**Job Application Form**

For Office use only:

**Northern Education Trust**

**Applicants are required to complete all parts of this application form.**

**Before completion please read the guidance notes at the back of this document.**

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| Job Applied for: Learning Resource Centre Administrator | | Post Ref |
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| Surname: | Initials: | |
| Address: | National Insurance Number: | |
| DFE Teachers’ Reference Number:  (if applicable) | |
| Home Telephone:  Mobile:  Work: (optional)  Email: | |
| Address for Correspondence:  (if different) |
| When could you commence duties if appointed? | |

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| **References:** Please give the name and contact details of **TWO** independent referees from whom NET will seek information regarding your suitability for this job. **ONE** of the referees must be your current or most recent employer. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed to work with children. References will not be accepted from relatives or persons who only know you as a friend or from personal email addresses (i.e. @hotmail.com). | |
| Name:  Occupation:  Address:  Postcode:  Telephone Number:  Email Address:  Relationship to Applicant:  Can we contact prior to interview?  Yes  No | Name:  Occupation:  Address:  Postcode:  Telephone Number:  Email Address:  Relationship to Applicant:  Can we contact prior to interview?  Yes  No |
| In relation to work with children, NET will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. | |

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| **Job/Career History** | |
| Current or Last Job:  (please indicate full or part time)  Name & Address of Employer:  Telephone Number:  Email Address: | Job Title:  Date Appointed:  Date Left (if applicable):  Current Earnings:  Scale or Grade:  Notice Required: |
| Reason for leaving: | |

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| Brief details of current or last job: |

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| **Previous Jobs** (list all employment including unpaid & voluntary work, most recent first) | | | | |
| Dates | | Employer Name & Address | Job or jobs held with Employer | Reason for  leaving |
| From | To |
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| **Gaps in Employment** (if you have any gaps in your employment, please give reasons below) |
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| **Qualifications & Training** | | |
| Qualifications Obtained | Type & Level  (GCSE, A Level, Degree etc) | Date Obtained |
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| **Non Qualification Courses & Further Training** | |
| Details | Date |
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| **Personal Statement** |
| (Please provide a detailed statement of the skills, knowledge & experience that makes you suitable for this job) |

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| **How we use your information** |
| If you are successful in your job application, we have a legal requirement to keep your application form, personal information and all associated documentation both electronically and in paper files.  This will also be shared with our payroll provider. For details on how we use and share your information, please see our privacy notice for staff at <http://northerneducationtrust.org/about/privacy-notice/privacy-notice-for-employees>  If you are unsuccessful with this application, we will keep your personal information on file for six months in case of any legal challenge, and in case a vacancy occurs that we believe you may be a suitable candidate for. After six months, it will be securely destroyed. We will not share your information with any third parties.  On leaving employment, your personal information and all associated documentation will be retained on file for 6 years. After 6 years it will be securely destroyed. |

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| **Criminal Convictions** | | | |
| This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposes are “spent” & in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information will be treated confidentially.  Have you at any time received, or do you have a pending caution, bind over, reprimand, final warning or conviction? Yes  No  Have you ever been convicted of a criminal offence by a Court of Law? Yes  No  If you have answered yes to either of the above questions, please attach details including the offence & the date. | | | |
| Nature of offence/s (i.e. conviction, caution, bind-over, reprimand) | Offence(s) | Date of Offence(s) (dd/mm/yyyy) | Disposal (if known) |
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| An enhanced Disclosure & Barring Service (DBS) check will also be undertaken as part of the pre-employment clearances if you are successful in obtaining a position with Northern Education Trust. | | | |

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| **Are you a member of any Professional Body?** (please give details) |
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| **Driving & Mobility** |
| Do you hold a current Driving Licence? Yes  No  Do you hold a current HGV/PSV or other specialist Driving Licence? Yes  No  Please specify: |

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| **Are you related to any employee, trustee or Governor of NET?**  Please state below his/her name(s) & the relationship. |
| Yes  No  Unsure  Details: |

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| **Declaration** | | |
| I declare that the information on this application form is full, accurate & complete. I understand that if I provide false information or fail to provide full, accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal, without notice, if I have been appointed. I also understand that canvassing a NET employee whether directly or indirectly, will result in this application being disqualified.  I have read the Data Protection information provided above and confirm that I understand how my information will be stored and used. | | |
| Signed: | | Date: |
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| Safeguarding Declaration | | |
| I declare that the information I have given on this form is complete and accurate and that:   * I am not barred or disqualified from working with vulnerable groups, children or young people * I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.   I hereby give permission for an enhanced DBS check to be conducted on my behalf by Northern Education Trust if successfully appointed to the position I am applying for. | | |
| Signed: | Date: | |

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| Pre-Employment Clearances | |
| I understand that if successfully appointed to the position I am applying for, this will be a conditional offer and I will be required to obtain the following pre-employment clearances in line with Keeping Children Safe in Education and I give my consent for these to be conducted:   * Evidence of Right to Work in the UK * Identity Checks * Enhanced DBS Check (including Barred List Check) * Medical Clearance * Satisfactory References * Verification of Professional Qualifications * Registration Checks * Section 128 Check (if applicable) * Appropriate further checks for those who have lived or worked outside the UK (if applicable)   I understand that if any of the above clearances are unsatisfactory, the conditional offer may be withdrawn. | |
| Signed: | Date: |

**Please return completed forms to:**

**j.jackson@northerneducationtrust.org**

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| **Recruitment Monitoring Form**  For Office use only: |  |

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| **Personal Details** | | | | | |
| Full Name:  Date of Birth: | | Title: | | | Gender: |
| Age: | Marital Status: | | |
| **(Optional)**  Is your gender identity the same as the gender you were assigned at birth? Yes  No  Please state where you saw this job advertised: | | | | | |
| **Ethnic Origin** | | | | | |
| Asian or Asian British  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  White  English  Other British  Irish  Any other white background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mixed background  White & Black Caribbean  White & Black African  White & Asian  Any other mixed background  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Black or Black British  Caribbean  African  Any other Black background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Other Ethnic Groups  Arab  Gypsy/Romany/Irish Traveller  Any other background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Religion (Optional)**  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None  Other  Prefer not to say  **Sexual Orientation (Optional)**  Bisexual  Gay/Lesbian  Heterosexual/Straight  Other  Prefer not to say  **Disability**  Northern Education Trust is positive about disability & welcomes applications from disabled people. Please answer the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned &/or establish that you have a disability where this is an occupational requirement (section 60 of the Equality Act 2010 refers). The Academy undertakes to interview any applicant who declares a disability detailed on the Application for Employment & who meets the minimum essential criteria for the job.  Do you have any of the following long-standing conditions?  Deafness or severe hearing impairment?  Blindness or severe visual impairment?  A condition that limits one or more basic physical activities such as walking, climbing stairs, lifting/carrying  A learning difficulty  A long standing psychological or mental health illness  Other, including long standing illness  No, I do not have a long standing condition  Do you have any specific requirements for interview or testing that you wish us to know about? Please give details:  Where did you see this advertisement?  Please indicate below where you saw this advertisement – you can tick more than one box if appropriate.  TES  TES Online  Guardian Online  Academy Today Online  Schools Week Online  LinkedIn  Facebook | | | | | |
| The above information is gathered by Northern Education Trust for the purposes of monitoring and promoting equality. Any information supplied will be securely stored in line with GDPR requirements and used only for the purposes of ensuring equality. | | | | | |

**Please ensure you return this form with your completed application form**

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| **General Issues** |
| Your application will be assessed against the criteria listed on the person specification.   * CV’s alone will not be accepted. You must complete the application form. * Make sure all sections are completed clearly & as fully as possible. * Make sure your application relates to the person specification. * If you run out of space you may use additional pages. * Make sure your application form is returned by the closing date. * Keep a copy of your application; it will be useful to refer to for preparation if you are called for an interview.   If you have a disability that prevents you from completing the application form please contact Jill Jackson Business Manager on 01670 798100  Current legislation means that you will be required to provide documentary evidence (for example National Insurance Number) showing that you are entitled to work in the United Kingdom. If you are shortlisted you will be asked to provide this at your interview. |

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| **Personal Details & References** |
| Please complete this section fully & clearly. This is important contact information.  We need to know if you are related to an employee of the Trust. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass the employee to gain employment. This will disqualify your application.  Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live with are not acceptable.  You will need to provide the names of two referees. One reference must be your current or most recent employer. The second reference should be a previous employer or someone that can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your head teacher or tutor. Alternatively if you have had a Saturday or other part time job the person you worked for may be prepared to act as a referee.  It is advisable to contact your referees at an early stage to let them know that you wish to give their names & ensure that they are willing to act as a referee.  If you are shortlisted, contact will be made with the referees you supply on the application form. If, however, we should not contact a referee prior to interview, please say so on the application form.  No offer of employment will be made until references, that are satisfactory to the Trust, are received.  If you are successful in your job application, we have a legal requirement to keep your application form, personal information and all associated documentation both electronically and in paper files.  This will also be shared with our payroll provider. For details on how we use and share your information, please see our privacy notice for staff at <http://northerneducationtrust.org/about/privacy-notice/privacy-notice-for-employees>  If you are unsuccessful with this application, we will keep your personal information on file for six months in case of any legal challenge, and in case a vacancy occurs that we believe you may be a suitable candidate for. After six months, it will be securely destroyed. We will not share your information with any third parties.  On leaving employment, your personal information and all associated documentation will be retained on file for 6 years. After 6 years it will be securely destroyed. |

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| **Job/Career History** |
| Please state your current or last employer’s name, address, telephone number, email address in full. Do not go into too much detail but list the main activities of the job.  In the previous jobs section please account for all the time since you left school, college or university. List your jobs, with the most recent first, stating month & year & mentioning any gaps in employment. Include voluntary work particularly if you have not been in paid work. |
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| **Qualifications & Training** |
| List the qualifications you possess indicating grades.  List any formal, informal or on the job training you have received which you consider relevant to the post.  Some posts require the post holder to be able to travel between locations. This does not necessarily mean use of car; the actual mode of transport can vary depending on the distance to be travelled. Other posts may specify that driving is essential. For this reason, you are asked to state whether or not you hold a current valid driving licence. Please complete this section fully. |
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| **Personal Statement** |
| This is your opportunity to tell us why you are suitable for the job. Read the job description & person specification carefully to see what skills & experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.  Consider what you have done in the past; at home; at school; at college; in paid work; unpaid work; or in a hobby. These may be useful to show how you meet the items on the person specification. For example, running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.  Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.  Please do not forget to sign your application. |
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| **Equal Opportunities & Monitoring** |
| NET values the diversity of the communities we serve. We therefore strive to ensure that our services reflect the needs of all the people within the community. All individuals can expect to receive equal access to employment, promotion & training.  This policy is based on the recognition that we live & work in a diverse society in which everyone has individual abilities & needs.  We are working towards an environment where all employees, residents & service users receive equal treatment regardless of gender, marital status, family circumstances, sexual orientation, age, disability, race, colour, religion, ethnic, national or social origin.  We ask you to assist us in monitoring our policies & practises by completing the recruitment monitoring form. |

**How to Apply**

**Closing date: Monday 30th September 2019**

**Interviews: To be confirmed**

**Job Description** Download from advert or website

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

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| **Applying** |
| If you decide to apply for this post please complete the accompanying application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria detailed in the Person Specification. Please return your completed application by email to [j.jackson@northerrneducation](mailto:j.jackson@northerrneducation) trust.org |

**Additional Information**

If you would like any additional information about this post or would like an informal discussion, please contact Jill Jackson on 01670798100 or by email to j.jackson@northerneducationtrust.org

**Where to Find Us**

The full postal code address of Northern Education Trust is:

Northern Education Trust

Cobalt Business Exchange Central,

Unit 5, Silver Fox Way,

Cobalt Business Park

Newcastle upon Tyne

NE27 0QJ