



**Castleford Academy Trust**  
Ferrybridge Road, Castleford, WF10 4JQ  
Tel: 01977 605060  
[www.castlefordacademytrust.com](http://www.castlefordacademytrust.com)

**Castleford Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

## **APPLICATION GUIDANCE NOTES**

You are advised to read through the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible.

When completed, read through your Application Form, checking for errors and gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. Where possible, completed application forms should be returned electronically as indicated on the vacancy advert. Alternatively, forms can be returned by post to Castleford Academy, Ferrybridge Road, Castleford, West Yorkshire, WF10 4JQ.

### **HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?**

The job advertisement describes the skills, experience and qualifications that we are looking for. The job description shows the main duties, responsibilities and personal attributes of the post. You should read all documents carefully and try to identify the key words and phrases to help you complete your application.

### **DO YOU HAVE WHAT WE ARE LOOKING FOR?**

From the information in the advertisement and job description, work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

### **ASYLUM AND IMMIGRATION ACTs 1996 and 2004**

The successful applicant will be required to provide documentation which proves their entitlement to work in the UK before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every applicant who is invited to attend an interview.

### **DATA PROTECTION**

Castleford Academy Trust collects data in order to process your application and will use it for any subsequent employment purposes. All information provided as part of your application will be treated as confidential.

On occasions, the Academy will have to contact third parties to verify information you have provided and other facts in relation to you and your application, for example references. In line with DfE guidance, the academy will consider conducting an on-line search for shortlisted candidates

The Academy needs to protect public funds it handles so we may use the information provided on your Application Form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

Should you be unsuccessful with your application the Academy will destroy your application form six months after its submission.

### **CRIMINAL CONVICTIONS**

You are required to give details of any convictions, which are not 'spent'. In addition, you are required to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. This will not necessarily bar you from applying but failure to disclose may lead to your later dismissal dependent on the nature of the position and the circumstances and background of your offences.

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked 'Private and Confidential – For the Addressee Only' in the top left hand corner to the chair of the interview

panel.

## RECRUITMENT MONITORING

Castleford Academy Trust is committed to promoting equality, inclusiveness and social justice. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice. The Academy values the social and cultural diversity of its community and will make every effort to ensure that our workforce and services reflect that diversity.

To assist us monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form enclosed with this application form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

## THE APPLICATION FORM

### 1. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. Braille or taped applications are welcome and the Application Form is also available to download or complete via the internet. If you need to attach additional sheets to support your application or to provide additional information, please quote the job title. **Read each section of the Application Form carefully.**

### 2. Canvassing

Direct or indirect canvassing of employees of Castleford Academy Trust by, or on behalf of yourself, is strictly forbidden and will invalidate your application.

### 3. Medical History

All appointments are subject to the successful completion of a medical screening process. A health problem does not preclude you from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act 1998.

### 4. References

We need to obtain two references as part of our safeguarding commitments; one of which must be from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible personal who knows you well but is not a relative. Referees will be sent a copy of the job description to assist them.

### 5. Education and Training

The "Qualifications" section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement and job specification should tell you whether qualifications are required. Original certificates will be checked upon appointment.

### 6. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Please provide your reasons for leaving.

Please provide a continuous record of all experience, paid or unpaid, including for example voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week. Please explain any break in your work history.

### 7. Information to Support your Application

This section is very important and gives you the opportunity to match your skills, knowledge, experience and personal qualities to the advert and job description.

Ask yourself why you are interested in the position, for example would it be a promotion or alternatively a good sideways career move to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and provide evidence that you possess them.

### 8. Job Sharing

The Academy supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experience and trained staff. Most jobs within the Academy are available for job sharing.

Applications from single job share applicants will be accepted and treated in the same way as full-time applicants. Where a single job share applicant is regarded as being the most suitable applicant for a job, they will be offered the position.



**RETURN TO: Castleford  
Academy Trust**  
Ferrybridge Road, Castleford,  
WF10 4JQ

**APPLICATION NUMBER**

**IT IS IMPORTANT THAT YOU REFER TO THE GUIDANCE NOTES BEFORE YOU COMPLETE THE APPLICATION FORM. THIS PART OF THE APPLICATION FORM WILL NOT BE USED TO SHORTLIST CANDIDATES FOR INTERVIEW. PLEASE USE BLACK INK OR TYPE**

## APPLICATION FOR EMPLOYMENT

**POST APPLIED FOR:** Click or tap here to enter text.

## PERSONAL DETAILS

**Surname/Family Name:**

Click or tap here to enter text.

**Previous Name/s:**

Click or tap here to enter text.

**How do you wish to be addressed in correspondence**

**MR/MRS etc** Click or tap here to enter text.

**Address for correspondence:**

Click or tap here to enter text.

**Postcode:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**First Name(s)/Other Names:**

Click or tap here to enter text.

**Telephone number where you can be contacted:**

**Day:** Click or tap here to enter text.

**Evening:** Click or tap here to enter text.

**Mobile:** Click or tap here to enter text.

**Do you have any relationships (personal/business/financial) with senior members of school staff or governors that may conflict with the duties of the post for which you are applying?**

Yes  No

**If yes, please provide details:**

Click or tap here to enter text.

**Failure to declare such relationship may lead to disqualification for appointment or to dismissal if employed.**

**National Insurance  
Number**

Click or tap here to enter text.

**For teaching posts only:**

Are you recognised by the DfE as a qualified teacher?

Yes

No

**DfE Number**

Click or tap here to enter text.

**EMPLOYMENT HISTORY****PRESENT OR MOST RECENT EMPLOYMENT****Name & Address of Current (or most recent) Employer:**

Click or tap here to enter text.

**Current Job Title:**

Click or tap here to enter text.

**Employment start date:**Click or tap to enter a date.**Date Left (if relevant):**

Click or tap to enter a date.

**Notice Required:**

Click or tap here to enter text.

**Current salary/ wage:**Click or tap here to enter text.**Reason for Leaving:**Click or tap here to enter text.**State briefly your main duties and responsibilities in your current (or most recent) position:**

Click or tap here to enter text.

### SUMMARY OF PREVIOUS EMPLOYMENT

Include part-time and temporary posts **and previous posts with your present employer**. Enter details with your most recent post first. For teaching posts provide information relating to age of pupils and numbers of role.

Period Employed		Name of Employer, Address & Nature of Business	Position, Grade, Spine Point/ Salary, Full-time or Part-time	Reason for Leaving
From Mth/Yr	To Mth/Yr			

--	--	--	--	--

**Please explain any break/s in your continuity of education and employment:**

Click or tap here to enter text.

**QUALIFICATIONS CURRENTLY BEING TAKEN**

<b>School/College/ University</b>	<b>Dates From</b>	<b>Dates To</b>	<b>Subject</b>	<b>Qualification/Level</b>	<b>Grade</b>

**TRAINING COURSES ATTENDED OR CURRENTLY BEING TAKEN** (include any relevant short courses)

<b>Training Provider</b>	<b>Course / Qualification</b>	<b>Dates From</b>	<b>Dates To</b>

**MEMBERSHIP OF PROFESSIONAL BODIES** (relevant to the position you are applying for)

<b>Name &amp; Address of Professional Body</b>	<b>Grade of Membership</b>	<b>Membership Number</b>

**QUALIFICATIONS OBTAINED – EDUCATIONAL & PROFESSIONAL**

<b>School/College/ University</b>	<b>Dates From</b>	<b>Dates To</b>	<b>Subject</b>	<b>Qualification/Level</b>	<b>Grade/s Obtained</b>

**QUALIFICATIONS OBTAINED – EDUCATIONAL & PROFESSIONAL (continued)**

<b>School/College/ University</b>	<b>Dates From</b>	<b>Dates To</b>	<b>Subject</b>	<b>Qualification/Level</b>	<b>Grade/s Obtained</b>

**For teaching posts please state the age range of children for which you are trained to teach:** [Click or tap here to enter text.](#)

## INFORMATION TO SUPPORT YOUR APPLICATION

### PLEASE REFER TO "GUIDANCE NOTES ON FILLING IN APPLICATION FORM"

Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.

This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in you present and previous jobs, or outside work and how it is relevant to this post.

Please attach additional sheets or documents if required

[Click or tap here to enter text.](#)

## REFERENCES

Please give name, address, position and relationship of two referees. One of these should be your current or (if you are unemployed) most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative. Please note that for posts working with children, references will be requested prior to interview.

<b>Name:</b>	Click or tap here to enter text.	<b>Name:</b>	Click or tap here to enter text.
<b>Position:</b>	Click or tap here to enter text.	<b>Position:</b>	Click or tap here to enter text.
<b>Address:</b>	Click or tap here to enter text.	<b>Address:</b>	Click or tap here to enter text.
<b>Postcode:</b>	Click or tap here to enter text.	<b>Postcode:</b>	Click or tap here to enter text.
<b>Relationship:</b>	Click or tap here to enter text.	<b>Relationship:</b>	Click or tap here to enter text.
<b>Tel Number:</b>	Click or tap here to enter text.	<b>Tel Number:</b>	Click or tap here to enter text.
<b>e-mail:</b>	Click or tap here to enter text.	<b>e-mail:</b>	Click or tap here to enter text.

**Please sign to confirm that you give consent for the above referee to provide a reference to support this application:**

.....

**Please sign to confirm that you give consent for the above referee to provide a reference to support this application:**

.....

**If the job you are applying for involves driving:**

Do you hold a current driving licence?      YES:       NO:

**Class**

e.g. full, provisional, HGV, etc. Click or tap here to enter text.

Do you have you use of a vehicle?      YES:       NO:

### JOB SHARING

If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you are applying for a full-time post, willing to job-share, or whether you would consider either:

**Please**  Full-Time       Job-Share       Either

If you would like to job-share this post but are unsure as to whether this is possible please contact us. Applications for single job-share applicants will be treated on their merits (see Guidance Notes).

**If you are offered this job will you have any other paid work?** Please  Yes       No

**Are there any dates when you will not be available for interview e.g. holidays please state:**

Click or tap here to enter text.

**DATA PROTECTION ACT 1998**

**I give my consent for the personal details contained in this Application Form to be processed for the purposes set out in the Guidance Notes to this Application Form.**

SIGNED: Click or tap here to enter text. DATE: Click or tap to enter a date.

**SIGNATURE:**

**I declare that the information I have given in this application is correct to the best of my knowledge.**

**I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.**

SIGNED: Click or tap here to enter text. DATE: Click or tap to enter a date.

**Shortlisting will take place within four weeks of the closing date. If you do not hear from us, please assume you have been unsuccessful.**



**Castleford  
Academy Trust**  
Ferrybridge Road,  
Castleford,  
WF10 4JQ

**APPLICATION NUMBER**

## THE APPLICATION FORM

Click or tap here to enter text.

**POST APPLIED FOR**

**THE DETAILS GIVEN ON THIS FORM ARE FOR MONITORING PURPOSES AND ARE CONFIDENTIAL. THEY WILL NOT BE SEEN BY THE SELECTION PANEL OR CONSIDERED IN ANY WAY DURING THE APPOINTMENT PROCESS.**

As an Equal Opportunity Employer Castleford Academy Trust seeks a workforce which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community.

To ensure this is carried out effectively, we ask all applicants to provide the following information. Selection for appointment/promotion will be based only on merit and ability and not the information provided in this section.

**Gender:** Click or tap here to enter text.

**Date of Birth:** Click or tap here to enter text.

**Marital Status:** Please

**Civil Partnership**  **Divorced**  **Married**  **Separated**  **Single**  **Widowed**

## DISABILITY

The Disability Discrimination Act (1995) defines a disabled person as a person with "a physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities". You no longer have to be registered disabled.

**Do you consider yourself to be disabled?** Please  **Yes**  **No**

**If Yes:** What adjustments do you consider may be necessary in the recruitment process to take account of your disability? Are there any arrangements we can make for you if you are invited for interview? Please specify, e.g. the provision of an accessible interview location or an interpreter, aids, adaptations or equipment.

**Where did you see the post advertised/hear about this vacancy?**

**School Website**  **Local Press**  **National Press**  **Agency**  **Other Means\***

\* Please state:

## EQUALITY MONITORING DATA

All of the information provided below is kept confidential in line with Data Protection Act 1998 and will only be used to compile statistics that we can then use to make continuous improvements to our recruitment and selection processes. We ask for your help in providing this information to give us a clearer profile of our workforce and how it compares with the numbers of people who are currently working or actively looking for work.

### I would describe my Ethnic Group as:

Chose one category then ✓ the appropriate box to indicate your cultural background

#### Asian or Asian British

- |   |                                    |  |
|---|------------------------------------|--|
| <input type="checkbox"/> Indian                     | <input type="checkbox"/> Pakistani |  |
| <input type="checkbox"/> Bangladeshi                |                                    |  |
| <input type="checkbox"/> Any other Asian background | (Please specify)                   | <a href="#">Click or tap here to enter text.</a> |

#### Black or Black African

- |   |                                  |  |
|---|----------------------------------|--|
| <input type="checkbox"/> Caribbean                  | <input type="checkbox"/> African |  |
| <input type="checkbox"/> Any other Black background | (Please specify)                 | <a href="#">Click or tap here to enter text.</a> |

#### Chinese or Other Ethnic Group

- |   |                  |  |
|---|------------------|--|
| <input type="checkbox"/> Chinese                |                  |  |
| <input type="checkbox"/> Any other Ethnic Group | (Please specify) | <a href="#">Click or tap here to enter text.</a> |

#### Mixed

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> White and Black Caribbean  | <input type="checkbox"/> White and Black African |  |
| <input type="checkbox"/> White and Asian            |  |  |
| <input type="checkbox"/> Any other Mixed background | (Please specify)                                 | <a href="#">Click or tap here to enter text.</a> |

#### White

- |   |                                |  |
|---|--------------------------------|--|
| <input type="checkbox"/> British                    | <input type="checkbox"/> Irish |  |
| <input type="checkbox"/> Any other White background | (Please specify)               | <a href="#">Click or tap here to enter text.</a> |

### Sexual Orientation: Please ✓ one of the boxes below:

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Bisexual     | <input type="checkbox"/> Gay     |
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Lesbian |

### Religion: Please ✓ one of the boxes below:

- |   |                                    |  |
|---|------------------------------------|--|
| <input type="checkbox"/> Buddhist           | <input type="checkbox"/> Christian |  |
| <input type="checkbox"/> Hindu              | <input type="checkbox"/> Jewish    |  |
| <input type="checkbox"/> Muslim             | <input type="checkbox"/> Sikh      |  |
| <input type="checkbox"/> No religion        |                                    |  |
| <input type="checkbox"/> Any other Religion | (Please specify)                   | <a href="#">Click or tap here to enter text.</a> |