

# Job application form Hastings Academies Trust

The Hastings Academies Trust is committed to the safeguarding and promotion of the welfare of all children, young people and vulnerable adults.

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form.

## Job details

Job title	
Department	
Location	
Closing date for application	
Reference number	
Work arrangements (select as appropriate)	Full time <input type="checkbox"/> / part time <input type="checkbox"/> / job share <input type="checkbox"/>
If the post is full-time, would you be prepared to consider working on a job-share basis? (select as appropriate)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If job-share, please state preferred working arrangements:	

## Personal details

Surname	
First names	
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Other <input type="checkbox"/>
Maiden name or previous names	
Address	
Email address	
Correspondence Address (if different from above):	
National Insurance number	
Daytime telephone number	
Mobile	

Home	
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**Present employment**

Job title	
Name and address of employer (including County)	
Date started current post	
Date commenced with employer	
Salary / wage / benefits	
Notice required	
Briefly describe your present job; its main purpose and your responsibilities:	

**Previous employment**

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with Hastings Academies Trust.			
<b>Name &amp; Address (including County and nature of business)</b>	<b>From / To (exact dates)</b>	<b>Position and Salary</b>	<b>Reason for leaving</b>

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### Education and qualifications

From age 11 onwards, and please state whether full (F) or part (P) time			
Name of School, College, University etc	From / To	F/P	Subjects studied (with grades and year taken)

### Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.		
Course Title	Organisation	From / To

### Membership of professional institutes

Please indicate whether membership is by examination		
Institute	Level of membership	Year of Award


**Other Experience**

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order.

<b>Experience</b>	<b>From / To</b>

**Driving Licence**

<b>Only answer if a full driving licence is an essential requirement of the job.</b>	
Do you hold a current Driving Licence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please state the type of licence you hold	
Do you have any current endorsements? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please specify:	

**Why are you applying for this job?** Refer to 'Guidance Notes' for job applicants

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary).

## **Declaration by Applicant**

### **The Working Time Regulations 1998**

#### **Regulations on Working Time**

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Department working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17 week period.)

- Average weekly working hours are limited to 48 hours
- Average daily night working hours are limited to 8 hours
- Minimum daily, weekly and in-work rest breaks requirements
- Minimum requirements for annual leave.

#### **Department Policy and Procedures**

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the department are therefore monitored to ensure that generally, working hours remain well within legal limits.

Employers are required to take ‘all responsible steps’ to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

#### **This declaration will not prejudice your application**

Please note:

- If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
- If you are selected for interview the implications will be carefully discussed with you. The department may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
- Depending on the overall situation and the outcome of discussions with you, the department would have the following options:
  - not to offer you the appointment
  - offer the appointment on reduced hours
  - offer the appointment providing the other work is relinquished (or the hours reduced)
  - offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

**Employment which you intend to continue if successfully appointed to the post applied for.**

Please complete and sign **either** Section 1 **or** Section 2 below.

**Your application cannot be processed if you do not return this form.**

Please declare **any** other job, whether they are with the Hastings Academies Trust, local authorities, public bodies or with private companies/employers.

<b>Section 1 – No other employment</b>			
<b>I confirm that I do not have any other employment.</b>			
Signature			
Print Name			
Date			
<b>If form has been completed electronically</b> please place an 'x' in this box in place of your signature →			<input type="checkbox"/>
<b>Section 2 – Other Employment</b>			
<b>All other employment that I have is detailed below:</b>			
Weekly hours must specify total regularly worked (including overtime)			
Please use 24-hour clock			
Job Title	Weekly Hours	Start Time	End Time
Signature			
Print Name			
Date			
<b>If form has been completed electronically</b> please place an 'x' in this box in place of your signature →			<input type="checkbox"/>

## References

Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference.

**A job offer will not be made without 2 references.**

If you do not wish us to contact your referees prior to interview, please indicate as shown.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

<b>Present/last employer</b>	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<b>Second referee or course tutor (if applicable)</b>	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>

## Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.		
I have attached details requested	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
<b>Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.</b>		
Reason for warning	Date	Name/address of employer

**Rehabilitation of Offenders Act 1974**

You are required to declare any criminal convictions (including bind over and cautions) which are not “spent” in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed.

**Please read the guidance notes before completing this section.**


<b>For posts that are exempt under the Rehabilitation of Offenders Act 1974:</b>	
Have you ever been convicted of a criminal offence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are there any alleged offences outstanding against you?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<b>For all other posts:</b>	
Do you have any criminal convictions which are not yet “spent”?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

**Declaration of Interests**

You are required to declare any relationships with Senior Officers or members or directors of the Hastings Academies Trust as canvassing, whether direct or indirect, will invalidate your application. (Please note Senior Officers are defined as CEO, Principal or Director of Resources.)

Are you a relative, partner or friend of anyone who currently works for or is a director of Hastings Academies Trust?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If ‘YES’, please give details (stating department and job title if quoting an employee):	
Do you undertake any activities and/or responsibilities in connection with management committees of voluntary organisations?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please give details:	

## Declaration

I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.	
Signed:	
Date	
Print name	
<b>If form has been completed electronically</b> please place an 'x' in this box to indicate your consent →	<input type="checkbox"/>
 <b>Data Protection Act 1998</b>  Hastings Academies Trust will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.  Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.	

## How to return your form

Please send your completed application form **to the postal or email address shown in your application pack**. If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system introduced in August 2006.

In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope. We look forward to receiving your application form.

**CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form**

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The Hastings Academies Trust aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

The Hastings Academies Trust requires that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

The Hastings Academies Trust has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

Job applied for			
Job No. or Ref (if applicable)			
Location			
How did you learn of this vacancy?		Worthwhile work campaign	
		Other	
Surname and initials			
Age		Date of Birth	
Gender	M <input type="checkbox"/> / F <input type="checkbox"/>		

**Ethnic Origin**

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an ‘x’ in ONE of the boxes below or by giving your own description in the space provided.

**a. White**

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>

Traveller of Irish Heritage	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>

**b. Mixed**

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

**c. Black or Black British**

If other, please specify:

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>

Any other Black background	<input type="checkbox"/>
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**d. Asian or Asian British**

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

**e. Other ethnic groups**

Chinese	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>

### Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

Do you consider yourself to be disabled as set out in the Equality Act? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

### Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>

Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

### Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>
Heterosexual / straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

### **Military Status**

Please identify your military status by putting an 'x' in the relevant box below, if required.

Territorial Army	<input type="checkbox"/>
Army Reservist	<input type="checkbox"/>

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### **Data Protection Act 1998**

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Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.