or even dismissal. However, the matter will be discussed with the applicant/employee prior to any decisions being made.
3. **Confidentiality**
   1. Any information requested and provided regarding criminal records will be treated confidentially and with discretion. Access to criminal record information will be on a need-to-know basis and information will be stored confidentially and in accordance with the Data Protection Act.
4. **Communication of this Policy**
   1. The Trust will undertake to ensure that key employees receive appropriate training about their personal roles and responsibilities in this area. In addition, specific training will be provided on assessing the risks associated with employing those with criminal records, identifying safeguards and making balanced objective judgements.
   2. All job applicants for posts with Northern Arch Learning Partnership will receive a copy of this policy with the information pack sent out with the Application for Employment.

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**APPLICATION FOR EMPLOYMENT – TEACHING STAFF/LEADERSHIP**

**Please complete all sections of this form and return to:**

**By post: By e-mail:** [schoolshr@nalp.org.uk](mailto:schoolshr@nalp.org.uk)

**The Schools HR Team**

**Longfield Academy**

**Longfield Road**

**Darlington**

**DL3 0HT**

**Please read the guidance notes before completing the application form.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POST TITLE:** | | | | | | | | | | |
| **Please state subject(s) offered:** | | | | | | | | | | |
| **Teachers’ Reference Number:**  **Do you have Qualified Teacher Status?** | | | | | | | | | | |
| **Surname:** | **Forename(s):** | | | | | | | | | |
| **Previous known as names:** | **National Insurance Number:** |  |  |  |  |  |  |  |  |  |
| **Address:** | **Telephone No. Home:**    **Telephone No. Work:**  **Mobile No:**  **E- mail address:** | | | | | | | | | |

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| **PRESENT EMPLOYMENT** | |
| Post Title: | Full/Part Time |
| **Name and address of establishment**  (also give, size, type and age range)  **Employer** | **Salary/Wage/Point on scale**  (indicating any additional allowance)  **Date of appointment**  **Period of notice required:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREVIOUS TEACHING POSTS HELD (**please account for any gaps in employment – starting with the most recent first) | | | | | |
| From | To | Post & Salary Scale | Name of School  (also give size, type and age range taught) | Employer | Reason for Leaving |
|  |  |  |  |  |  |

**OTHER EXPERIENCE** (include industrial and other work and military service, giving details of positions held, please account for any gaps in employment). Please also detail here particulars of residence abroad (for modern language posts).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Position Held | Employer | Reason for Leaving |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| EDUCATION | | |
| SECONDARY EDUCATION | | |
| Schools attended | Dates | Qualifications (including subjects and grades) |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FURTHER AND HIGHER EDUCATION AND POST GRADUATE QUALIFICATIONS** | | | | |
| Establishment attended | Dates | | Course | Qualifications Obtained |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| **IN-SERVICE TRAINING (Continue on a separate sheet if necessary) in last 3 years** | | | |
| Name of Establishment | From | To | Course Taken |
|  |  |  |  |

|  |  |
| --- | --- |
| Referees Please give the names and addresses of two persons who are not related to you and from whom references can be obtained. One of these MUST be your current or last employer. Referees may be contacted prior to interview unless you request otherwise. Please ensure that you provide all the details required below and that your referees are aware they may be contacted. | |
| **Name:**  **Job title/Status:**  **Address:**  **Telephone no:**  **E-mail address:** | **Name:**  **Job title/Status:**  **Address:**  **Telephone no:**  **E-mail address:** |

### The information contained in the following part of your application will be for use by the HR Department for processing purposes. It will not be provided to the shortlisting panel as part of the selection process.

|  |
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| Northern Arch Learning Partnership is committed to the principle of making appointments on merit and will focus on a person’s abilities, skills, experience and qualifications. When considering an applicant with a criminal record the Trust will consider the relevance of the conviction to the job for which the person is applying, and a record will not necessarily be a bar to obtaining a position. The Trust has adopted a policy on the recruitment of ex-offenders, a copy of which is enclosed with this application form. An enhanced disclosure will be requested for the successful applicant to this job. The Code of Practice for Registered Persons and Recipients of Disclosed Information is available on request from the address on the front of this form.  Have you been convicted of an offence or accepted a caution which would be disclosed on an enhanced DBS certificate for work with children?  **If ‘Yes’ please specify giving dates:**  Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, applicants are required to disclose some information concerning convictions which may include those which for other purposes are regarded as spent under the Act.  The amendmentsto the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs). Any information disclosed will be treated in the strictest confidence. |
| **INTERVIEW ADJUSTMENTS**  If you have any specific requirements to assist you, if you are asked to attend an interview, please detail these below and reasonable adjustments will be made. |
| **DRIVING ABILITY**  Do you hold a current driving licence in accordance with the requirements of the post?  Have you had any endorsements within the last 5 years?  Do you have a roadworthy vehicle? |
| Are you related to any Director, Member, Governor or Employee of the Trust?  Are you related to any pupil(s) currently attending Longfield Academy, Hurworth School or the Rydal Academy?  **If Yes, please give details**    Please note: Canvassing of Directors, Members, Governors and Employees directly or indirectly in connection with this application will disqualify you. |
| **Right to Work**  We are required to check you have the right to work in the UK, we therefore ask all applicants to complete the following information:  I am a citizen of the United Kingdom **Yes/No**  I am entitled to reside and work in the United Kingdom. I shall produce such original documentation as you shall request to evidence my right to work.  **Yes/No**  **Nationality:** |
| **DECLARATION**  **If you submit this form via email you are declaring that the information stated is true and accurate.**  **I declare that the information given in this application is true, and that I have not canvassed directly or indirectly any Director, Member, Governor or Employee of Northern Arch Learning Partnership, nor will I do so. I understand that any falsification of information will be judged as serious misconduct and may result in withdrawal of an offer of employment, disciplinary action or dismissal.**  Name Date |

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**EQUAL OPPORTUNITIES MONITORING FORM**

(THIS FORM IS NOT PART OF THE SELECTION PROCESS)

Northern Arch Learning Partnership wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to staff in the Trust’s Human Resources department. Data will be anonymised and used for the purposes of monitoring and reporting in line with the above and kept for a period of 6-12 months.

**Personal Details**

Full Name: Title:

Post Applied for: Gender:

Is your gender identity the same as the gender you were assigned at birth?  Yes  No

**Ethnic Origin**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

**White**

British

Irish

European

Any other white background,

please specify

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background,

please specify

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed background**

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background

please specify

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black/African/Caribbean or Black British**

African

Caribbean

Any other Black background,

please specify

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Ethnic Groups**

Arab

Gypsy/Romany/Irish Traveller

Any other background,

please specify

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age**

20 or under  21-30  31-40  41-50

51-60  61 or over

**Religion/Belief**

No religion or belief  Christian  Muslim  Jewish

Hindu  Sikh  Buddhist

Other, please specify

­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sexual Orientation**

Heterosexual/Straight  Bisexual   Gay/Lesbian

Other, please specify

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Marital Status**

Single  Married  Civil Partner  Co-habiting

Divorced  Formerly in Civil Partnership  Widowed

Surviving partner from civil partnership

**Disability**

Do you consider yourself to have a disability or health condition?

(A disability is defined in the Equality Act 2010 as a physical or mental impairment which has substantial and long term effects on your ability to carry out normal day to day activities.)

Yes  No  Prefer not to say

If yes, what is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any specific requirements for interview or testing that you wish us to know about? Please give details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_