

**Application Form – Guidance Notes**

Thank you for your interest in working for The Northern School of Art. Please read the following guidance notes carefully before completing your application.

**When applying for a post at The Northern School of Art**, **you must complete an application form –** **please note, a CV 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, marking it clearly with your name.

Please complete all parts of the form accurately providing all relevant information. 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. Please complete the form in black ink or type.

**References**

Please provide the School with two reference contact details, one of which must be your current or most recent employer. If you are not currently working with children but have done so in the past, then an additional reference from that employer is required. 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. Please note, friends and family cannot be used as referees.

**Online Searches**

As part of our Safeguarding commitment and due diligence, we will carry out online searches and social media searches of shortlisted candidates, the content of which may be further explored at interview, where necessary. This is part of the Department for Education's safer recruitment statutory guidance; Keeping Children Safe in Education.

**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.

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

All information obtained throughout the recruitment process will be stored by the School in a secure location for a period of 1 year (external unsuccessful applicants) or retained in your personnel file and HR database (successful or internal applicants) and for 6 years after employment has ended or indefinitely, in some cases, if you become a member of the pension scheme. 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.

All queries should be made to Human Resources. Please note, the canvassing of any Member of the School’s Board of Governors or a Member of the School Management Team directly or indirectly for any appointment in the School’s service will disqualify the candidate.

Please return your completed application form to [jobs@northernart.ac.uk](mailto:jobs@northernart.ac.uk) or if you prefer by post to Human Resources, The Northern School of Art, Newport Road, Middlesbrough, TS1 1LA, by the advertised closing date. Applications received after the closing date will not be considered unless exceptional circumstances apply.

If you would prefer an application form with larger print, please contact HR at [jobs@northernart.ac.uk](mailto:jobs@northernart.ac.uk).

It is not our normal policy to acknowledge receipt of applications. If you have not been contacted within 4 weeks of the closing date, you may assume that on this occasion you have been unsuccessful.

Once again, I thank you for your interest in working for The Northern School of Art and wish you luck with your application.

**The Northern School of Art Application Form for Employment within Further Education**

**Rehabilitation of Offenders Act**

**Criminal Convictions and the Rehabilitation of Offenders Act 1974**

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

The amendments to the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 (2013 and 2020) provide that when applying for particular jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

**You should be aware that as this role involves engaging in regulated activity (as defined under Schedule 4 of the Safeguarding Vulnerable Groups Act as amended by the Protection of Freedoms Act 2012), convictions and cautions under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 will not be ‘protected’. If you are shortlisted for an interview, you will be asked to declare all spent and unspent cautions or convictions, reprimands or warnings.** Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, [**Ministry of Justice**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)**.**

If you are successful at interview, further mandatory pre-appointment checks will be carried out against you including an Enhanced DBS check which covers the children’s barred information list.

The School’s Safeguarding Policy and Procedure and the Recruitment of Ex-offenders Procedure are available on the School website.

**Personal Details**

|  |
| --- |
| Which post are you applying for? |
|  |

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Former/Maiden Name(s) |  |
| NI Number |  |
| Telephone Number |  |
| Email Address |  |
| Address |  |

Do you hold a Driving License?

No:  Yes:

Do you have the right to live and work in the UK? (Candidates that are invited to an interview will need to supply original documentation as proof of their right to work in the UK)

No:  Yes:

Are you related to any member of staff at The Northern School of Art?

No:  Yes:

|  |
| --- |
| If yes, please state which member of staff. |
|  |

**Work History, Including any Voluntary Work**

Please provide your full employment history, including any voluntary work since leaving education, starting with your most recent job role.

|  |  |
| --- | --- |
| Employer Name |  |
| Job Title |  |
| Salary while in position |  |
| Reason for leaving |  |

|  |
| --- |
| Duties while in this position |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | Leave Date |  |

|  |  |
| --- | --- |
| Employer Name |  |
| Job Title |  |
| Salary while in position |  |
| Reason for leaving |  |

|  |
| --- |
| Duties while in this position |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | Leave Date |  |

|  |  |
| --- | --- |
| Employer Name |  |
| Job Title |  |
| Salary while in position |  |
| Reason for leaving |  |

|  |
| --- |
| Duties while in this position |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | Leave Date |  |

Please confirm your notice period, if applicable.

**Please continue on a separate sheet if necessary.**

**Employment Gaps**

Please provide date(s) and reason(s) for any employment gaps within your full employment history, starting with the most recent gap.

|  |  |  |
| --- | --- | --- |
| Employment Gap | Date of Gap | Reason for Gap |
| Gap 1 |  |  |
| Gap 2 |  |  |
| Gap 3 |  |  |
| Gap 4 |  |  |
| Gap 5 |  |  |

**Please continue on a separate sheet if necessary.**

**References**

**Please provide two referees**. Please provide the School with two reference contact details, one of which must be your current or most recent employer. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed to work with children.

**Reference 1**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Telephone Number |  |
| Email Address |  |
| Address |  |

**Date of Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | Leave Date |  |

**Reference 2**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Telephone Number |  |
| Email Address |  |
| Address |  |

**Date of Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | Leave Date |  |

**Education and Training**

Please provide your full education and training history, (including Secondary Education), starting with your most recent education.

|  |  |
| --- | --- |
| Institution and Awarding Body |  |
| Name of Course |  |
| Qualification and Date of Award |  |

**Duration of Course**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | Leave Date |  |

|  |
| --- |
| Relevance to the role applied for? |
|  |

|  |  |
| --- | --- |
| Institution and Awarding Body |  |
| Name of Course |  |
| Qualification and Date of Award |  |

**Duration of Course**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | Leave Date |  |

|  |
| --- |
| Relevance to the role applied for? |
|  |

**Please continue on a separate sheet if necessary.**

**Person Specification – Supporting Information**

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

|  |
| --- |
| Essential Qualities |
|  |

**Person Specification – Supporting Information**

You do not need to possess these qualities but they may facilitate you being shortlisted.

|  |
| --- |
| Desirable Qualities |
|  |

|  |
| --- |
| Other Information that will support your application |
|  |

**Please continue on a separate sheet if necessary.**

**Your Declaration**

I agree that any offer of employment is subject to all pre-appointment checks being carried out and satisfactory results being received.

I confirm that the information given in this application is factually correct and complete and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.

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

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

If not appointed, please sign here if you require your data to be removed from our records:

|  |  |
| --- | --- |
| Signed |  |
| Date |  |