

**NORTHERN STAR ACADEMIES TRUST**

Gargrave Road, Skipton, North Yorkshire, BD23 1QL

Tel: 01756 707600 Fax: 01756 701068

[www.nsat.org.uk](http://www.nsat.org.uk)

Multi Academy Status: 1st April 2015 Company No: 7557531

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| Application for teaching appointment as: **Head of Academy – Harrogate High School** |

Post Ref:

**Please type, or alternatively write in capital letters, in black ink. Please do not include a CV.**

*Please refer to the accompanying guidance notes when completing your application.*

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname:** | **Forenames:** |
| **Postal Address:**  **Post Code:** | **Home Address (if different):**  **Post Code:** |
|  |  |
| **Telephone:**  Home:  Business:  Mobile:  *Please indicate preferred contact method* | **e-mail address:**  **DoB:** |

|  |  |
| --- | --- |
| **DfE Reference No:** | **National Insurance No:** |

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| **Please state where you saw the job advertised:** |





Northern Star Academies Trust, 77 Gargrave Road, Skipton, North Yorkshire, BD23 1QN Tel: 01756 707600 Fax: 01756 701068 Email: reception@sghs.org.uk  
Northern Star Academies Trust – Company Number: 7553531

## PRESENT OR MOST RECENT POST *(Newly Qualified Teachers should omit this section)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer/School: | | | |
| Details of School *(if applicable):*  (e.g. Primary/Secondary; Comprehensive/Selective; Mixed/Boys/Girls) | Age Range: | Number on Roll: | LA (please name)/  Independent: |
| Title of Post: | Date of Appointment: | Current Salary:  *(if applicable)*  Point on Scale:  TLR or other allowance: |  |
| Main Duties: | | | |

## TEACHING EXPERIENCE *(most recent first - Newly Qualified Teachers should give details of teaching practice)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer/School: | Details of Post: | Reason for Leaving | Dates | |
|  |  |
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## OTHER WORK EXPERIENCE *(most recent first, or any other full-time, part-time or voluntary work – please also include details of career breaks)*

|  |  |  |  |
| --- | --- | --- | --- |
| Employer/Organisation: | Outline of Main Duties/Skills: | Dates | |
|  |  |
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**INFORMATION IN SUPPORT OF YOUR APPLICATION**

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| *Please read the job description and person specification carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through employment, domestic responsibilities, voluntary/community work, spare time activities and training.* |
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**QUALIFICATIONS**

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Secondary School/College of Further Education | Date | | Qualifications:  *O Level/GCEs etc. state number;*  *A Level/BTEC etc. give subject details and grades* | Grades | Date |
| From | To |
|  |  |  |  |  |  |
| College of Higher Education/University | Date | | Degree or Certificate  *(Degree - please state classification)* |  | Date |
| From | To |  |  |
|  |  |  |  |  |  |
| Other Qualifications  *(full details and dates)* | Date | |  |  | Date |
| From | To |  |  |
|  |  |  |  |  |  |

**CONTINUING PROFESSIONAL DEVELOPMENT**

*Please give details of recent significant in-service training, courses, etc. relevant to your application which you have attended as a participant or contributor. (Newly Qualified Teachers are invited to outline the key elements of their course and dissertation work.)*

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| --- | --- | --- |
| Organising Body | Nature/Title of Course | Dates |
|  |  |  |

**REFERENCES**

Please give the name and addresses of two referees. Wherever possible references should relate to current or previous employment or alternatively work experience. One referee **MUST** be from your current or most recent employer OR if in school, college or just completed education one referee must from school/college (the application will not be pursued without two referees supplied). References from personal friends or ‘character’ references will **not** be considered. Northern Star Academy Trust reserves the right to request an alternative referee if that is deemed appropriate.

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| --- | --- |
| Name:  Address:  Position held:  Relationship to you:  Telephone:  Fax No:  Email: | Name:  Address:  Position held:  Relationship to you:  Telephone:  Fax No:  Email: |
| May your referee be approached prior to interview?  Yes / No | May your referee be approached prior to interview?  Yes / No |

**DECLARATIONS & CONSENTS**

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| --- | --- | --- |
| **DISABILITY**  The Disability Discrimination Act defines a “disabled person” as a person with “A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day-to-day activities.” The following questions on disability are to help us assess what action we might take to offer positive opportunities for employment for people with disabilities. They in no way attempt to preclude applications from people with disabilities. | | |
| Do you have a disability? | Yes: | No: |
| If yes, please describe how the disability affects you. Also, please state if there are any particular arrangements you would like us to make to assist you in the selection process. | | |

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| --- | --- | --- |
| Have you ever been convicted of a criminal offence? | Yes: | No: |
| If yes, please give details on a separate sheet (please read notes of guidance before completing this section). | | |

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| --- | --- | --- |
| 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 prior to taking up employment? | Yes: | No: |

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| --- | --- | --- |
| I declare that the information contained in this application form is correct and understand that Northern Star Academies Trust will request to see proof of qualifications at the time of interview. | Yes: | No: |

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| --- | --- | --- |
| I consent to Northern Star Academies Trust recording and processing the information detailed in this application. Northern Star Academies Trust will comply with their obligation under the Data Protection Act 1998. | Yes: | No: |

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| --- | --- | --- |
| Are you related to any Governing Body Member or employee of Northern Star Academies Trust? If so, please give name(s) & relationship | Yes: | No: |

|  |  |  |
| --- | --- | --- |
| I understand that canvassing of any members of Northern Star Academies Trust Governing Body or employees of Northern Star Academies Trust School in connection with this appointment will disqualify me. | Yes: | No: |

Are there any dates when you would not be available for interview in the near future?

………………………………………………………………………………………………………………………………………

This post is subject to medical clearance and to national procedures for the disclosure of criminal background of those with access to children, which will be checked by the Disclosure & Barring Service and NCTL Prohibited List check. Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Section 4 (2) of the Rehabilitation of Offenders Act 1974 does not apply to this question. You are **not** entitled to withhold information about a previous conviction on the grounds that it is for other purposes spent under the act. In the event of employment, any failure to disclose such convictions will normally result in dismissal. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. A criminal conviction does not preclude consideration for employment.

Date on which applicant could take up duty if appointed.......................................................................................

I confirm that the information I have provided is correct.

**Signed:** ..................................................................... **Date:** .........................................................

*This application form should be completed in full and returned, together with a letter of application addressing any issues identified in the information provided, to the address indicated by the specified date. Applicants requiring an acknowledgment of receipt should please enclose a stamped self-addressed envelope or postcard.*

*Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion.*

*Thank you for the interest you have shown in Northern Star Academies Trust.*

*Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equal Opportunities Policy. The monitoring is for statistical purposes only, and your personal details will not be identifiable from this process. Northern Star Academies Trust will not retain application forms of unsuccessful applicants after six months from the date of appointment to the post. These will be destroyed confidentially.*

**FOR OFFICE USE ONLY:**

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| --- | --- | --- | --- | --- | --- |
| Not Shortlisted | Shortlisted | Interviewed | Unsuccessful | Offered | Appointed |
|  |  |  |  |  |  |

Northern Star Academies Trust is an exempt charity regulated by the Secretary of State for Education.  It is a company limited by guarantee registered in England and Wales (company number 07553531), whose registered office is at 77 Gargrave Road, Skipton, North Yorkshire, BD23 1QL (where a list of members may be inspected).