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Date as postmark

Dear Applicant,

**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.

**You must complete an application form** when applying for a post at the Northern School of Art. **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.

**APPLICATION FORMS WILL BE PHOTOCOPIED FOR THE SELECTION PANEL. PLEASE COMPLETE THE FORM IN BLACK INK OR TYPE.**

**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.**

**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.

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

All information obtained throughout the recruitment process will be obtained 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. 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. **No other member of The Northern School of Art should be contacted.** 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.

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.

If you would prefer an application form with larger print please contact HR at **jobs@northernart.ac.uk** or (01642) 856119.

Please return your completed application form to **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.

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

Yours Faithfully,

Human Resources

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| **THE NORTHERN SCHOOL OF ART****APPLICATION FORM FOR EMPLOYMENT WITHIN HIGHER EDUCATION**

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| --- | --- | --- |
|  | **WHICH POST ARE YOU APPLYING FOR?** |  |

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| --- |
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|  |  |  |
| --- | --- | --- |
| First Name  |  | Your Address |
|  |  |  |
| Surname |  |
|  |  |
|  |  |  |  |
| Telephone 1 |  |  | Email 1 |  |
| Telephone 2 |  |  | Email 2 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you hold a Driving Licence? |  | 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) |  | Are you related to any member of staff at The Northern School of Art?  |  |
|  |  |  |  |  |  |
| No |  | No |  | No |  |
| Yes |  | Yes |  | Yes |  |

|  |  |
| --- | --- |
| Please state which member of staff here |  |

|  |  |  |
| --- | --- | --- |
|  | **WORK HISTORY** |  |

Please start with your most recent job.

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

Please confirm your notice period, if applicable.

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

|  |  |  |
| --- | --- | --- |
|  | **REFERENCES** |  |

**Please provide two referees**. Please ensure that your two references are your two most recent employers. 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.

|  |
| --- |
| **REFERENCE 1** |

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

Are you willing for this referee to be

contacted prior to interview?

|  |  |
| --- | --- |
| Dates of employment |  |
| From  |  | To |  |

|  |  |
| --- | --- |
| YES |  |
| NO |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| **REFERENCE 2** |
| Name  |  | Address |
|  |  |  |
| Position |  |  |
|  |  |  |
|  |  |  |  |
| Telephone  |  |  | Email  |  |

|  |  |
| --- | --- |
| Dates of employment |  |
| From  |  | To |  |

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

|  |  |  |
| --- | --- | --- |
|  | **EDUCATION AND TRAINING** |  |

Please start with your most recent education.

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

|  |  |  |
| --- | --- | --- |
| Institution |  | Please enter details and description of the course |
|  |  |  |
|  |
|  |  | Relevance to the role applied for? |
| Name of course |  |  |
|  |  |
|  |
| Start date End date |  |
|  |  |  |
|  |
| Qualification |
|  |  |

|  |  |  |
| --- | --- | --- |
|  | **PREVIOUS EDUCATION CONTINUED** |  |

|  |  |  |
| --- | --- | --- |
| Institution |  | Please enter details and description of the course |
|  |  |  |
|  |
|  |  | Relevance to the role applied for? |
| Name of course |  |  |
|  |  |
|  |
| Start date End date |  |
|  |  |  |
|  |
| Qualification |
|  |  |

**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.

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| --- | --- | --- |
|  | **ESSENTIAL QUALITIES** |  |
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| --- | --- | --- |
|  | **PERSON SPECIFICATION –** **SUPPORTING INFORMATION**  |  |

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| --- | --- | --- |
|  | **DESIRABLE QUALITIES** |  |

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

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

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

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| --- | --- | --- |
|  | **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).

|  |  |  |
| --- | --- | --- |
| Signature |  | Date |
|  |  |  |

Please sign here if you require your data to be removed from our records:

|  |  |  |
| --- | --- | --- |
| Signature |  | Date |
|  |  |  |