

#### FILLING IN YOUR APPLICATION FORM

* Applications will be accepted only on the attached form and continuation sheets (if needed).
* Before you start to complete the application you should read the Job Description and Person Specification carefully. These detail the knowledge, experience, skills and abilities needed. You should address how you meet these in your letter of application.
* **Applications will only be accepted until the time stated on the advert, on the closing date.**

**LETTER OF APPLICATION**

This is one of the most important parts of the application and should be planned carefully.

You should provide details in relation to both the essential and desirable criteria for the post as both are used to shortlist. However, if the Person Specification says an essential skill or experience will be identified from the application form, you must say in this section how you meet the requirement. You can only be considered for interview if you show how you meet all the essential criteria listed.

Use the Person Specification to help you pick out the relevant parts and organise the information concisely, focusing on how you meet the job requirements. It is not enough to simply state that you meet the criteria; you should explain how you meet the criteria, giving examples from your previous paid or unpaid/voluntary experience.

You must state in your Letter of Application that you can meet and carry out any Special Conditions of Service detailed in the Person Specification**.**

Please return your **Letter of Application**, completed **Application** **Form,**  **Monitoring Form and Disclosure Form:**

* **By post/hand to: Hollingworth Academy**

**Cornfield Street**

**Milnrow**

**Rochdale**

**OL16 3DR**

* **By email to:** [**applications@hollingworthacademy.co.uk**](mailto:applications@hollingworthacademy.co.uk)

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**APPLICATION FORM**

**Please save this form to your computer. When you've filled it in, email it back as an attachment to: applications@hollingworthacademy.co.uk**

**Please DO NOT type in the shaded areas.**

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| **Application for**  **the post of:** |  |

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| **PERSONAL DETAILS** | |
| Surname: |  |
| Initial of First Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone (Home): |  |
| Telephone (Mobile): |  |
| Email Address: |  |
| National Insurance No: |  |
|  | |
| **EMPLOYMENT HISTORY: Present / last employer** | |
| Employer's name/address: |  |
| Job Title: |  |
| Date Started: |  |
| Salary/Wage: |  |
| Notice Required: |  |
| Date Left (if applicable): |  |
| Reason(s) for leaving: |  |

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| **PREVIOUS EMPLOYMENT** | | | | | | |
| Please list below all your other jobs since leaving school/college/university, including those overseas, with the most recent first. **Please account for any gaps or breaks in service**. Add more rows if needed. | | | | | | |
| **Employer's Name & Address** | **Dates from and to (mm/yy)** | **Job Title, Salary and Scale** | | | **Reason for Leaving** | |
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| **QUALIFICATIONS and TRAINING** | | | | | | | |
| The Person Specification for the job will tell you which qualifications are essential and desirable. Please list your relevant qualifications in date order with the most recent first.  You will be considered for shortlisting only if you have the essential qualifications listed for the job. If shortlisted, you will be required to produce proof of your qualifications at interview. Relevant National Vocational Qualifications and Apprenticeships should be included in this section. Please add more rows if needed. | | | | | | | |
| **Subject or Title of Qualification Course** | | | **Qualification Obtained** | **Year Awarded** | |  | |
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| **SECONDARY / HIGHER EDUCATION** | | | | | | | | | | | | | | | |
| **Establishment(s)** | | | | | | | | | | **From** | | | **To** | | |
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| **Examinations:** please give details of ‘A’ levels and GCSEs or equivalent. | | | | | | | | | | | | | | | |
| **Subject / level** | | **Result** | | | **Date** | | **Subject / level** | | | | | **Result** | | | **Date** |
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| **NON-QUALIFICATION TRAINING COURSES** | | | | | | | | | | | | | | | |
| **Title of Course** | | | **Date Completed** | | | | | **Length** | | | **Organising Body** | | | | |
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| **MEMBERSHIP OF RELEVANT PROFESSIONAL BODIES OR ORGANISATIONS** | | | | | | | | | | | | | | | |
| **Body** | | | | **Status of Membership** | | | | | **Membership by Exam? Yes/No** | | | | | | |
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| **UNPAID / VOLUNTARY EXPERIENCE** | | | | | | | | | | | | | | | |
| The skills and experience set out in the person specification do not necessarily have to be gained through paid work experience. It is therefore important that you tell us about any other experience relevant to the job (e.g. voluntary work, unpaid work). Please add more rows if needed. | | | | | | | | | | | | | | | |
| **Organisation** | **Dates**  **from / to** | | | | | **Experience Gained** | | | | | | | | **Hours**  **per week** | |
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| REFERENCES | | | | | | | | | | |
| **If you are self-employed or have never been employed:** you should name someone who can comment on your suitability for this post. If you are a school leaver your referee should be your Headteacher, Teacher or Tutor. You may wish to advise your referee that they could be required to provide a reference.  **If you are in employment**: your referee must be your current employer.  **If you are unemployed:** your referee must be your last employer, a person who knows you as a helper or volunteer or in any other professional capacity.  **References will not be accepted from relatives, friends or personal referees.**  **Please note that references will be requested if you are shortlisted for interview.** | | | | | | | | | | |
| **REFEREE** | | | | | | | | | | |
| Name & Address **(IN FULL)**: | | |  | | | | | | | |
| Occupation: | | |  | | | | | | | |
| In what capacity do they know you? | | |  | | | | | | | |
| Daytime Phone Number: |  | | | | Email address: | | |  | | |
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| **REFEREE** | | | | | | | | | | |
| Name & Address **(IN FULL)**: | | |  | | | | | | | |
| Occupation: | | |  | | | | | | | |
| In what capacity do they know you? | | |  | | | | | | | |
| Daytime Phone Number: |  | | | | Email address: | | |  | | |
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| **DISMISSALS** | | | | | | | | | | |
| Have you ever been dismissed from any employment? | | | | | |  | Yes? |  | No? |  |
| If yes, on what grounds: | |  | | | | | | | | |
| Have you ever been the subject of any child protection concern, in your work or personal life, or disciplinary action, including any which is time expired? | | | | | |  | Yes? |  | No? |  |
| If yes, please provide details, including dates: | | | |  | | | | | | |

**Letter of Application**

Use the space below to detail the skills and experience that demonstrate your suitability for the role against the criteria detailed in the person specification. Please note, this should not exceed two sides of A4 paper, font size 11 or more.

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| **DECLARATION: please sign** | |
| 1. I have read or had explained to me and understand all the questions on the form. 2. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK. 3. I understand that:    1. Under the Rehabilitation of Offenders Act if shortlisted, I will be asked to sign a written declaration stating any cautions, bind-overs, prosecutions or convictions which are either on my record or pending, even if they would be regarded as ‘spent’ under the Act. I understand that if successful, I may be questioned about the content of the declaration. I further understand that failure to disclose such convictions may result in dismissal or disciplinary action.    2. Under the Home Office guidelines regarding the protection of children I will be asked, if shortlisted, to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record.    3. In accordance with the Data Protection Act, the personal details submitted on this application form will be used for the purpose of selection, interview and employment records. In addition personal data may be disclosed to third parties where a legal basis is satisfied. If not appointed to this post, I understand that these details will be kept on file for six months.    4. Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police.   The information I have given on this form is true and accurate to the best of my knowledge. | |
| **Signed:** | ***If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.*** |
| **Date:** |

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| **Thank you for your interest in working at Hollingworth Academy.**  **If you do not hear within two weeks of the closing date, please assume that**  **you have been unsuccessful.** |

* The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
* Appointment to this post is subject to a Disclosure and Barring check.
* Hollingworth Academy operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school which is wholly owned, leased or operated and occupied by the school.



**MONITORING SHEET**

**Strictly Confidential : Equal Opportunities Policy**

Hollingworth Academy is an equal opportunities employer and aims to promote and maintain equality of opportunity and freedom from discrimination and harassment on grounds of ethnicity, religion, culture, national origin, gender (including marital status and family commitment), age, sexuality, disability and social background. The school has an Equal Opportunities Policy which it is the task of every existing and future employee to uphold. To assist with the monitoring of this Policy, it would be very helpful if you would agree to complete this questionnaire. Omitting to complete this form will not prejudice your application, but it will make it more difficult for us to monitor how well our equal opportunities policy is working.

***NB: This information will not be used for selection purposes.***

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| **POST APPLIED FOR** |  | | | | | |
| **SOURCE OF APPLICATION** | Your council jobs |  | Rochdale Observer |  | School Website |  |
| Please indicate (X) | TES |  | TES online |  | Other |  |

**PLEASE TICK THE APPROPRIATE BOX**

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| **GENDER** | **Male** |  | **Female** |  |
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| **AGE** | **16-25** |  | **26-35** |  | **36-45** |  | **46-55** |  | **56 +** |  | **Prefer not to say** |  |
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| **RACE/ETHNICITY:** (Put a cross **X** next to ONE of the following) | | | | | | | | | | | | | | |
| **1. WHITE** | | | | **3. BLACK OR BLACK BRITISH** | | | | | | | | | | |
| **1.1** White British | |  | | **3.1** Black Caribbean | | | | | | | | |  | |
| **1.2** White Irish | |  | | **3.2** Black African | | | | | | | | |  | |
| **1.3** Any other White background | |  | | **3.3** Black British | | | | | | | | |  | |
|  | | | | **3.4** Any other Black background | | | | | | | | |  | |
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| **2. ASIAN OR ASIAN BRITISH** | | | | **4. MIXED** | | | | | | | | | | |
| **2.1** Pakistani | |  | | **4.1** White and Black Caribbean | | | | | | | | |  | |
| **2.2** Bangladeshi | |  | | **4.2** White and Black African | | | | | | | | |  | |
| **2.3** Kashmiri | |  | | **4.3** White and Asian | | | | | | | | |  | |
| **2.4** Indian | |  | |  | | | | | | | | |  | |
| **2.5** British Asian | |  | | **5. CHINESE OR OTHER ETHNIC GROUP** | | | | | | | | | | |
| **2.6** Any other Asian background | |  | | **5.1** Chinese | | | | | | | | |  | |
| **Prefer not to say:** | |  | | **5.2** Other Ethnic Group | | | | | | | | |  | |
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| **APPLICANTS WITH DISABILITIES**: (Put a cross **X** in the appropriate boxes and give details if necessary). Applications from suitably qualified disabled people are positively welcomed. | | | | | | | | | | | | | | |
| **Do you consider you to have a disability?** | | | | | | |  | | **YES** |  | **NO** | | |  |
| If you are shortlisted for interview, and you have any specific requirements (e.g. British Sign Language interpreter, wheelchair access, induction loop system, etc.), please notify HR and reasonable adjustments will be made for you. | | | | | | | | | | | | | | |
| If YES, please specify below. | | | | | | | | | | | | | | |
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| **CARING RESPONSIBILITIES:** | | | | | | | | | | | | | | |
| I look after children. | | | **YES** | |  | | | **NO** | | | |  | | |
| I help and adult with her/his daily routine. | | | **YES** | |  | | | **NO** | | | |  | | |
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| **DATA PROTECTION ACT 1998**: I consent to the data on this form being used for statistical purposes to assist the school in the monitoring of equality and diversity | | | | | | | | | | | | | | |
| **Signed:** | **Print Name:** | | | | | **Date:** | | | | | | | | |



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| **REHABILITATION OF OFFENDERS ACT 1974** | |
| **Name:** | |
| **Address:** | |
| **Date of Birth:** | **Tel No:** |
| **Previous Names / Aliases:** | |

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| Appointment to the post of: |
| at Hollingworth Academy, Cornfield Street, Milnrow, Rochdale, OL16 3DR |

**The nature of the work for which you are applying means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013). You are not, therefore, entitled to withhold provisions of the Act and, in the event of you being appointed to the post, any failure to disclose such information could result in summary dismissal.**

This form will not be seen by the panel unless you are offered the post. If you are unsuccessful in your application the form will remain with the HR Department and destroyed after six months. If you are successful the information on the form will be considered and, if you have declared any previous charges or criminal convictions, these may be discussed with you prior to a decision being taken on your appointment. Please be aware that the school has a policy on the recruitment of ex-offenders and that a criminal record will not automatically debar anyone from employment with the Academy. You should also be aware that your referee will be informed that they can disclose any charge or conviction they consider relevant.

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| **DECLARATION**: | | | | |
| Do you have any unspent convictions, cautions, reprimands or warning? | **YES** |  | **NO** |  |
| (Please refer to guidance overleaf. Details of protected convictions and cautions which are not subject to disclosure can be found on the Disclosure and Barring website). | | | | |

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| If you have answered **YES** to the above questions, please give brief details of the offence, date(s) and sentence: |
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| **In either event, you must sign and date the form in the spaces provided below:** | |
| Signed: | |
| Name: (please print) | Date: |

FILTERING RULES FOR CRIMINAL RECORD CHECK CERTIFICATES

**For those 18 or over at the time of the offence:**

An adult conviction will be removed from a DBS certificate if:

* 11 years have elapsed since the date of conviction; and
* it is the person’s only offence; and
* it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate.**\*** If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

**For those under 18 at the time of the offence:**

The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years.

The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

**\*** For a full list of offences which will never be removed from a certificate, please refer to the Disclosure and Barring website.