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# New College Durham Academies Trust

## Application Form

Thank you for downloading an Application form for New College Durham Academies Trust.

This form should be used to make applications for all posts advertised within the Trust for Consett Academy, North Durham Academy or New College Durham Academies Trust.

You are advised to save this form to your hard drive so it can be completed in your own time and pace.

To do this, click on 'File', then 'Save As...' and finally click the save button. You can change the filename and location if you wish.

If you wish to receive this application in the post, please contact [hr@ncdat.org.uk](mailto:hr@ncdat.org.uk).

### How to submit your Job Application Form

Please fill in the following pages, making sure you complete all relevant parts. Your application may not be accepted if it is not fully completed.

Once you have completed your application form, please ensure you have detailed which post it is you are applying for and that it is sent via email to [hr@ncdat.org.uk](mailto:hr@ncdat.org.uk) or posted to the undermentioned address;

**NCDAT Central Office  
c/o North Durham Academy  
High Street  
Stanley  
Co. Durham  
DH9 0TW**

To avoid unnecessary delays, please ensure the correct postage is paid.

Please note: - if application forms are received late or sent to the incorrect address they are at risk of being excluded from the recruitment process.

### Problems filling in this form or requests for other formats

If you have any queries or problems filling in this form or you need this form in another format such as large print or Braille, then please email us at [hr@ncdat.org.uk](mailto:hr@ncdat.org.uk) or telephone: -

**North Durham Academy – 01207 292180**

**Consett Academy – 01207 507001**

Post title:

## Equal Opportunities Monitoring Form

We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore, we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for the purposes stated in the School Workforce Privacy Notice on the Academy website.

1. Are you:  Male  Female  Prefer not to say

2. Date of Birth:  Prefer not to say

### 3. Do you consider yourself to be a person with a disability?

This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year.

Yes  No  Prefer not to say

### 4. What is your religion or belief?

Christianity  Judaism  Baha'i  
 Hinduism  Sikhism  No Religion  
 Islam  Buddhist  Prefer not to say  
 Other – e.g. Humanist, Atheist, etc. (Please state)

### 5. How do you describe your sexuality?

Heterosexual / Straight  Bisexual  Prefer not to say  
 Gay Man  Gay Woman / Lesbian

### 6. Please describe your ethnic origin?

#### White

British  
 Irish  
 Any other White background

#### Black or Black British

Caribbean  
 African  
 Any other Black background

#### Arab or Middle Eastern

Arab  
 North African  
 Any other Arab or Middle Eastern Background

#### Travelling Community

Gypsy/Roma  
 Traveller of Irish Descent  
 Other member of the travelling community

#### Asian or Asian British

Indian  
 Pakistani  
 Bangladeshi  
 Chinese  
 Any other Asian background

#### Mixed

White & Black Caribbean  
 White & Black African  
 White & Asian  
 Any other Mixed Background

Other ethnic groups: Please state

#### Prefer not to say

Prefer not to say

### 7. What is your Relationship Status?

Married/Civil Partnership  Single  Prefer not to say



**Personal Details**

Post Title:

Academy:

Closing Date:

Surname:

Title:

(Dr, Mr, Mrs, Miss, Ms)

Previous Surname (s):

Forename(s):

National Insurance Number:

Address:

Telephone No: Home

Mobile:

Postcode:

Work (if convenient):

Email address:

**Job Share**

If this post is open to job share, do you wish to apply for this post in a job share capacity?

**Yes**

**No**

**Please state where you saw the advertisement for this post**

**Academy Website**

**North East Jobs**

**Indeed**

**TES/TES Online**

**Other (Please State):**

Do you consider yourself to be a person with a disability? This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification.

**Yes**

**No**

**Prefer not to say**

If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements.

## Important Information

### Rehabilitation of Offenders

The post you are applying for requires you to have a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose details of your criminal history, in line with DBS filtering rules, prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information may result in any offer of employment being withdrawn.

Please also see our Policy Statement on the Recruitment of Ex-offenders attached to the job advert.

### Right to work in the UK

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes / No

If Yes, please provide details:

If you are successful in your application would you require a work permit or visa prior to taking up employment?

Yes / No

Have you ever lived and/or worked outside of the UK?

Yes / No

If Yes, please provide details:

### Data Protection

The personal information supplied by you on this application form on the Equal Opportunities Monitoring Information Form will only be used for the purposes stated in the School Workforce Privacy Notice available on the Academy Website.

In signing and dating this form I am accepting that I am happy for my data to be used for the purposes stated in the School Workforce Privacy Notice.

## Declaration

You are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece or of a partner of such persons, employed by the Academies Trust (this means anyone working for Consett Academy, North Durham Academy, New College Durham Academies Trust or the Academy Trust Board).

**Name**

**Relationship**

**Canvassing of Members of the Academies Trust Board or any appointing officer directly or indirectly for any appointment with the Trust is prohibited and shall, if deemed appropriate, disqualify the candidate for that appointment.**

Candidate Name:	Post Title:
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## A Education

### Secondary Education

N.B. appointment will only be confirmed subject to receipt of official certificates in support of below.  
(Please use continuation sheets if required)

School attended	Qualification	Subject	Date	Grade

### Further and Higher Education:

Please indicate institution attended	From	To	Degree, Diploma, Certificate	Date of Award	Subject, Class, Division

**Additional professional qualifications or professional memberships i.e. NPQH, NPQSL, NPQML, etc.**

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### In-Service Training:

Name of Establishment	From	To	Course taken

Subsidiary subjects offered, e.g. Games, Music

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Particulars of residence abroad (for modern language posts)

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## B Current (or most recent) Employment Details

Name and Address of employer	Appointment/post held & salary (including TLR etc. if applicable)	Dates (dd/mm/yyyy)	
		From	To

Do you have any additional employment which you intend to continue if appointed to this post?

Yes

No

If yes, please detail the nature of the work and the hours:

Period of notice required or termination date for current employment:

Reason for seeking new employment?

## C Full Employment History *- If you require more space please use continuation sheet*

Name & Address of Employer	Appointment/post held & salary (including TLR etc. if applicable)	Dates (dd/mm/yyyy)		Reason for leaving
		From	To	

## D Gaps in Employment

Please provide details for any gaps in your employment history, since leaving school, when you have not been in education, training or employment. Please list dates and the reason (i.e. travel, parental leave, etc.)

Gaps in employment	Date from	Date to

## E Safer Recruitment Information

As part of the Trusts commitment to Safer Recruitment, please provide information on the below.

Has any previous employer taken any formal action on the following: (Include any investigations or actions taken by your professional body)

Capability/performance?  Yes  No

Please provide details:

Disciplinary?  Yes  No

Please provide details:

Safeguarding concerns recorded by the Local Authority Designated Officer (LADO)?

Yes  No

Please provide details:

## F Teacher information – *Not applicable to Support Roles*

Do you have QTS/QTLS:  Yes  No      Teacher Reference No:

Induction period completed?  Yes  No

## G Pension

Please state which Pension scheme if any are you are currently a member?

*e.g. Teachers (TPS) Local Government Pension Scheme (LGPS) etc.*

## G Supporting Statement

Please use the person specification to demonstrate in this section that you have the essential and where possible, desirable experience, skills and knowledge required for the role that you are applying. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. For this section of your application, you should limit the content to no more than three sides A4 (font size 12)







## H Referees

Give name, job title and relationship to referee and address of **TWO** people, who must know you well to whom a reference may be made. Referee 1 should be the Principal/Headteacher/Line manager of your present (or most recent) employer or university course leader. Please ensure your referees are in a position to respond promptly.

Next of kin or relatives should not be named as referees.

Where you have previously worked for a childcare organisation, but currently do not, additional references may be sought from that organisation.

***By providing the undermentioned contact details, you are giving the Trust approval to seek references in support of your application.***

<b>Referee 1 Name:</b>	<b>Referee 2 Name:</b>
Job Title:	Job Title:
Relationship to Referee:	Relationship to Referee:
Address:	Address:
Post Code:	Post Code:
Telephone No:	Telephone No:
Email:	Email:

*In line with safer recruitment and recommended practice, any provisional appointment will only be confirmed on satisfactory completion of pre-employment checks including employment references, enhanced DBS for work with children (including barred list check), pre-employment health screening clearance, verification of educational and professional qualifications (including confirmation of no restrictions or prohibitions), evidence of identity and confirmation of right to work in the UK. Additional checks may be required for those who have lived and worked overseas.*

**I declare that all the information given by me in this application for employment and any additional documents attached are true to the best of my knowledge and that I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false or incorrect, my application may be rejected, any offer of employment may be withdrawn or my employment with the Trust may be terminated summarily.**

I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview:

<b>Signature:</b>	<b>Date:</b>
<i>Please note - If you are invited to interview you will be required to hand sign this application form. Please leave the below boxes blank at application stage.</i>	
<b>Signature:</b>	<b>Date:</b>

*If you require a continuation sheet for additional information, please contact [hr@ncdat.org.uk](mailto:hr@ncdat.org.uk).*