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| Cr 6C K_small | WIMBLEDON COLLEGE**application for support post** |

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| **FORM E10** |
| date received |  |
| references  |  |
| interview |  |
| decision |  |
| informed of outcome |  |

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| Title of the post for which you are applying:Click here to enter text. |
| Please state where you first learned of this vacancy:Click here to enter text. |

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This application form must be accompanied by:

1. a detailed and up-to-date **curriculum vitae**
2. the names and addresses of **two referees** who have indicated their willingness to write references in connection with this application and who have direct experience of your work in school – please note that references will be taken up before candidates are called to interview

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| Title:Click here to enter text. | First Name:Click here to enter text. | Surname:Click here to enter text. |
| Home Address:Click here to enter text. |
| Home phone:Click here to enter text. | Mobile:Click here to enter text. |
| Email:Click here to enter text. |

If you are a qualified teacher please complete the following section, if you are not, please proceed to the next section:

DfE Teacher Reference Number: Click here to enter text.

Do you have Qualified Teacher Status? Choose an item.

QTS Certificate Number: Click here to enter text.Date of qualification as a teacher: Click here to enter text.

Employment History and Work Experience:

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| from date | to date | Full name and address of school / employer | Post held and responsibilities | reason for leaving |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

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| **Dates (from – to)** | **Activity** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

Post-11 education and training:

Please complete in chronological order, starting with the most recent:

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| Full Name of school, university or other institution | subject(s) | grade | date of award |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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Training record

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

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| **Course Title** | **Course Provider** | **Length of Course** | **Dates****From – To** | **Award / Classification (if applicable)** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Interests and Hobbies:Please list your interests and hobbies outside of work: Click here to enter text.Salary |

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| What is your current salary? | **£** Click here to enter text. |
| If this salary is on a Local Authority or other scale please give details of scale and point | Click here to enter text. |
| Notice required: (If notice already given, date it is due to expire) | Click here to enter text. |

**Supporting Statement:**

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post.

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References

A referee who is a current or former employer should have full access to the applicant’s personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation.

In accordance with Keeping Children Safe in Education (2018) we will obtain and scrutinise **references prior to interview** and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. **Please advise if you do not want us to take up references at this stage and provide reasons.**

Click here to enter text.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

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| Present School/Employer |  | Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer) |
| name:Click here to enter text. |  | name:Click here to enter text. |
| position:Click here to enter text. |  | position:Click here to enter text. |
| Organisation:Click here to enter text. |  | Organisation:Click here to enter text. |
| address:Click here to enter text. |  | address:Click here to enter text. |
| phone:Click here to enter text. |  | phone:Click here to enter text. |
| email:Click here to enter text. |  | email:Click here to enter text. |
| Has this person agreed to provide a reference for you in connection with this job application?Choose an item. |  | Has this person agreed to provide a reference for you in connection with this job application?Choose an item. |

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body or any current employee(s) please provide the relevant details here:

Name(s) of Governing Body Member/ Employee(s):

Click here to enter text.

Relationship(s) to you:

Click here to enter text.

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

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| The Governing Body is obliged by law to operate a checking procedure for employees who have access to children and young people.Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.Choose an item. If yes please provide full details:Click here to enter text.**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.By checking the box you consent to a DBS Check(s) being made: [ ]  |

Rehabilitation of Offenders Act 1974

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| If 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), then the details of these must be disclosed if you are invited for interview.If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form. |

Request for Your Consent to Process Your Data

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| In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.**Important information regarding your consent**1. Wimbledon College are a Catholic education provider, we work closely with the school’s Trustees, the Local Authority, the Department for Education, the Catholic Education Service and Ursuline High School 6th Form with whom we may share information you provide on this application form if we consider it is necessary in order to fulfil our functions.
2. The person responsible for data protection within our organisation is LBM Schools DPO and you can contact them with any questions relating to our handling of your data. You can contact them by emailing schoolsDPO@merton.gov.uk*.*
3. We require the information we have requested on this form in order to process your application for employment.
4. To the extent that you have shared any special categories of personal data[[1]](#footnote-1) this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
5. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
6. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
7. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
8. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
9. To read about your individual rights you can refer to our fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by emailing the Head Master. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your consent** Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:I confirm that I have read and understood paragraphs 1-10 above and that I have been offered the opportunity to raise any relevant questions: Choose an item.Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-10 above [ ] I agree to my personal data being shared as stated in paragraphs 1 and 4 above: Choose an item.**Immigration, Asylum and Nationality Act 2006**The Governing Body will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in the Notes to Applicants. By checking the box below you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: [ ] **Immigration Act 2016**The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016. |

Declaration

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| If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included. Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) and/ or the Police, if appropriateBy signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold. I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.  |

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| signed:  Click here to enter text.                                    | date:Click here to enter text. |

***The post will be subject to the terms and conditions of the appropriate model contract, a copy of which will be provided to you before interview if you are shortlisted.***

**Please return this form to the Head Master, Wimbledon College, Edge Hill, London SW19 4NS. Via** **hr@wimbledoncollege.org.uk**

H:\Administration Employment\Forms\E10 Application Form (Support Staff)
June 2019

1. Article 9(1) GDPR sets out the special categories of personal data as follows: *“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation….”* [↑](#footnote-ref-1)