

Application Form

|  |
| --- |
| **For Office Use Only:** |
| **Application Number:** |  |

Section A

Please note that if you have a disability and you require this form, or submitting the information with regard to this form in another format, such as in larger print or audio-tape, please contact us by writing, emailing or telephoning us.

|  |  |
| --- | --- |
| **How did you hear about this vacancy?** |  |

|  |
| --- |
| **Personal Details** |
| **Family Name (Including Preferred Title)**  |  |
| **First Name(s)**  |  |
| **Address (Inc. Postcode)** |  |
| **Contact Telephone No:** |  |
| **E-Mail Address** |  |
| **Nationality** |  |
| **National Insurance Number** |  |
| **Are you eligible to work in the UK?**  | **YES [ ]  NO [ ]**  |
| **Please state what documentation you can provide to demonstrate this** e.g. British Passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK |
|  |
| **Note:** Should you be short listed, you will be asked to bring this documentation with you to the interview. A full list of eligible documents will be sent to you. **Any offer of employment will be subject to successful verification of your right to work in the UK**. |
| **Children’s barred list** |
| We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and undergo appropriate checks. In view of this, you will be subject to a Children’s barred list prior to interview. **Please provide your date of birth and any previous surnames used.** |
| **Date of Birth:** |  | **Previous Surnames Used:** |  |
|  |
| Application Form | **For Office Use Only:** |
| Section B | **Application Number:** |  |

EQUAL OPPORTUNITIES

New Generation Schools Trust is working towards equality of opportunity for all who apply for employment with the organisation. We are actively opposed to discrimination and want to ensure our processes support recruitment of the full diversity of people. We believe that monitoring our recruitment results will help us assess any areas requiring improvement. In order to assist us with this, we would be grateful if you would complete this form and return it with your application.

New Generation Schools Trust undertakes that this form will not be made available to anyone involved in the recruitment and selection of staff and will remain confidential to the Human Resources Department to be used solely for the purpose of monitoring the effectiveness of our equal opportunities policy.

**Your help in this matter is entirely voluntary and will in no way affect your application.**

Post applied for: ………………………………………………………………………………

Please indicate your gender: Male [ ]  Female [ ]

Please indicate your age: 16 – 25 [ ]  26 – 35 [ ]  36 – 45 [ ]

 46 - 55 [ ]  56 – 65 [ ]  65 + [ ]

Ethnic origin is not about nationality, place of birth or citizenship. It is to do with colour and broad ethnic group. UK citizens can belong to any of the groups indicated below.

Would you describe yourself as:

**White Mixed**

 British [ ]  White & Black Caribbean [ ]

Irish [ ]  White & Black African [ ]

Any Other White Background [ ]  White & Asian [ ]

(Please state) …………………..

Any Other Mixed Background [ ]

(Please state) ……………………

**Black or Black British Asian or Asian British**

Caribbean [ ]  Indian [ ]

African [ ]  Pakistani [ ]

Any Other Black Background [ ]

Bangladeshi [ ]

(Please state) …………………..

Any Other Asian Background

(Please state) ……………………

**Chinese** [ ]

**Any Other (Please state) ………………………….**

Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995 (see end of this part of form for definition)?

 Yes [ ]  No [ ]

We fully support the social model of disability and we recognise that people with different impairments or medical conditions can experience different barriers. If you have selected yes, please select the nature of your disability:

Physical/sensory impairments [ ]

Learning difficulty & specific learning difficulties [ ]

 Mental health difficulties [ ]

 Medical conditions [ ]

***Thank you for your assistance***

**Disability Definition**

Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12th January 1995 and 2nd December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA).

The DDA states “a person has a disability if he has a **physical or mental impairment** which has a **substantial** and **long-term adverse effect** on his ability to carry out **normal day-to-day activities**.” The person must satisfy the four criteria in bold in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005.

|  |  |
| --- | --- |
| Application Form | **For Office Use Only:** |
| Section C | **Application Number:** |  |

|  |
| --- |
| **If you are applying for a teaching post, plea se provide the following information:** |
| **Do you have QTS?**  | **YES [ ] NO [ ]**  |
| **Do you have NPQH?**  | **YES [ ] NO [ ]**  |
| **Are you registered with the GTC?****Please give DfE number** | **YES [ ] NO [ ]**  |
| **If yes, please provide number:** |  |
| **Note: New Generation Schools Trust and Hope Community School will require proof of essential qualifications detailed in the Person Specification at interview, this includes evidence of QTS, NPQH and registration with the GTC** |

**Present Post Details**

|  |
| --- |
| **Name and address of current employer, school or establishment:** |
|  |
| **Telephone Number:** |  |
| **Local Authority (if applicable):** |  |
| **Age range of school: (if applicable)** |  |
| **Date of appointment to organisation** (DD/MM/YY): |  |
| **Job Title**  |  |
| **Contract Type** | **TEMPORARY[ ]  PERMANENT[ ]**  |
| **Date of appointment to post, if different** (DD/MM/YY): |  |
| **Type of Appointment**: | **FULL-TIME[ ]  PART-TIME [ ]**  |
| **Salary/Allowance Details:** |  |
| **Reason for Leaving:** |  |
| **Date free to take up appointment** (DD/MM/YY): |  |

**Previous Employment**

Please list your most recent position first and continue on a separate sheet where necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of employer**(If this is a school please include name of LA and age range of school) | **Position held**(Please state if Full-time, Part-time or Supply) | **Start** **Date**(mm/yyyy) | **End** **Date**(mm/yyyy) | **Reason for leaving** |
|  |  |  |  |  |
| Relevant details (e.g. responsibilities, achievements etc) |
|  |  |  |  |  |
| Relevant details (e.g. responsibilities, achievements etc) |
|  |  |  |  |  |
| Relevant details (e.g. responsibilities, achievements etc) |
|  |  |  |  |  |
| Relevant details (e.g. responsibilities, achievements etc) |
| **Please use the space below to explain any gaps in your employment.** |
|  |
| **Please give a short description of your current responsibilities and your vision as Principal.** |
|  |

**Previous Employment with Children**

|  |
| --- |
| **Other than the employment mentioned above, have you ever worked within a role that involved contact with children or young people?**  |
| **YES [ ]  NO [ ]**  |
| **If yes, please provide details below. New Generation Schools Trust and Hope Community School reserve the right to contact any of your previous employers.** |
| **Name and address of employer** | **Position held**(Please state if Full-time or Part-time) | **Start Date**(mm/yyyy) | **End Date**(mm/yyyy) | **Reason** **for** **leaving** |
|  |  |  |  |  |
|  |  |  |  |  |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **School/College/University** | **Subjects Taken** | **Examination Results/****Grades** |
|  |  |  |  |

|  |
| --- |
| **In service courses** (relevant to this application and taken within the last 5 years)**:** |
|

|  |  |  |
| --- | --- | --- |
| In service courses | Date | Training body |
|  |  |  |
|  |  |  |
|  |  |  |

If necessary, please continue on a separate sheet |

|  |
| --- |
| **Other Professional Qualifications** including membership of Professional Bodies |
|  |

|  |
| --- |
| **Other Experience Relevant to the Post** e.g. Work Experience, Voluntary positions  |
|  |

|  |
| --- |
| **Personal Interests**  |
|  |

If you need to give more information about any of the above, please continue on a separate sheet

**Relatives/Other Interests**

|  |  |
| --- | --- |
| **Are you currently or have you ever been an employee or volunteer for any New Generation Schools Trust project?**  | **YES [ ]  NO**[ ]  |
| **If yes, please name the project:** |  |
| **Are you related to, or know personally, any New Generation Schools Trust employee?** | **YES [ ]  NO [ ]**  |
| **Name of person:** |  |
| **Position held within New Generation Schools Trust** |  |
| **Relationship of person to you:** |  |

|  |  |
| --- | --- |
| **Have you applied previously for a post with New Generation Schools Trust?**  | **YES [ ]  NO**[ ]  |
| **If yes, please give details:** |  |

**Safeguarding Children & Young People**

|  |
| --- |
| **We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Disclosure and Barring Service) Ehanced Disclosure Check.** |

|  |  |
| --- | --- |
| **Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people?**  | **YES**[ ] **NO**[ ]  |
| **Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?**  | **YES**[ ] **NO** [ ]  |
| **If you have answered ‘yes’ please give full details, continuing on a separate sheet if necessary** |
|  |

**Criminal Convictions**

|  |
| --- |
| **This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposes are “spent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially.** |

|  |  |
| --- | --- |
| **Have you ever been convicted of a criminal offence by a Court of Law?**  | **YES [ ]  NO [ ]**  |
| Are you currently **under investigation,** awaiting **trial, verdict or sentencing in any** criminal proceeding? | **YES [ ]  NO [ ]**  |
| **If yes, please attach details including the offence and the date.** |

**Referees**

|  |
| --- |
| **Please give the name and address of two people whom we may contact for a reference. One of these should be from your current or most recent place of employment, although New Generation Schools Trust and Hope Community School reserves the right to contact any of your former employers.****Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.  Also, in relation to work with children, we may seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.**  |

|  |  |  |
| --- | --- | --- |
|  | **1st Referee** | **2nd Referee** |
| **Name** |  |  |
| **Status** |  |  |
| **Organisation** |  |  |
| **Relationship** |  |  |
| **Address** |  |  |
| **Tel. No.** |  |  |
| **Fax No.**  |  |  |
| **E-mail address** |  |  |
|  | Is this referee aware of your application for this post?**Yes** **[ ]  No [ ]** Are you willing for this referee to be approached prior to interview?**Yes** **[ ]  No [ ]**  | Is this referee aware of your application for this post?**Yes [ ]  No [ ]** Are you willing for this referee to be approached prior to interview?**Yes [ ]  No [ ]**  |
| **Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration. Please let us know in the space below if you have any access requirements at interview, or if there is anything you would like to make us aware of:** |
|  |
| **Data Protection Statement**The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office. |
| **DECLARATION****I acknowledge that New Generation Schools Trust and Hope Community School are committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body such as GTC, and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).****I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by New Generation Schools Trust and Hope Community School as satisfactory.**I also declare that I will not contact any member of New Generation Schools Trust to further this application (and I understand that to do so would disqualify me from further consideration) - unless the advertisement invites me to contact a named individual to seek further details.  |
| **Signed** |  | **Date**  |  |

Please return your completed application by email to mary@newgenschools.org

**In returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. If you are short-listed for this post you will be required to sign your application form prior to interview. Email is preferred but you may also return your form to: New Generation Schools Trust, New Generation Centre, Birkbeck Road, Sidcup, Kent, DA14 4DJ.**

PERSONAL STATEMENT

Section D

|  |  |
| --- | --- |
| **Post Applied For:**  |  |
| **Name:** |  |

Please complete the following sections, using additional space if necessary.

|  |  |
| --- | --- |
| **1.** | **Personal Statement** **Please respond to the Person Specification requirements for this role as fully as possible, with evidence of impact. Your response to the Person Specification should be no longer than three A4 sheets in font size 11.**  |
|  |
| **2.** | **How you would seek to develop the Hope Community School vision outlined in the application pack. Your response should be in no longer than one A4 page in font size 11.**  |
|  |
| **Declaration**I confirm that to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. |
| **Signature**  |  | **Date** |  |