**Striving to be an Equal Opportunities Employer**

**Application for Academy Based Appointment**

**Guidance Notes & Information to Applicants**

**Please read these notes carefully prior to completing your application form.**

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| **Watergrove Trust is a multi-academy trust currently working in partnership with Wardle Academy, Matthew Moss High School, Kentmere Academy, St Andrews C of E Primary School and St James C of E Primary School.**    **Appointments made are made to the Watergrove Trust.** | **Appointments to this post will be subject to an enhanced Disclosure & Barring and background check**  ***The Trust is committed to safeguarding and promoting the welfare of children and young people. The information requested for applicants to provide for DBS clearance, is considered to be objectively justified to comply with government guidance on safer recruitment in schools and academies.*** |
| **Thank you for the interest you have shown in working for Watergrove Trust. This information is provided to help you complete your application form. If you have any queries about the completion of this form please contact us.** | |
| **Rehabilitation of Offenders Act 1974**  **The nature of the work for which you are applying means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore entitled to withhold provisions of the Act and, in the event of you being appointed to the post, any failure to disclose such information could result in summary dismissal.** | **Data Protection/GDPR**  **We are required, under the Data Protection Act (1998), to inform you that details of your name address and the post applied for will be held on computer to facilitate the recruitment process** |
| **Recruitment Monitoring Form**  **The Trust aims to be an Equal Opportunities Employer. We welcome applications regardless of age, gender, cultural and ethnic origin, religion, disability and sexuality. To help monitor the effectiveness of our recruitment practices and assess the success of different media in attracting applications, please complete the equal opportunities section attached to your application form. This information will be used for statistical purposes only.** | **Relatives of Governing Bodies members, teachers or senior officers**  **Candidates for any employment within the Trust must disclose any relationships with a governing body member, teacher or senior officer of the Academy. Candidates who fail to do so shall be disqualified from appointment. Governing body members, teachers and senior officers are also required to disclose any relationship known to exist with a candidate for an appointment. ‘Senior Officer’ is defined as including all officers whose salaries are grade 7 or above.** |
| **Disabled candidates**  **Disabled candidates meeting the essential criteria for the post will be guaranteed an interview. Your application form will be judged solely on its merits. Where possible, adjustments will be made to ensure a disabled person is able to carry out the work.** | **Difficulties in completing this form**  **If you have any questions about the completion of this form please contact the relevant Academy for assistance.** |
| **False Information**  **Providing false information is an offence and could result in your application being rejected or summary dismissal if selected, as well as possible referral to the police.** |
| **Smoke Free Policy**  **The Trust operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building.** | |
| **Job Descriptions and Person Specifications**  **Before you start to complete the application you should read the job description and person specification carefully. This information will enable you to show us, on your application form, how your knowledge, experience, skills and abilities match those we require and how they will enable you to successfully do the job.**  **Use the criteria in the person specification as headings and give examples of your experiences and skills under each heading. If you do not clearly demonstrate how you meet the essential criteria in the person specification, you cannot be shortlisted for interview.**  **You can use skills you have gained from unpaid, community and voluntary work, leisure interests and your home life, as well as those from past and recent employment.** | **Closing Date**  **Take a note of the closing date for applications and make sure your application is submitted in plenty of time.**  **Late Applications may not be accepted after the closing date.** |
| **Applications/CVs**  **Applications will be accepted on the application form and continuation sheets (if needed).**  **Please use black ink so we can clearly photocopy forms for shortlisting and interviewing.**  **Curriculum Vitaes (CVs) are not accepted.** |
| **Lost/Delayed Applications**  **Claims that any application form has been lost or delayed in the post will not be considered without proof of posting from the Post office in support of such claims.** |
| **Decision to shortlist**  **Your application form is an important part of the recruitment process. The decision whether or not to shortlist you for interview will be based on the information you provide on your application form. We do not take into account any previous applications or prior knowledge of you.** | **Pre-employment clearances**  **All posts are subject to satisfactory medical clearance from the Trust’s occupational health providers, two satisfactory references (see References section), evidence of the Right to Work in the UK, Qualification checks, enhanced DBS clearance. Failure to meet these requirements will result in any offer of employment being withdrawn.** |
| **References**  **Two satisfactory references will be required prior to appointment. One should be from your present/relevant employer (or your last employer if unemployed). References will be requested at the point of your application being shortlisted.** | **Probationary (Support Staff)**  **All new entrants to the Trust will be subject to a probationary period of up to 6 months.** |
| **Acknowledgment and Feedback**  **If you want feedback as to why you have not been shortlisted and suggestions to improve your chances of success in the future please contact the Academy and you will be directed to the appropriate person.** | **Complaints Procedure**  **If a candidate is not satisfied with the feedback regarding their application form and/or interview performance and they want to raise a concern or complain, this may be done by way of a written complaint under the Trust’s Recruitment and Selection Complaint Procedure.** |

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| **Recruitment Monitoring Form**    **Please provide the first part of your postcode ie OL12, BB6:**  **My postcode is: \_\_\_\_\_\_\_\_\_\_\_\_**  **Job Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | Academy/ Office Use | |
| **Source of Application** How did you find out about this post? Please put a cross (X) next to the relevant item. | | | | | | |
| Your council jobs website |  | Job centre Plus | | | |  |
| Times Educational Supplement |  | Please specify if TES online or paper copy | | | |  |
| School Website |  | Other, please specify | | | |  |
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| **Gender / Age** | | | | | | |
| Are you male or female? |  | Date of birth |  | Age | |  |

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| **Race / Ethnicity** Please put a cross (X) next to ONE of the following | | | | | | | |
| **1. White** | | **3.** **Black or Black British** | | | | | |
| 1.1 White British |  | 3.1 Black Caribbean | | | |  | |
| 1.2 White Irish |  | 3.2 Black African | | | |  | |
| 1.3 Any other white background |  | 3.3 Black British | | | |  | |
|  | | 3.4 Any other Black background | | | |  | |
|  | | | | | |
| **2. Asian or Asian British** | | **4. Mixed** | | | | | |
| 2.1 Pakistani |  | 4.2 White and Black Caribbean | | | |  | |
| 2.2 Bangladeshi |  | 4.2 White and Black African | | | |  | |
| 2.3 Kashmiri |  | 4.3 White and Asian | | | |  | |
| 2.4 Indian |  |  | | | |  | |
| 2.5 British Asian |  | | | | | | |
| 2.6 Any other Asian background |  | **5. Chinese or other Ethnic group** | | | | | |
|  | | 5.1 Chinese | | | |  | |
| 5.2 Other Ethnic Group | | | |  | |
| **Religion** Please put a cross (X) next to ONE of the following | | | | | | | |
| Christian (including CofE, Catholic, Protestant & all other Christian denominations) |  | Muslim | | | |  | |
| Buddhist |  | Sikh | | | |  | |
| Hindu |  | None | | | |  | |
| Jewish |  | Any other religion (please indicate) | | | |  | |
| **Applicants with Disabilities** (Put a cross - X - in the appropriate boxes and give details if necessary)  Applications from suitably qualified disabled people are positively welcomed. Any disabled person demonstrating they meet the essential requirements of the person specification will be guaranteed an interview. | | | | | | | |
| Do you consider you have a disability? | | | **Yes?** |  | **No?** | |  |
| If you are shortlisted for interview, do you have any specific requirements? (e.g. wheelchair access, induction loop system, etc.) | | | **Yes?** |  | **No?** | |  |
| If Yes please specify below | | | | | | | |
| **Caring Responsibilities** | | | | | | | |
| I look after children | | | **Yes?** |  | **No?** | |  |
| I help an adult with her/his daily routine | | | **Yes?** |  | **No?** | |  |

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| **Data Protection Act 1998**  I consent to the data on this form being used for statistical purposes to assist Watergrove Trust in the monitoring of equality and diversity. | | | |
| Signed |  | Date |  |

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| |  | | --- | | Academy/  Office Use | |

**Application Form - Teaching Staff**

**Teaching Posts are subject to Disclosure & Barring and background checks**

**Please note that late applications and CVs cannot be accepted.**

**Please complete this application form in full.**

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| Application for the post of: |  | | |
| Pay scale: |  | | |
| Job Ref: |  | Academy: |  |

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| **Personal Details** | | | |
| Mr/Mrs/Miss/Ms/Dr |  | Address including postcode |  |
| Surname |  |  |
| Forename names(s) |  |  |
| Previous Surname |  |  |
| Telephone no (Home) |  |  |
| Telephone no (Work) |  | E-mail address |  |
| Mobile |  | National. Ins. No. |  |
| **Current Employment**  This section must be completed in full | | | |

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| Date started in current post:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Employer’s Name and Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Current responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Notice Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date left (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Reason(s) for leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Any additional payments i.e. TLR/SEN  (including safeguarding). Please state amount:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Group size of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Age Range Taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Name and Address of Local Authority (If applicable)    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Teachers Details** | | | |
| Teacher Reference Number |  | | |
| Are you subject to any conditions or prohibitions by the Teaching Agency (or the GTC prior to its abolition)? | Yes/No | If yes, please provide details |  |

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| **Qualifications & Training** | | | | | |
| The Person Specification for the job will tell you which qualifications are essential and desirable. Please list your relevant qualifications in date order with the most recent first. Please also provide information about the post-16 education and training you have received in this country or broad.  You will be considered for shortlisting only if you have the essential qualifications listed for the job. If shortlisted, you will be required to produce proof of essential qualifications at interview. Teaching Certificates, degrees, relevant National Vocational Qualifications and Apprenticeships should be included in this section. **Add extra boxes or continue on separate sheet if required.** | | | | | |
| School/College/  University | Subject or Title of  Qualification Course | **Qualification Obtained** | **Class of Degree** | **Full/Part time** | **Date(s)**  **awarded** |
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| **In Service Training/Continuing Professional Development** | | | |
| Please provide information about training courses you have attended.  **Add more rows or continue on a separate sheet if needed.** | | | |
| **Title of Course** | **Date completed** | **Length of course** | **Organising Body** |
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| **Type of teacher training:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Foundation/Early Years |  |  | KS4 |  | | KS1 |  |  | Special |  | | KS2 |  |  | FE |  | | KS3 |  |  |  |  |      |  |  |  |  |  | | --- | --- | --- | --- | --- | | Yes |  |  | No |  |     **Have you successfully completed your NQT Induction Year?** |

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| **Previous Employment (non-teaching)** | | | | | |
| Please list below **all** your other jobs since leaving school/college/university, including those overseas, in chronological order, with the most recent first. **Add extra boxes or continue on separate sheet if required.** | | | | | |
| **Employer's name, and address** | **From/to**  **DD/MM/YY** | **Job Title** | **Reason for Leaving (must be stated)** | **Full/Part time** | **Salary Point** |
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| **Previous Teaching Posts/ Experience** | | | | |
| Please provide details of all previous teaching experience, including those posts overseas, starting with the most recent first. *NQTs should state their experience to date*. **Add extra boxes or continue on separate sheet if required.** | | | | |
| **Name and address of School, Local Authority name,**  **State school group size** | **From/to**  **DD/MM/YY** | **Age range/subject responsibility** | **Reason for leaving**  **(must be stated)** | **Salary point** |
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| **Gaps/Breaks in Employment** | | | | |
| Please provide a written explanation of any gaps/breaks in your employment history, eg looking after children/family, gap year. | | | | |

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| **Unpaid/Voluntary Experience** | | | |
| You may have also gained skills and experience to meet the person specification through unpaid/voluntary work or other life experiences. It is important you also tell us about these experiences where they are relevant to the job you are applying for (e.g. voluntary work, unpaid work). **Add more rows or continue on a separate sheet if needed.** | | | |
| **Organisation** | **Dates From / to** | **Experience Gained** | **Hours per week** |
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| **Membership of Professional Bodies or Associations**  **Add more row or continue on a separate sheet if needed** | | |
| **Body** | **Status of Membership** | **Membership by Exam? Yes/No** |
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| **Safeguarding** | |
| Have you ever been the subject of any **child protection concern** either in your work or personal life, or disciplinary action, including any which is time expired? | Yes  No |
| If yes please provide details, including dates: | |

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| **Dismissals (excluding redundancy and retirement)**  **Failure to provide true and accurate information may lead to disqualification or to dismissal**. | |
| Have you ever been dismissed from any employment? | Yes  No |
| If yes please provide details, including dates: | |

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| **Early Retirement/Voluntary Redundancy** | |
| Are you in receipt of an occupational pension from the Teachers Pensions Fund? | Yes  No |

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| **Are you related to, or the partner of:** | |
| any existing employee of the Academy? | Yes  No |
| any member of the Academy Governing Body? | Yes  No |
| If yes, please give their names below: | |
|  | |
| **Failure to declare any such relationship may lead to disqualification for appointment or to dismissal** | |

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| **Details of your experience and your reasons for applying for the post.** Explain how you would relate your education, training and experience (including examples from your paid or voluntary work) to the requirements of the person specification for the post for which you are applying.    The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.  The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.  The **How Identified** column shows how the School will obtain the necessary information about you.  If the **How Identified** column says the A**pplication Form** next to an **Essential Criteria** or a **Desirable Criteria,** you **MUST** include in your application enough information to show how you meet these criteria.  *Please use the criteria on the person specification as a guide to show how you meet the requirements of this role. You are required to provide examples to demonstrate how you meet the criteria’s.*    **Please continue on a separate sheet if necessary** |

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| **References** | | | |
| Please nominate **TWO** referees. If currently employed, one referee MUST be your current employer. If currently unemployed, one referee must be your last employer. If you are at present a student or newly qualified one of your referees must be your academic referee or a person who knows you as a helper or volunteer. References will not be accepted from relatives, friends or personal referees. **If you are applying for the post of Headteacher, one of your referees MUST be the Director of Education or their nominated representative in your current or last employing Authority.** You may not name persons who are members of the Governing Body.  **Please note that references will be requested if you are shortlisted for interview**. | | | |
| **Professional 1** |  |  | |
| Name |  | Designation |  |
| Address |  | Telephone no |  |
| Fax no |  |
| Town/City |  | E-mail |  |
| Postcode |  |  |  |
|  | | | |
| **Professional 2:** |  |  | |
| Name |  | Designation |  |
| Address |  | Telephone no |  |
| Town/City |  | Fax no |  |
| Postcode |  | E-mail |  |

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| **Declarations**  1. I have read or had explained to me and understand all the questions on the form.  2. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK.  3. I understand that:  a) Under the Rehabilitation of Offenders Act if shortlisted, I will be asked to sign a written declaration stating any cautions, bind-overs, prosecutions or convictions which are either on my record or pending, even if they would be regarded as ‘spent’ under the Act. I understand that if successful, I may be questioned about the content of the declaration. I further understand that failure to disclose such convictions may result in dismissal or disciplinary action.  b) Under the Home Office guidelines regarding the protection of children I will be asked, if shortlisted, to agree to a check being made by the Disclosure & Barring Service about the existence and content of a criminal record.  c) In accordance with the Data Protection Act, the personal details submitted on this application form are collected by the Academy. Personal data will be used for the purpose of selection, interview and employment records. In addition personal data may be disclosed to third parties where a legal basis is satisfied.  d) Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police.  4. The information I have given on this form is true and accurate to the best of my knowledge. | |
| **Signed:** (If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.) | **Date:** |

*Thank you for your interest in working at for Watergrove Trust. If you do not hear within 4 weeks of the closing date, please assume that you have been unsuccessful on this occasion.*