



New College Durham Academies Trust

Teaching Dcgh Application Form

Thank you for downloading a teaching post Application form for New College Durham Academies Trust.

This form should only be used to make applications for teaching 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 fill in an application form by hand, you can print the Adobe Acrobat PDF file – found on the same page as the link to this document. Alternatively, email hr@ncdat.org.uk to receive an application form in the post.

How to submit Your Job Application Form

Please fill in the following pages, making sure you complete all relevant parts.

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 either via email to hr@ncdat.org.uk or posted to the undermentioned address. To avoid any unnecessary delays, please ensure correct postage is paid.

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

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 for assistance at hr@ncdat.org.uk or telephone:

For Consett Academy enquiries

01207 507001 and ask for Human Resources

For North Durham Academy enquiries

01207 292180 and ask for Human Resources

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

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?

<input type="checkbox"/> Christianity	<input type="checkbox"/> Judaism	<input type="checkbox"/> Baha'i
<input type="checkbox"/> Hinduism	<input type="checkbox"/> Sikhism	<input type="checkbox"/> No Religion
<input type="checkbox"/> Islam	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Other – e.g. Humanist, Atheist, etc. (Please state)		

5. How do you describe your sexuality?

<input type="checkbox"/> Heterosexual / Straight	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Gay Man	<input type="checkbox"/> 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 ☐

Please read the Teaching Post Guidance Notes before completing this form

To be completed by the Applicant

Post Ref. No:

Post Title:

Academy:

Closing Date:

Surname:

Title:

(Dr, Mr, Mrs, Ms)

Previous Surname (s):

Date of Birth:

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**
☐ **Newspaper**
☐ **TES/TES Online**
☐ **Jobcentreplus**
☐ **Fish4Jobs Website**
☐ **Sector1 Website**
☐ **University intranet**
☐ **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

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and therefore cannot be taken into account. Further guidance and details on the criteria on the 'filtering' of these cautions and convictions can be found on the Disclosure and Barring Service website (www.gov.uk/dbs)

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 2013)?

YES / NO

If YES, please provide relevant details of the offence, date of offence and sentence in the space below.

If you would prefer not to include this information on the application form, please provide the details in a sealed envelope marked for the attention of: - Human Resources Manager - New College Durham Academies Trust, North Durham Academy, High Street, Stanley, Co Durham, DH9 0TW marked '**Strictly Confidential**' – **only to be opened by the addressee**'. You should also ensure that you state the **job title** and **academy** of the job you are applying for.

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 either Consett Academy or North Durham Academy).

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.

I have read the guidance notes including the information regarding Criminal Convictions and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.

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:

Signature:

Date:

Candidate Name:	Post Title and Ref. No:	
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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, 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 & Address of Employer	Appointment/post held & salary (TLR etc.)	Dates (dd/mm/yy)	
		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

Name & Address of Employer	Appointment held & salary (TLR etc.)	Dates (dd/mm/yy)		Reason for leaving
		From	To	

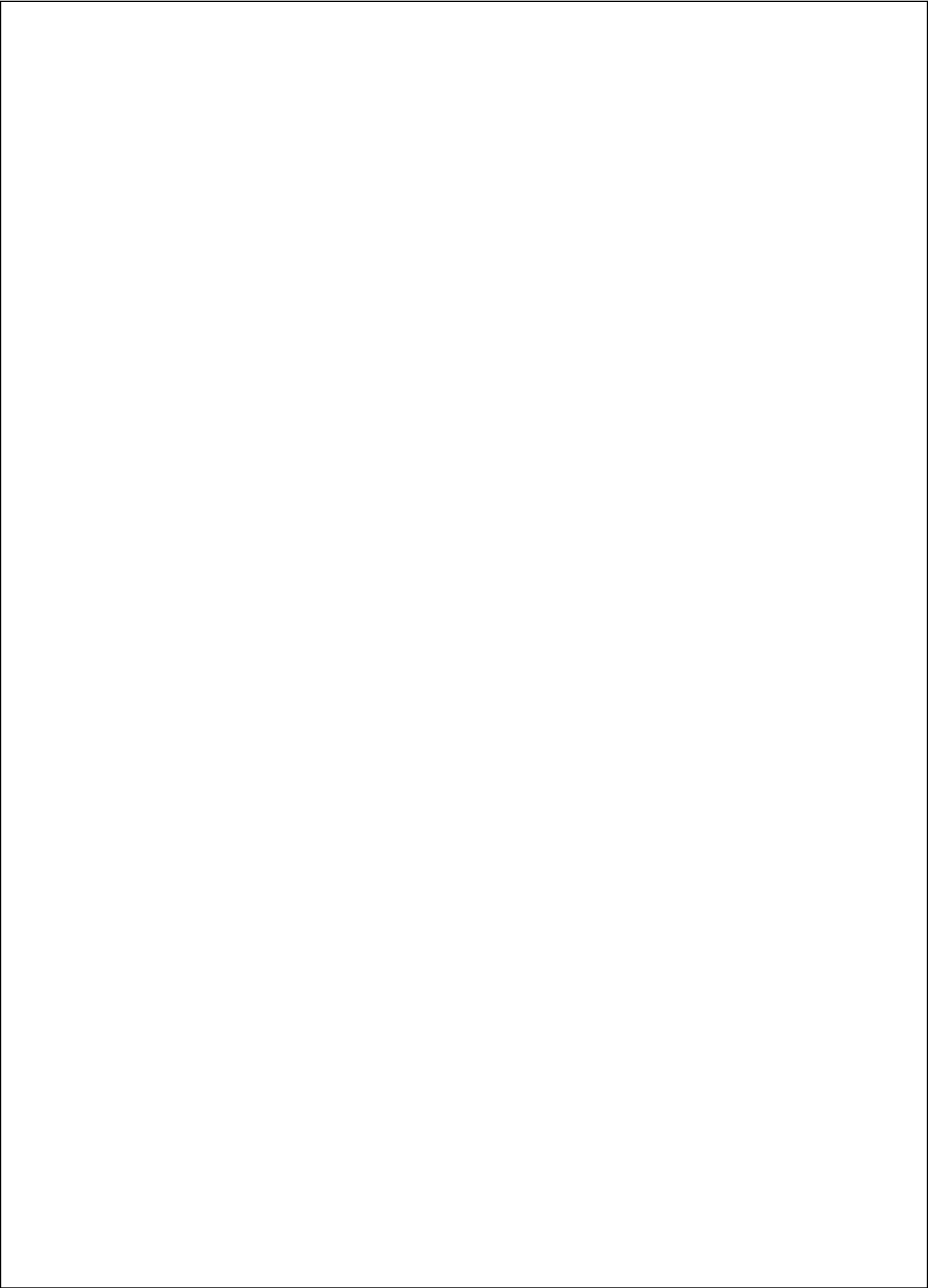
D Additional Information

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

Please state which Pension scheme if any are you are currently a member?
e.g. Teachers (TPS) Local Government Pension Scheme (LGPS) etc.

E Person Specification

Please use this section to demonstrate that you have the essential and where possible, desirable experience, skills and knowledge as stated on the person specification for the post 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)



F 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 of your present (or most recent) employer or university course leader.

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

Please note that for positions in contact with children and vulnerable adults, the Trust has the right to seek references from any or all previous employers and line managers prior to interview.

Referee 1 Name:

Job Title:

Relationship to Referee:

Address:

Post Code:

Telephone No:

Email:

Referee 2 Name:

Job Title:

Relationship to Referee:

Address:

Post Code:

Telephone No:

Email:

N.B. Any provisional appointment will only be confirmed subject to receipt of 2 satisfactory references as well as successful DBS/pre-employment health screening clearance.

Please ensure your referees are in a position to respond promptly.