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**APPLICATION FORM**

**KIRKLEES ASSOCIATE LIST**

Kirklees Council working with its schools, has developed an Associate List which is used to provide support to Kirklees schools and settings. The Associate List is managed by Kirklees Council’s Learning Service. The list is used by schools and other learning settings to select Learning Associates who have been quality assured and can be matched with area specialism or undertake specific project work.

To be included, all associates must meet minimum quality assurance standards and thresholds.

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| **PERSONAL DETAILS**  |
| **Title**  | **Dr □ Mr □ Mrs □ Miss □ Ms □ Other (please specify)**   |
| **Surname (s)**  |   |
| **First Name (s)**  |  |
| **Previous Surname (s)** |  |
| **Address** |   |
| **Post Code**  |   |
| **Email Address**  |   |
| **Telephone**  | **Work: Home:****Mobile:**  |
| **NI. No**  |  |
| **Date of Birth**  |   |
| **DFE No**  |  |

If you are related to any councillor, employee of Kirklees Council, member of a Kirklees School governing body or a member of the Kirklees Associate Framework Team, please give details.

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Relationship to you** |   |

**References – remember to ask your referees for permission before you give their name**

*References will be requested as part of the recruitment and decision making process. Referees* ***MUST*** *be able to provide details on your professional work in relation to supporting schools/settings to improve outcome for learners*

|  **Name:** |   |
| --- | --- |
| **Email:** |   |
| **Address:** |  |
| **Postcode:** |
| **Tel**: |  |
| **Occupation:** |  |
| **Relationship:** |  |
|  |
| **Name:** |
| **Email:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Tel:** |  |
| **Occupation:** |  |
| **Relationship:** |  |

**Work History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current employment Status** (please tick all relevant boxes) | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   |
| Employed Full Time | Employed Part Time | Self-employed  | Sole Trader | Retired / unemployed |

**Present Employment** (or last job for applicants currently unemployed/retired)

|  |  |
| --- | --- |
| **Job Title:** |   |
| **Date employment started:** |   |
| **Date employment ended: (if applicable)** |   |
| **Name of employer/School:****Name of Local Authority/Agency:** |   |
| **Address:** |   |
| **Postcode:** |  |
| **Main Duties** |   |
| **Salary**: |   |

**Employment/Consultancy History**

*This section deals with your previous employment/consultancy history. Start with the most recent and include any part-time, casual or voluntary work – from the age of 16 years old to present. Account for any gaps in employment etc due to childcare, non-employment etc in the section that follows. If you need more space, use additional sheets – ensure that all additional sheets are clearly named*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** | **Main Duties** | **Name & address of employer** | **From (mm/yy)** | **To (mm/yy)** | **Reasons for leaving** |
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| **SCHOOLS –Please indicate roles held** | **✓** | **LOCAL AUTHORITY –Please indicate roles held** | **✓** |
| Chair of Governors | **□** | Strategic Leadership in Learning  | **□** |
| IEB Membership  | **□** | Strategic Leadership (other) | **□** |
| Executive Headship  | **□** | School Improvement Officer | **□** |
| Headship | **□** | Curriculum Support | **□** |
| Deputy Headship  | **□** | SEN Support/Assessment | **□** |
| Assistant Headship | **□** | Safeguarding Officer/LADO | **□** |
| Middle Leadership | **□** | Attendance Support | **□** |
| Special Educational Needs | **□** | Behaviour Support | **□** |
| Safeguarding | **□** | Education Psychology | **□** |
| Behaviour & Attendance | **□** | School Organisation & Planning | **□** |
| Curriculum Development | **□** | Data Systems/Modules/Data | **□** |
| School Data Management | **□** | Level Data Analysis | **□** |
| Financial Planning & Budgeting | **□** | Employment Skills/Enterprise | **□** |
| Teaching Assistant Management | **□** | Health & Safety | **□** |

**Education & Qualifications/Accreditations**

*Please include the dates when you started and finished each level of education from age 16 to present, Original certificates to be evidenced, when requested*

|  | **Periods of Study** | **Degrees or certificates** |  **Dates of Awards** |
| --- | --- | --- | --- |
| **Name of schools/College/University Attended** | **From**  | **To** | **Details/subjects/grades** |  |
|  |  |  |  |  |

*If you need more space, use additional sheets – ensure that all additional sheets are clearly named*

**Breaks/Gaps in Employment/Education**

***Please explain any breaks in your educational attainment and/or employment history in the following space.***

***If you need more space, please attach additional sheets***

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***Have you lived or worked abroad in the past 5 years for a period of 6 months or more? If yes, please ensure that you detail below the dates and countries where you resided/worked***

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**Additional Information**

1. **\*\*If you are in receipt of a pension payable under the Teachers’ Pension Regulations following early retirement, please indicate the grounds on which you were retired.**

**\*\*Please note – this clarification is required as a result of the Teachers’ Pension regulations. It will not be used for any other purpose when considering your application**

Interest of efficiency/Redundancy/Ill health (delete as appropriate)

Date of retirement

**In certain circumstances where you are in receipt of your pension from Teachers’ Pensions, this limits you to the amount of work you can undertake, or in some cases (if a health related retirement) it prevents you from returning to work at all.**

**There are different regulations depending on the type of retirement and the date the pension was awarded.**

**If you think that this applies to you then please seek advice from Teacher’s Pensions by calling: 0345 6066166 or speak to the Pensions Team at Kirklees Council by calling: 01484 225095.**

1. **If you have received a redundancy payment in respect of a previous employment with a local authority, please give details**

**Please be aware that if you have recently received a redundancy payment from your previous employer (and your employer was one that is listed under ‘The Redundancy Modification Order’) a relevant break in service must occur before you re-commence any period of re-employment, If this applies to you then please seek advice from our Pensions Team by calling 01484 225095.**

Name of Authority

Date of Redundancy

**Criminal Convictions**

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become ‘spent’ after the passage of time, that is the law will treat them for the most purposes as if they have never happened and it is not necessary to disclose them on Application Forms. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. *The job for which you are now applying falls within that order.*

However, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.

For details of what criminal convictions must be declared please refer to the following guidance:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering> It is your responsibility to read this information in full and complete the application form accurately.

If you fail to disclose that you have been convicted of a criminal offence or received a caution, reprimand or warning this may lead to dismissal or disciplinary action by the authority. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for which the order applies.

For jobs that are subject to a disclosure, please note that a criminal record will not necessarily bar you from employment. This will depend on the nature of the position you are applying for and the circumstances and background of the offence.

***Do you have 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? Please give details below:***

Dates Details of conviction, caution, reprimand or warning Penalty

**Are there any matter pending? Yes 🞎 No 🞎**

If ‘Yes’ please

give details

I declare that the particulars given are correct and I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information will result in removal from the Kirklees Associate Framework, if successful

Signed Date

First Name

Last Name

**N.B Failure to complete this section will result in your application to the Associate Framework being rejected**

**Important Notice to Applicants**

Kirklees Council takes its duty of care to the schools and settings it serves very seriously

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, i.e. known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

Inclusion on the Kirklees Associate Framework is subject to satisfactory pre-employment checks which will include obtaining an Enhanced DBS certificate.

This intensive procedure can take some time; however, I am certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

GDPR: For details of how the council use the data you provide and for further information please read our Privacy notice <http://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-HR.pdf>

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| **I have not canvassed (either directly or indirectly) any councillor or employee of Kirklees Council and will not do so.****I declare that the information I have given on this form is complete and accurate and that I am not barred or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of inclusion, or my removal at any time in the future.** |

Please sign the form\*

Signed:

Print Name:

Date:

**\*If you submit electronically you will be asked to provide a true signature, if successful**