

APPLICATION FOR A

NON-TEACHING APPOINTMENT

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| VACANCY FOR: | | |
| VACANCY AT | | |
| Surname: | Forename (s) |  |
| Address: | Telephone No. Home:  Telephone No. Work:  Mobile No:  E- mail address:  National Insurance Number | |

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| **PRESENT EMPLOYMENT** | |
| Post Title: | Full/Part Time |
| Name and Address of Employer | Salary/Wage/Scale    Date of Appointment:    Notice Required: |

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| **Previous Jobs** | | |
| **List all employment including unpaid and voluntary work (most recent first) and reason for leaving** | | |
| **Dates Employed** | **Employer Name and Address** | **Job or jobs held with employer and reason for leaving** |
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| **Other Experience** (include industrial and other work and military service, giving dates and details of positions held; please account for any gaps in employment) | | | | |
| Dates | | Position held | Employer | Salary & Scale/Grade |
| From | To |
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| **Education** (Applicants should be prepared to produce evidence of qualifications held). | | | |
| Give details (including dates) of Secondary Schools and Colleges/Universities attended and particulars (including dates and grades) of Qualifications obtained including: -  a) School Leaving Examinations.  b) Teaching Certificate or Post-Graduate Certificate/Diploma (state course pursued and main subjects).  c) Degree (state whether Pass or Honours and give Class, Division and subjects, making clear which are main and which subsidiary).  d) Any other certificates or diplomas. | | | |
| Dates | | Secondary School/College/University Attended | Qualifications obtained and Grade |
| From | To |
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| **Education Courses** Give details of courses attended; please include dates, nature, duration (full or part time) and name of organising body. |
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| Additional Information / Personal Statement |
| Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application. |

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| REFEREES **Please give the names and addresses of two persons who are not related to you and from whom references can be obtained. One of these MUST be your current or last employer. Referees may be contacted prior to interview. Please ensure you provide all the details required below (if applicable) and your referees are aware they will be contacted if you are offered the position. Please ensure that the email address provided is a company email address as we do not accept personal email addresses.** | | |
| Status:    Name:    Address:    Telephone No:    E-mail address: | Status:    Name:    Address:    Telephone No:    E-mail address: |

### EQUAL OPPORTUNITIES POLICY

### The Academy is working towards equality of opportunity. Applications are welcomed from all persons regardless of sex, marital status, colour, ethnic origins, disability or religious beliefs provided they have the necessary attributes to do the job. All information given in this application will be treated confidentially. Any statistics produced to monitor our Equal Opportunities Policies will not result in personal details being divulged.

PRIVACY NOTICE FOR STAFF

**Under data protection law, individuals have a right to be informed about how Horizons Specialist Academy Trust uses any personal data that we hold about them. We comply with this right by providing access to ‘privacy notices’ explaining how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at the Trust’s academies. This information is made available via the Horizons Specialist Academy Trust website.** [Homepage | Horizons Specialist Academy Trust - Providing infinite opportunities (horizonstrust.org.uk)](https://www.horizonstrust.org.uk/)

### REHABILITATION OF OFFENDERS ACT 1974

### Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)

### Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. (Y/N)

### The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain 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.

### Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

### If you have answered yes, supply details of all convictions in a sealed envelope marked ‘confidential’ and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

### DECLARATION

### If you submit this form via email you are declaring that the information stated is true and accurate.

### I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to references which are a) satisfactory to the school, b) a satisfactory DBS certificate and check of the Barred list, c) the entries on this form proving to be complete and accurate d) a satisfactory medical report if appropriate and e) satisfactory results from any online checks that are completed. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regards.

### I hereby apply for employment with Horizons Specialist Academy Trust. To the best of my knowledge all the particulars I have given are true. I understand that the deliberate provision of false information may disqualify me from employment or render me liable to instant dismissal if coming to light after my employment. I also understand that canvassing of Members or employees of the Academy whether done directly or indirectly, will result in this application being disqualified.

Signed:

Name       Date

### Applications can be sent by post to:

### HR Department, Horizons Specialist Academy Trust, c/o Abbey Hill Academy, Ketton Road, Hardwick, Stockton-on-Tees, TS19 8BU

### or by e-mail to: [HSATHR@horizonstrust.org.uk](mailto:HSATHR@horizonstrust.org.uk)