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Date as postmark

Dear Applicant,

Thank you for your interest in working for Northern School of Art.

Please read the following guidance notes carefully before completing your application.

GUIDANCE NOTES

The form must be completed in full.

**Curriculum Vitae will not be accepted as a substitute for all or any part of the form.**

If you have insufficient space for all your information for any category on the form you should continue on a separate sheet of A4 size, marking it clearly with your name.

**PLEASE SUBMIT CURRICULUM VITAE IN ADDITION TO COMPLETING THE APPLICATION**

**FORM.** It is recommended that you do not include information on your CV that will make it easy

to identify your age, gender, disability, sexual orientation, ethnic origin, religion, or marital status,

except the dates of your previous employment.

**APPLICATION FORMS WILL BE PHOTOCOPIED FOR THE SELECTION PANEL. PLEASE COMPLETE THE FORM IN BLACK INK OR TYPE. PLEASE DO NOT STAPLE YOUR APPLICATION FORM OR CURRICULUM VITAE.**

**Complete the form accurately providing all relevant information. Please do not assume the**

**short-listing panel has prior knowledge of you even if you have applied for a post before or are known to a member of the panel.**

**Continued.**

**References**

Please provide the School with two reference contact details. Please ensure that your two references are your two most recent employers. Please make sure you indicate whether the referees may be contacted prior to interview. You should ensure the referees are/were in a management/supervisory position in relation to you so they can verify details of your current/most recent employment.

**Person Specification Match**

The application form should match the person specification for the role. The panel will use the responses on your application form to determine whether you meet the person specification. Please include as much detail as possible on the form itself so the panel has a full picture of your qualifications and experience. Your CV will only be used to contextualise these responses, and the panel may not have access to any covering letter you send.

All queries should be made to the HR Office. **No other member of The Northern School of Art**

**should be contacted.** Note: The canvassing of any Member of the College’s Board of Governors or a Member of the College Management Team directly or indirectly for any appointment in the College’s service will disqualify the candidate.

It is not our normal policy to acknowledge receipt of applications. If you have not been contacted

within four weeks of the closing date you may assume that on this occasion you have not been successful.

If you would prefer an application form with larger print please contact HR at The Northern School of Art, Green Lane, Middlesbrough, TS5 7RJ, (01642) 856119.

Please return the completed application form to **HR@NorthernArt.ac.uk** or if you prefer by post at The HR Office, The Northern School of Art, Green Lane, Linthorpe, Middlesbrough, TS5 7RJ on the advertised closing date. Applications received after the closing date will not be considered unless exceptional circumstances apply.

Once I again I thank you for your interest in working for the Northern School of Art and wish you

luck with your application.

Yours Faithfully,

HR Department

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| **THE NORTHERN SCHOOL OF ART**  **APPLICATION FORM FOR EMPLOYMENT** |

**General Data Protection Regulation (GDPR) Provisions**

All information obtained throughout the recruitment process with be obtained by the School in a secure location for a period of 1 year (external unsuccessful applicants) or retained in your personal file and HR database (successful or internal applicants) and for 6 years after employment has ended. Data will be used for equal opportunities monitoring and statistical analysis only. This includes the processing of sensitive data as defined in the GDPR. Data will not be passed to any third party. All information you supply will be handled in the strictest confidence. If you require all data to be removed there is an option for this to be granted by filling out the necessary section in the application form. By completing and signing this form you are giving your consent to this process.

**WHICH POSITION ARE YOU APPLYING FOR?**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name | |  | Your Address | |
|  | |  |  | |
| Surname | |  |
|  | |  |
|  |  |  |  | |
| Telephone One |  |  | Email One |  |
| Telephone Two |  |  | Email Two |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do you hold a Driving Licence? | |  | Do you have the right to live and work in the UK? |  | Are you related to any member of  The Northern School of Art staff? | |  |
|  | |  |  |  |  | |  |
| Yes |  | | Yes |  | Yes (if yes, move to question below) |  | |
| No |  | | No |  | No |  | |

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| --- | --- | --- | --- |
| Please state which member of staff here | |  | |
|  | **REHABILITATION OF OFFENDERS ACT** | |  |

Due to the nature of the work for which the application is being made, the post is exempt from the provisions of Section 4(2) of the Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are, therefore, not entitled to withhold information about convictions, which for other

purposes are ‘spent’ under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the School.

Any information given will be completely confidential and will be considered only in relation to an

application to which the order applies.

**Have you ever been convicted, or are you currently subject to legal proceedings that may lead to you being convicted of a criminal offence?**

You must tick yes if you have ever been convicted of an offence, even if the offence is ‘spent’ or you think it has ‘expired’ or is ‘out of date’ because the offence was so long ago. Note: a caution is a criminal offence. You should not include any motoring offences for which the penalty was no greater than a fine and/or three penalty points.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? | |  |  | ARE YOU SUBJECT TO LEGAL PROCEEDINGS THAT MAY LEAD TO A CRIMINAL OFFENCE? | |  |
|  | |  |  |  | |  |
| YES | |  |  | YES | |  |
|  | NO |  |  |  | NO |  |

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| --- |
| If you stated YES to any of the above questions, please provide details below: |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ARE YOU SUITABLE TO WORK WITH CHILDREN AND YOUNG PEOPLE? |  |  | HAS THERE EVER BEEN A CHILD PROTECTION ALLEGATION MADE AGAINST YOU? | |  |
| *(tick ‘no’ if you are on a barred list)* |  |  | *(if yes, please supply details on a separate*  *sheet in an envelope marked ‘Private and*  *Confidential’ addressed to the Head of HR*  *and Organisational Development)* | |  |
| YES |  |  | YES | |  |
| NO |  |  | NO | |  |
|  | **WORK HISTORY** | | |  | |

Please start with your most recent job and work backwards.

|  |  |  |
| --- | --- | --- |
| Employer Name |  | Reason for leaving |
|  |  |  |
|  |
|  |  | Duties while in this position |
| Job Title |  |  |
|  |  |
|  |
| Leave date |  |
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| --- | --- | --- |
| Employer Name |  | Reason for leaving |
|  |  |  |
|  |
|  |  | Duties while in this position |
| Job Title |  |  |
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| Leave date |  |
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| Employer Name |  | Reason for leaving |
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|  |  | Duties while in this position |
| Job Title |  |  |
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| Leave date |  |
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|  | **REFERENCES** |  |

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| **REFERENCE ONE** |

Please provide at least two referees. Your referees must be senior to your most recent positions.

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| --- | --- | --- | --- | --- |
| First Name | |  | Their Address | |
|  | |  |  | |
| Position | |  |  | |
|  | |  |  | |
|  |  |  |  | |
| Telephone One |  |  | Email One |  |
| Telephone Two |  |  | Email Two |  |

|  |  |  |
| --- | --- | --- |
| Are you willing for this referee to be  contacted prior to interview? | | |
| YES |  |
| NO |  |
|  |  |
|  | | | | |
|  | | | | |
| **REFERENCE TWO** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name | |  | Their Address | |
|  | |  |  | |
| Position | |  |  | |
|  | |  |  | |
|  |  |  |  | |
| Telephone One |  |  | Email One |  |
| Telephone Two |  |  | Email Two |  |

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| --- | --- | --- |
| Are you willing for this referee to be  contacted prior to interview? | | |
| YES |  |
| NO |  |

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|  | **EDUCATION AND TRAINING** |  |

Start with the most recent and work back.

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| --- | --- | --- |
|  | **YOUR MOST RECENT EDUCATIONAL INSTITUTION** |  |

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| --- | --- | --- |
| Institution |  | Please enter details and description of the course |
|  |  |  |
|  |
|  |  | Relevance to the role applied for? |
| Name of Course |  |  |
|  |  |
|  |
| Duration |  |
|  |  |
|  |
| Qualifications |
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| --- | --- | --- |
|  | **PREVIOUS EDUCATION CONTINUED** |  |

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| --- | --- | --- |
| Institution |  | Please enter details and description of the course |
|  |  |  |
|  |
|  |  | Relevance to the role applied for? |
| Name of Course |  |  |
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| Duration |  |
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| Qualifications |
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|  | **PREVIOUS EDUCATION CONTINUED** |  |

|  |  |  |
| --- | --- | --- |
| Institution |  | Please enter details and description of the course |
|  |  |  |
|  |
|  |  | Relevance to the role applied for? |
| Name of Course |  |  |
|  |  |
|  |
| Duration |  |
|  |  |
|  |
| Qualifications |
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| --- | --- | --- |
|  | **PREVIOUS EDUCATION CONTINUED** |  |

|  |  |  |
| --- | --- | --- |
| Institution |  | Please enter details and description of the course |
|  |  |  |
|  |
|  |  | Relevance to the role applied for? |
| Name of Course |  |  |
|  |  |
|  |
| Duration |  |
|  |  |
|  |
| Qualifications |
|  |  |

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|  | | Please continue on a separate sheet if necessary. |  | |
|  | **PERSON SPECIFICATION MATCH – SUPPORTING INFORMATION** | | |  |

With consideration to the person specification provided, please explain, giving relevant examples how you can contribute to the requirements of this post. Please cover all areas requested in the person specification.

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|  | **ESSENTIAL QUALITIES** |  |

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|  | **PERSON SPECIFICATION MATCH**  **SUPPORTING INFORMATION CONTINUED** |  |

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|  | **DESIRABLE QUALITIES** |  |

(you do not need to possess these qualities but they will facilitate you being short listed)

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|  | **OTHER INFORMATION THAT WILL SUPPORT YOUR APPLICATION** |  |

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|  | **YOUR DECLARATION** |  |

**I declare to the best of my knowledge that the information given is true and I understand that should any omission or falsification be discovered after appointment, I may be liable for dismissal and referral to the ISA where appropriate.**

By signing here you **AGREE**

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to the use of this and other information by the School under the terms of the General Data Protection Regulation (GDPR).