

APPLYING FOR A JOB WITH NORTHERN STAR ACADEMIES TRUST

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Data Protection

The information that you state on this application form will be used by the Trust/school to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Criminal Records Bureau check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post applied for involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications that are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within the application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples, which** include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.



When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills that you have taken for granted and which are clear signs of your ability to do the job.

Canvassing

You must not try to influence an elected Trust Director or Member, or any Trust/school employee, or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to any of these personnel you must indicate this in the relevant section of the application form.