|  |  |  |
| --- | --- | --- |
| For Office Use Only | Application reference |  |
| Date received |  |
| Invite for interview | Yes [ ]  | No [ ]  |



|  |  |
| --- | --- |
|

|  |
| --- |
| **White Woods Primary Academy Trust (WWPAT)****Employment Application Form** |

*WWPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.* |
|  |
| Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. All appointments are subject to a pre-employment medical check and a six-month probationary period. In the first instance, please complete and submit the application form electronically to enquiries@wji.wwpat.org. Alternatively, a hardcopy of the application form can be completed in black ink or type and submitted addressed to Whiston J&I School, Saville Road, Whiston, S60 4DX. **Please note to enable us to compare candidates fairly, this application form is the only document we consider when we shortlist applications. As such, please do not send a CV, written references, examples of work or other information.** |
|  |
| **VACANCY DETAILS:** |
| **Vacancy job title:** | Click here to enter text. |
| **Reference number:** *(If* applicable). | Click here to enter text. |
| **Location:** | Click here toenter location. |
| **Closing date:** | Click here to enter a date. |
|  |
| **PART A – PERSONAL INFORMATION** |
| **Title:** | Click here to enter text. |
| **Surname or family name:** | Click here to enter text. |
| **All forenames:** | Click here to enter text. |
| **Previous Name(s):** | Click here to enter text. |
| **National Insurance Number:** | Click here to enter text. |
| **Home telephone number:** | Click here to enter text. |
| **Mobile telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |
| \* Please note that if an e-mail address is provided all correspondence to you will be via e-mail. Please tick the box if you do not wish to receive any e-mail correspondence in regard to this vacancy. |[ ]
| **Current Address:** | Click here to enter text. |
| **From** | Click here to enter a date. | **To** | Click here to enter a date. |
| **Previous Address:***Please note if you have been at your current address for less than 3 months please provide this information*  | Click here to enter text. |
| **Do you have a current driving licence?** | **Yes** |[ ]  **No** |[ ]
| **Do you require sponsorship (previously a work permit)?** | **Yes** |[ ]  **No** |[ ]  If **YES** please provide details separately. |
| **If selected for interview, are there any dates when it would be impossible for you to attend?** | **Yes** |[ ]  **No** |[ ]  If **YES** please provide details separately. |
| **PART B – QUALIFICATIONS AND TRAINING** *(Successful applicants will be required to provide proof of qualification, and White Woods Primary Academy Trust reserves the right to approach any number of education providers to verify the qualifications stated).*

|  |
| --- |
| **SECONDARY EDUCATION:** |
| **Name of school:** | **From:** | **To:** | **Subject:** | **Qualification:** *(e.g. GCSE or equivalent etc.)* | **Grade:** |
|  |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
|  |
| **FURTHER OR HIGHER EDUCATION:** *(Please provide details of any recognised qualifications or courses attended which are relevant to the job application.)* |
| **Name of FE College / University / Awarding Body:** | **From:** | **To:** | **Subject / Course:** *(Please indicate if full or part time).* | **Qualification:** | **Date of award:** |
|  |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| **EDUCATION AND TRAINING – OTHER:** *(Please list relevant courses attended / delivered in the past 3 years).* |
| **Other relevant professional development e.g., courses, programmes:** (Other than above). | **Trainee / Trainer:** | **Length of course / programme:** | **Qualification:** *(If applicable).* | **Date:** |
|  |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |

 **FOR TEACHING AND HEADPOSTS ONLY:**

|  |  |
| --- | --- |
| **GTC Registration:** | Click here to enter text. |
| **DfE Reference Number:** | Click here to enter text. |
| **Date of Award of QTS:** | Click here to enter text. |
| **Date of completion of statutory induction (NQTs) or number of terms completed:** | Date.Click here to enter text. |

**PART C - CURRENT EMPLOYMENT*:*** *(if applicable).* |
| **Name and address of employer:** | Click here to enter text. |
| **Job title:** | Click here to enter text. |
| **Current salary / scale:** | Click here to enter text. |
| **Date of appointment from:** | Date. | **Date of appointment to:** | Date. |
| **Reason for leaving:** | Click here to enter text. |
| **PART D - FULL EMPLOYMENT HISTORY***(Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. Please enclose a continuation sheet if required).* |
| **Name and address of employer:** | Click here to enter text. |
| **Job title:** | Click here to enter text. |
| **Current salary / scale:** | Click here to enter text. |
| **Date of appointment from:** | Date. | **Date of appointment to:** | Date. |
| **Reason for leaving:** | Click here to enter text. |

|  |  |
| --- | --- |
| **Name and address of employer:** | Click here to enter text. |
| **Job title:** | Click here to enter text. |
| **Current salary / scale:** | Click here to enter text. |
| **Date of appointment from:** | Date. | **Date of appointment to:** | Date. |
| **Reason for leaving:** | Click here to enter text. |

|  |  |
| --- | --- |
| **Name and address of employer:** | Click here to enter text. |
| **Job title:** | Click here to enter text. |
| **Current salary / scale:** | Click here to enter text. |
| **Date of appointment from:** | Date. | **Date of appointment to:** | Date. |
| **Reason for leaving:** | Click here to enter text. |

|  |
| --- |
| **If there are any gaps in your employment or education history that is not included above, please explain them below:** (*Please enclose a continuation sheet if required).* |
| Click here to enter text. |
| **PART E - SUPPORTING STATEMENT:**  |
| **OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS:** Please tell us about yourself and why you are applying for the post. Please provide clear and verifiable evidence of how your experience, interests and skills fulfil the requirements of the job description and person specification. Equally, please provide evidence of how your beliefs and behaviours are aligned to the ethos of White Woods Primary Academy Trust, why this opportunity excites you and why you believe, at this stage in your career, we should consider you for this position.**Please note your statement must not exceed 2000 words (excluding spaces) and be completed on the sheet provided below.** |
|  |
| Click here to enter text. |

|  |
| --- |
| **PART F - REFEREES** |
| Please provide details of at least two people to whom reference may be made. The first referee should normally be your present or most recent employer. If the post involves working with children but you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends. |
|   |
| As the position involves working with children, young people or vulnerable adults, any number of your previous employers may be contacted **without** seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal candidates). **It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance. |
|   |
| **First referee:** | **I consent to this reference being requested before interview:** | **Yes** |[ ]  **No** |[ ]
| **Title and name:** | Click here to enter text. |
| **Position:** | Click here to enter text. |
| **Address and post code:** | Click here to enter text. |
| **Job title:** | Click here to enter text. | **Relationship to applicant:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |
|  |
| **Second referee:** | **I consent to this reference being requested before interview:** | **Yes** |[ ]  **No** |[ ]
| **Title and name:** | Click here to enter text. |
| **Position:** | Click here to enter text. |
| **Address and post code:** | Click here to enter text. |
| **Job title:** | Click here to enter text. | **Relationship to applicant:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |
|  |
| **Third referee:** | **I consent to this reference being requested before interview:** | **Yes** |[ ]  **No** |[ ]
| **Title and name:** | Click here to enter text. |
| **Position:** | Click here to enter text. |
| **Address and post code:** | Click here to enter text. |
| **Job title:** | Click here to enter text. | **Relationship to applicant:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Fourth referee:** | **I consent to this reference being requested before interview:** | **Yes** |[ ]  **No** |[ ]
| **Title and name:** | Click here to enter text. |
| **Position:** | Click here to enter text. |
| **Address and post code:** | Click here to enter text. |
| **Job title:** | Click here to enter text. | **Relationship to applicant:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |

|  |
| --- |
| 1. **PROHIBITION FROM TEACHING**
 |
| In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order. |
|  |
| 1. **DISCIPLINARY RECORD**
 |
| Have you ever been dismissed from a post because of misconduct or resigned whilst subject to disciplinary action or investigation?If yes to the above, and you consider it relevant to the vacancy for which you are applying, please give further details on a continuation sheet. | **Yes** |[ ]  **No** |[ ]
| 1. **DECLARTIONS:**

By signing this application form you confirm you are not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body e.g., the General Teaching Council (GTC)Please note that the successful applicant will be required to provide a DBS disclosure at the appropriate level for this post.1. **DATA PROTECTION**

The information collected on this form will be used in compliance with the Data Protection Act (2018) which includes the rules set out in the General Data Protection Regulation. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute.  The information may be disclosed, as appropriate, to the Governors/Trustees, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This formwill be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.  When the recruitment process is completed, a hard copy of the form will be stored for a maximum of six months and an electronic copy for 24 months then destroyed unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record. |

|  |
| --- |
| 1. **NOTES:**
 |
| (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”. |
|  |
| (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application. |
|  |
| (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.  |
|  |
|  (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes. |
|  |
| I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 4 above, and in particular that checks may be carried out to verify the contents of my application form. |
|  |
| **Signature of Applicant:**  | **…………………………………………….** | **Date:** | Date. |
|  |  |  |  |
|  |  |  |  |
| **Print Name:** | Click here to enter text. |  |  |
|  |
| **PART G – EQUALITY AND DIVERSITY MONITORING:** |
| This section will be separated from the rest of the application form. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act (2018). |
|  |
| **Ethnic Group** | **Reference**  | **Please Select** |
| **Multiple Heritage** | Asian and WhiteBlack African and WhiteBlack Caribbean and White |[ ]
|  |  |[ ]
|  |  |[ ]
| **White** | British (English Welsh Northern Irish Scottish).IrishOther White background |[ ]
|  |  |[ ]
|  |  |[ ]
| **Mixed** | White and Black CaribbeanWhite and Black AfricanWhite and AsianOther Mixed background |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  | Traveller of Irish HeritageGypsy/RomaOther Gypsy Traveler background |[ ]
| **Gypsy/Traveler** |  |[ ]
|  |  |[ ]
| **Mixed** | White and Black CaribbeanWhite and Black AfricanWhite and AsianOther Mixed background |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
| **Asian or Asian British** | IndianPakistaniBangladeshiChineseKashmiriOther Asian background |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
| **Black or Black British** | CaribbeanAfricanOther Black background |[ ]
|  |  |[ ]
|  |  |[ ]
| **Other ethnic group** | ArabYemeniAny other ethnic group |[ ]
|  |  |[ ]
|  |  |[ ]
| **Prefer not to say** | Prefer not to say |[ ]
|  |
| **Religion** | **Please Select** |
| **No religion** |[ ]
| **Christianity** (Including Church of England, Catholic, Protestant and all other Christian denominations). |[ ]
| **Buddhism** |[ ]
| **Hinduism** |[ ]
| **Judaism** |[ ]
| **Islam** |[ ]
| **Sikhism** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
|  |
|  |
|  |
| **Disability - Do you consider yourself to have a disability?** | **Please Select** |
| **Yes** |[ ]
| **No** |[ ]
| **Prefer not to say** |[ ]
| **Physical Impairment** |[ ]
| **My disability is:** |  |
| **Sensory Impairment** |[ ]
| **Mental Health** |[ ]
| **Learning Disability / Difficulty** |[ ]
| **Long Standing Illness** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
| **Prefer not to say** |[ ]

|  |  |
| --- | --- |
| **Sexual Orientation** | **Please Select** |
| **Bi-sexual** |[ ]
| **Gay/Lesbian** |[ ]
| **Heterosexual** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
| **Prefer not to say** |[ ]
|  |
| **Gender** | **Please Select** |
| **Female** |[ ]
| **Male** |[ ]
| **Transgender** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
| **Prefer not to say** |[ ]
|  |
|  |
|

|  |
| --- |
| **PART H – ADVERTISING MONITORING:** |
| This section will be separated from the rest of the application form. Collection of advertising information is solely for monitoring purposes to ensure that our policies and procedures are effective. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act (2018).Please tell us where you found the advert for this job: |
| **Advertising Medium** | **Please Select** |
| **Trust/School website** | ☐ |
| **RMBC Website** | ☐ |
| **TES** | ☐ |
| **DFE website** | ☐ |
| **Social Media - Facebook** | ☐ |
| **Social Media – Twitter****Other LA website****Indeed****Other** (Please specify): Click here to enter text. | ☐☐☐☐ |

 |