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| **GUIDANCE NOTES AND INFORMATION TO APPLICANTS** |
| Thank you for the interest you have shown in working for this school. This information is provided to help you complete your application form. If you have any queries about the completion of this form please telephone the school.**CLOSING DATE**Take a note of the closing date for applications and make sure your application is submitted in plenty of time. **Applications will not be accepted after the specified time on the closing date.****LOST/DELAYED APPLICATIONS**Claims that any application form has been lost or delayed in the post will not be considered without proof of posting from the Post Office in support of such claims.**REHABILITATION OF OFFENDERS ACT 1974**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. 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.**APPOINTMENTS TO THIS POST WILL BE SUBJECT TO A DISCLOSURE AND BARRING CHECK****MEDICAL ASSESSMENT**All posts are subject to satisfactory medical clearance from the School’s occupational health advisers.**PROBATIONARY (Support Staff)**All new entrants to School will be subject to a probationary period of up to 6 months. | **PERIOD OF NOTICE**The period of notice will be in accordance with Teachers/Support Staff Conditions of Service.**DATA PROTECTION**We are required, under the Data Protection Act (1998), to inform you that details of your name, address and the post applied for will be held for six months.**RELATIVES OF GOVERNING BODIES, MEMBERS OR OFFICERS**Candidates for any employment with the School must disclose any relationships with a member or senior officer of the school. Candidates who fail to do so shall be disqualified from appointment. Members, Teachers and Senior Officers are also required to disclose any relationship known to exist with a candidate for an appointment. ‘Senior Officer’ is defined as including all officers whose salaries are graded SO1 or above.**SMOKE FREE POLICY**The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased of operated and occupied by the School.**COMPLAINTS PROCEDURE**If a candidate is not satisfied with the feedback and explanations of their overall performance and they want to raise a concern or complain, you may make a written complaint under the Schools Recruitment and Selection Complaint Procedure.**WEBSITE**Information about school job vacancies are available from the School’s website: [www.hollingworthacademy.co.uk](http://www.hollingworthacademy.co.uk)  |

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| **APPLICATIONS/CVs**Applications will be accepted on the attached form and continuation sheets (if needed). Use black ink so we can clearly photocopy forms for shortlisting and interviewing. **Curriculum Vitaes (CV**s) are not accepted.**JOB DESCRIPTIONS AND PERSON SPECIFICATIONS**Before you start to complete the application you should read the job description and person specification carefully. This information will enable you to show us, on your application form, how your knowledge, experience, skills and abilities match those we require and how they will enable you to successfully do the job.Use the criteria in the person specification as headings and give examples of your experiences and skills under each heading. If you do not clearly demonstrate how you meet the essential criteria in the person specification, you cannot be shortlisted for interview.You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from the post and recent employment.**DECISION TO SHORTLIST**Your application form is an important part of the recruitment process. The decision whether or not to shortlist you for interview will be based on the information you provide on your application form, we do not take into account any previous applications or prior knowledge of you.**REFERENCES**Two satisfactory references will be required prior to appointment. One should be from your present/relevant employer (or your last employer if unemployed). References will be requested at the point of your application being shortlisted.**DISABLED CANDIDATES**Your application form will be judged solely on its merits. Where possible, adjustments will be made to ensure a disabled person is able to carry out the work. | **DIFFICULTIES IN COMPLETING THIS FORM**If you have any questions about the completion of this form please contact the school for assistance.**FALSE INFORMATION**Providing false information is an offence and could result in your application being rejected or summary dismissal if selected, as well as possible referral to the police.**RECRUITMENT MONITORING FORM**The School aims to be an Equal Opportunities Employer and positively welcomes applications regardless of age, gender, cultural and ethnic origin, religion, disability and sexuality.To help monitor the effectiveness of our recruitment practices and assess the success of different medial in attracting applications, please complete the form and return it attached to your application. It will be used for statistical purposes only.**ACKNOWLEDGEMENT AND FEEDBACK**If you want confirmation that your application has been received please enclose a stamped addressed envelope marked **‘acknowledgement’**. You may also send a stamped addressed envelope marked **‘notification’** if you want to be told if your application is unsuccessful at the shortlisting stage.**DISCLOSURE AND BARRING**The school is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people. The information requested for applicants to posts where they will come into contact with vulnerable adults or children and young people is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. |
| **Hollingworth Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 8314692.****The registered office is at Cornfield Street, Milnrow, Rochdale, Lancashire OL16 3DR.** |



**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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GENDER** | **Male** |  | **Female** |  |
|  |  |  |
| **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 |  |
|  |
| **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.



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| **TEACHING POST APPLIED FOR:** |  |

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| This post is subject to Disclosure and Barring vetting checks.You are asked to attach your letter of application, not exceeding two sides of A4 paper, font size 11 or more. When FULLY completed, please submit either via TES website, or email your application as a WORD document to: applications@hollingworthacademy.co.uk |

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| **PERSONAL DETAILS** |
| Initial of First Name: |  |
| Surname: |  |
| Previous Surname(s): |  |
| Address: |  |
| Postcode: |  |
| Email Address: |  |
| Telephone Numbers: | Home | Work | Mobile |
|  |  |  |
| National Insurance Number: |  |
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| **If shortlisted my preferred means of urgent contact is via:** |  |
|  |
| Teacher Reference Number: |  |
| Are you subject to any conditions or prohibitions by the Teaching Agency (or the GTC prior to its abolition)? | **YES / NO** |

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| **REFERENCES** |
| Please nominate **TWO** referees. References will be requested as part of the interview process, in line with Safer Recruitment in Education Guidelines.* If currently employed, one referee **MUST** be your current employer.
* If currently unemployed, one referee must be your last employer.
* If you have worked in a school before, one of your referees must be the Headteacher / Designated member of SLT
* If you are at present a student or newly qualified one of your referees must be your academic referee or a person

who knows you as a helper or volunteer. * References will not be accepted from relatives, friends or personal referees.
* You may not name persons who are members of the Governing Body.
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| **Professional 1** |  |  |
| Name: |  | Designation: |  |
| Address: |  | Telephone No: |  |
| Town/City: |  | Fax No: |  |
| Post Code: |  | E-mail: |  |
|  |
| **Professional 2** |  |  |
| Name |  | Designation |  |
| Address |  | Telephone No |  |
| Town/City |  | Fax No |  |
| Post Code |  | E-mail |  |
| **If you are known to the referees by another name (e.g. previous name), please inform them of your present name and advise that we may be in contact.** |
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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. Please also provide information about the post-16 education and training you have received in this country or abroad. 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 essential qualifications at interview: Teaching Certificates, Degrees, relevant National Vocational Qualifications and Apprenticeships should be included in this section. **Add extra boxes or continue on a separate sheet if required.** |
| **School/College/****University** | **Subject or Title of****Qualification Course** | **Qualification Obtained** | **Class of Degree** | **Full/Part time** | **Date(s)****awarded** |
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| **Type of teacher training** | * Foundation /Early Years
 |  | * KS4
 |  |
|  | * KS1
 |  | * Special
 |  |
|  | * KS2
 |  | * FE
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|  | * KS3
 |  |  |  |
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| **Have you successfully completed your NQT Induction Year?** | **YES** |  | **NO** |  |

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| **GAPS / BREAKS IN EMPLOYMENT** |
| Please provide a written explanation of any gaps / breaks in your employment history, e.g. looking after children/family, gap year.  |
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| **CURRENT or MOST RECENT EMPLOYMENT** (this section MUST be completed in full) |
| **Date started in current post :** | **Salary:** | **Salary Point:**M\_\_\_\_\_ / UPS \_\_\_\_\_\_ / L\_\_\_\_\_\_ |
| **Post Title:** | **Upper pay Scale Teachers***, please state year you passed Threshold***:** |
| **School Name and Address:** | **Full Time / Part Time :** *(if PT show % of Full Time e.g. 0.6,0.4)* |
| **State any additional payments, i.e. TLR/SEN** *(incl safeguarding)***:** |
| **Name and Address of LA:** |
| **Group size of school:** | **Age range taught:** |
| **Notice Period:** |
| **Date left** *(if applicable)***:** | **Current responsibilities:** |
| **Reason(s) for leaving** *(if applicable)***:** |
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| **PREVIOUS TEACHING POSTS / EXPERIENCE** |
| Please provide details of all previous teaching experience, including those posts overseas, starting with the most recent first. NQTs should state their experience to date. **Add extra boxes or continue on a separate sheet if required.** |
| **Name and Address of School Local Authority Name****State School Group Size** | **From / To****MM/YYYY** | **Age range/subject responsibility** | **Reason for Leaving****(must be stated)** | **Key****Stage** | **Full/ Part time** | **Salary Point** |
|  |  |  |  |  |  |  |
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| **PREVIOUS EMPLOYMENT** (other than teaching) |
| Please list below **ALL** your other jobs since leaving school/college/university, including those overseas, in chronological order, with the most recent first. **Add extra boxes or continue on a separate sheet if required.** |
| **Employer's name, and address** | **From / To****MM/YYYY** | **Job Title** | **Reason for leaving****(must be stated)** | **Full/Part time** | **Salary point** |
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| **UNPAID / VOLUNTARY EXPERIENCE** |
| You may have also gained skills and experience to meet the person specification through unpaid/voluntary work or other life experiences. It is important you also tell us about these experiences where they are relevant to the job you are applying for (e.g. voluntary work, unpaid work). **Add more rows or continue on a separate sheet if needed.** |
| **Organisation** | **Dates: From / To** | **Experience Gained** | **Hours per week** |
|  |  |  |  |
|  |  |  |  |
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| **IN SERVICE TRAINING / CONTINUING PROFESSIONAL DEVELOPMENT** |
| Please provide information about training courses you have attended. **Add more rows or continue on a separate sheet if needed.** |
| **Title of Course** | **Date completed** | **Length of course** | **Organising Body** |
|  |  |  |  |
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|  |  |  |  |
| **MEMBERSHIP OF RELEVANT PROFESSIONAL BODIES OR ASSOCIATIONS** |
| **Add more rows or continue on a separate sheet if needed.** |
| **Body** | **Status of Membership** | **Membership by Exam?****(Yes/No)** |
|  |  |  |
|  |  |  |
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| **ARE YOU RELATED TO, OR THE PARTNER OF:** |
| **a)** Any existing employee of the school? | **YES** |  | **NO** |  |
| **b)** Any member of the school Governing Body? | **YES** |  | **NO** |  |
| If **yes**, please give their names below: |
|  |
| **Failure to declare any such relationship may lead to disqualification for appointment or to dismissal.** |
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| **EARLY RETIREMENT/VOLUNTARY REDUNDANCY (teachers only)** |
| Are you in receipt of an occupational pension from the Teachers Pensions or the Local Government Pension Fund? | **YES** |  | **NO** |  |

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| **DISMISSALS** (excluding redundancy and retirement) |
| **Failure to provide true and accurate information may lead to disqualification or to dismissal.** |
| Have you ever been dismissed from any employment? | **YES** |  | **NO** |  |
| If **YES,** on what grounds and date. |  |
|  |
| Have you ever been the subject of any **child protection concern** either in your work or personal life, or disciplinary action, including any which is time expired? | **YES** |  | **NO** |  |
| If **YES**, please provide details, including dates. |  |

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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.

**4.** 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.

**Section A - Personal Statement**

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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.

**Section B – Questions to Support your Application**

Please answer the below questions:

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| **Describe a successful lesson you have recently taught. Make reference to what you did as a teacher and what the children in your class did as learners.** |
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| **How did you know the lesson was successful?**  |
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| **What would you improve?** |
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***Thank you for your interest in working at Hollingworth Academy. If you do not hear within 2 weeks of the closing date, please assume that you have been unsuccessful.***