A group of people posing for a photo

Description automatically generated with medium confidence

APPLICATION

FORM

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 form should be returned to the address on the advertisement.

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. 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**

Inspire Partnership Multi Academy Trust is collecting data in order to process your application under its Recruitment and Selection Policy and will use it for any subsequent employment purposes. On occasions, the Trust/Academy will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example references.

Inspire Partnership Multi Academy Trust needs to protect the public funds it handles so we may use the information you provide on your Application Form to prevent and detect fraud. We may also share this information, for the same purpose, with other organizations that handle public funds.

Should you be unsuccessful with your application Inspire Partnership Multi Academy Trust will destroy your Application Form after six months of its submission.

**RECRUITMENT MONITORING**

Inspire Partnership Multi 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.

Inspire Partnership Multi Academy Trust values the rich social and cultural diversity of the district’s communities. We will endeavour to ensure that our workforce and our services reflect community diversity and needs. To assist Inspire Partnership Multi 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

Inspire Partnership Multi Academy Trust operates a "No Smoking Policy" which effectively means that the whole premises are a non-smoking environment.

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. Braille or taped applications are welcome and the Application Form is also available on the internet. If you need to attach additional sheets to support your application or to provide additional information, please quote the serial number shown at the top right-hand corner of the Application Form. Read each section of the Application Form carefully.

**3. Canvassing:** Direct or indirect canvassing of Governors or senior employees of the Academy by, or on behalf of yourself, is strictly forbidden and will invalidate your application.

**4. Fitness to fulfil the post:** 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 need a reference 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. For posts working with children references will be requested prior to the selection process.

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 during the selection process.

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.

Please do not attach a CV.

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.

9. Job Sharing: Inspire Partnership Multi Academy Trust supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff. Some jobs within the Trust/Academy are available for job sharing.

Applications from single job share applicants will be accepted and treated in the same way as full-time applicants.

RECRUITMENT MONITORING FORM

|  |  |
| --- | --- |
| POST APPLIED FOR: |  |
| **DEPARTMENT:** |  |

**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 Inspire Partnership Multi 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:** | Female  Male  (Please ✓) |
| **Date of Birth:** |  |
| **Marital Status:** | Civil Partnership  Divorced  Married  Separated  Single  Widowed  (Please ✓) |
| **Do you have any specific requirements to enable you to attend an interview?**  Please tick. If you answer YES, please give brief details.  No  Yes | |
| **(Details):** |  |
| **Inspire Partnership Multi Academy Trust is committed to interviewing all disabled applicants who meet the essential criteria.** | |
| Where did you **firs**t see this post advertised?  Inspire Partnership Multi Academy Trust Website  TES  Jobs Today  Twitter or other Social Media  Wakefield Council Website  Other website or publication:- 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  Bangladesh  Any other Asian Background | |
| If you answer any other Asian background, please specify: |  |
| **Black or Black African**  Caribbean  African  Any other Asian Background | |
| If you answer any other Asian background, please specify: |  |
| **Chinese or Other Ethnic Groups**  Chinese  Any other Asian Background | |
| If you answer any other Asian background, please specify: |  |
| **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed Background | |
| If you answer any other Mixed background, please specify: |  |
| **White**  British  Irish  Any other White Background | |
| If you answer any other White background, please specify: |  |
| **Sexual Orientation:** Please **✓** one of the boxes below  Bisexual  Gay  Heterosexual  Lesbian | |
| **Religion:** Please **✓** one of the boxes below  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh    No Religion  Any other religion | |
| If you answer other, please specify: |  |



**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: |  |
| **DEPARTMENT:** |  |

PERSONAL DETAILS

|  |  |
| --- | --- |
| **Surname/family name:** |  |
| **First name(s)/other names:** |  |
| **Previous surname(s):** |  |
| **How do you wish to be addressed in correspondence?** | |
| **MR/MRS/MISS/MS or OTHER  (Please state):** |  |
| **Address for correspondence:** |  |
|  |
|  |
| **Postcode:** |  |
| **E-mail:** |  |
| **Telephone number where you can be contacted:** | |
| **Day:** |  |
| **Evening:** |  |
| **Mobile No.:** |  |
| **Do you have any relationships (personal/ business/financial) with a member of the Governing Body or a senior member of staff at INSPIRE Partnership MAT or School Name?** 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.** | |
|  |  |
|  |  |
|  |  |
| **This information is covered by the Data Protection Act (see Guidance Notes)** | |

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. For posts working with children, references will be requested prior to interview.

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
|  |
|  |
| **Postcode:** |  |
| **Telephone Number:** |  |
| **E-mail:** |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
|  |
|  |
| **Postcode:** |  |
| **Telephone Number:** |  |
| **E-mail:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **My National Insurance number is:** |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| FOR TEACHING POSTS ONLY | |
| Are you recognised by the DfE as a qualified teacher? Please ✓  Yes  No | |
| DfE 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:** |  |

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| **REHABILITATION OF OFFENDERS ACT 1974** | |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.    Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.    I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references that are satisfactory to the school b) a satisfactory enhanced DBS certificate and check of the Barred list where relevant c) the entries on this form proven to be complete and accurate d) a satisfactory medical report. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | |
| **Signed:** |  |
| **Date:** |  |

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



PART B

APPLICATION FOR EMPLOYMENT

|  |  |
| --- | --- |
| POST APPLIED FOR: |  |
| **DEPARTMENT:** |  |

EDUCATION AND TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications Obtained – Educational & Professional** | | | |
| **Name of School/ College/University:** | **Subject:** | **Qualification/Level:** | **Grade Obtained:** |
|  |  |  |  |
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|  |  |  |  |
| **For teaching posts please state the age range of children for which you were  trained:** | | |  |

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

EMPLOYMENT HISTORY

|  |  |
| --- | --- |
| **Present or Most Recent Employment** | |
| **Name & Address of Employer: .** |  |
|  |
|  |
|  |
| **Nature of Business:** |  |
| **Job Title:** |  |
| **Date Started:** |  |
| **Salary/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:** | |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary of Previous Employment** | | | | |
| 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 do **NOT** include any personal details, **or this will not be forwarded to the selection panel.**

|  |
| --- |
|  |
| **INFORMATION TO SUPPORT YOUR APPLICATION (continued)** | |
|  | |

|  |  |  |
| --- | --- | --- |
| **If the job you are applying for involves driving,** Do you hold a current driving licence? Please ✓  Yes  No | | |
| **Class:** | (e.g. full, provisional, HGV, etc.) | |
| **Have you use of a vehicle?**  Yes  No | | |
| **Job Sharing**  If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you are  applying for a full-time post, willing to job-share, or whether you would consider either: (Please ✓)  Full Time  Job Share  Either | | |
| **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 ✓  Yes  No | | |
| If yes please state: | |  |

FOR OFFICE USE ONLY

|  |  |
| --- | --- |
| **Date Received:** |  |
| **Date Acknowledged:** |  |
| **Date References Taken Up:** |  |
| **By Telephone:** |  |
| **In Writing:** |  |
| **Documents relating to the Asylum & Immigration Act, 1996 Checked:** Yes  No | |
| **Information from the applicant regarding criminal records Checked:** Yes  No | |
| **Documents from the Criminal Records Bureau Checked:** Yes  No | |
| **Essential Criteria Checked:** Yes  No | |
| **Medical Screening:** Yes  No | |
| **Qualifications Checked:** Yes  No | |
| **Signed:** |  |
| **Date:** |  |

Before printing this document please ensure that the following print options are set.

Click on to T**ools\Options** within **Microsoft Word**, select the **Print tab**, and uncheck the **‘Drawing Objects’** & the **‘Print data only for Forms’** check boxes.

A picture containing text, vector graphics

Description automatically generated

**Contact Us**

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West Yorkshire

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