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| Woodfield Academy  Studley Road  Redditch  Worcestershire  B98 7HH | **R:\Users\slittle\LOGOS\Woodfield Academy Logo.jpg**  **Application Form**  CONFIDENTIAL |

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| Candidate’s Name |  |
| Post |  |
| Closing Date |  |

Thank you for requesting an application form for the above vacancy. Please ensure that you complete all sections of this form in black ink or typeface to enable photocopying of the form. Please do not send your CV unless requested.

Posted forms will only be acknowledged if a stamped address envelope is enclosed on return. If you do not receive a letter within six weeks from the closing date, you should assume that your application has been unsuccessful.

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| **Please complete ALL sections.**  ***Sections 1 -6 of the application form will be used to shortlist candidates for interview.*** | | |
| **1. PERSONAL DETAILS (please complete in block letters)** | | |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other/No title) | |  |
| First name(s): |  | |
| Last name: |  | |
| Previous last name (maiden): |  | |
| Address for Correspondence:  Postcode: |  | |
| Home telephone no: |  | |
| Mobile telephone no: |  | |
| Work telephone no: Extension (if applicable) |  | |
| Email address: |  | |
| DfES Reference Number: (Teachers Only) |  | |
| National Insurance Number: |  | |

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| **2. PRESENT OR LAST EMPLOYER** | | | | |
| Name and address of employer:  Postcode: |  | | | |
| Nature of business: |  | | | |
| Job title: |  | | | |
| Present annual salary or point on pay spine: |  | Full or Part Time: |  | |
| Other benefits (if applicable): |  | | | |
| Date appointed: |  | Notice required (or leaving date if already left) | |  |
| Reason for leaving: |  | | | |
| Brief description of duties and responsibilities: |  | | | |

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| **3. PREVIOUS EMPLOYMENT** | | | | | |
| Start with the most recent first. Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. | | | | | |
| Employer name | Job title | Full or Part Time: | Dates (month/year) | | Reason for leaving |
| From | To |
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| **4. EDUCATION, TRAINING & QUALIFICATIONS** | | | | | | | | | |
| Please start with the most recent. | | | | | | | | | |
| Schools (after age 11) | Dates | | | Qualifications gained (state level) | | | Grade/class of degree | | Date obtained |
| From | | To |
|  |  | |  |  | | |  | |  |
| Further or Higher Education (Full or Part Time) | Dates | | | Qualifications gained (state level) | | | Grade/class of degree | | Date obtained |
| From | | To |
|  |  | |  |  | | |  | |  |
| Teaching Qualifications | Dates | | | Qualifications gained (state level) | | | Grade/class of degree | | Date obtained |
| From | | To |
|  |  | |  |  | | |  | |  |
| Age Range Trained |  | | | | | | | | |
| **OTHER RELEVANT PROFESSIONAL TRAINING COURSES ATTENDED IN THE LAST 3 YEARS** | | | | | | | | | |
| Organising Body | | Course title | | | | Length of course | | Date obtained | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | | | |
| Name of body | | | | | Type of membership | | | | |
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| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION** | | | |
| Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. If applying for a teaching position, please include the age-range you were trained in. (Please continue on separate sheet if necessary).  **NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview. It should be no longer than 2 pages.** | | | |
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| **6. REFEREES** | | | |
| Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. The Academy reserves the right to approach any previous employer or manager.  **Please note: If you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance.** | | | |
| **Referee 1** | | | |
| Title | Mr/Mrs/Miss/Ms/other | Name: |  |
| Role: |  | | |
| Organisation: |  | | |
| Address:  Postcode: |  | | |
| Telephone No: |  | | |
| Email address: |  | | |
| How long known: | |  | |
| Relationship to you: | |  | |
| **Referee 2** | | | |
| Title | Mr/Mrs/Miss/Ms/other | Name: |  |
| Role: |  | | |
| Organisation: |  | | |
| Address:  Postcode: |  | | |
| Telephone No: |  | | |
| Email address: |  | | |
| How long known: | |  | |
| Relationship to you: | |  | |

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| **7. PROTECTION OF CHILDREN** | |
| The Academy is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>  You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can carried out if you are offered an appointment. If you are subsequently employed by the Academy and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Academy. During the course of your employment with the Academy, should you be arrested by the Police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  Please answer the following questions: | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 175 (as amended in 2013)? | YES  NO |
| If yes, please give details: | |
| Have you ever received a caution? | YES  NO |
| If yes, please give details: | |
| Do you have any convictions, cautions, bindovers or prosecutions pending? | YES  NO |
| If yes, please give details: | |
| Are you disqualified from childcare, either directly or by association? | YES  NO |
| If yes, please give details: | |
| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. | |

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| **8. GENERAL** | |
| Are you interested in job sharing? | YES  NO |
| Please give details of any dates within the next 2 months when you will not be available for interview. We cannot guarantee being able to offer you an alternative date. |  |
| Do you hold a current full driving licence? | YES  NO |
| Do you have regular use of a vehicle? | YES  NO |
| You are required to declare below any relationship with or to an employee or governor of the Academy.  Please state name, position and relationship: | |
| Are you in receipt of a Teachers Pension? | YES  NO |
| If yes, please specify reason and date: | |
| Have you ever been the subject of formal disciplinary proceedings? | YES  NO |
| If yes, please give details including dates: | |
| This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. | |
| **9. REASONABLE ADJUSTMENTS FOR A DISABILITY** | |
| If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process or if you require any special facilities/arrangements on the day. | |
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| **10. HEALTH/MEDICAL DETAILS** | |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. | |

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| **11. DATA PROTECTION ACT** | |
| The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. It will not ordinarily be disclosed to anyone outside the Academy without first seeking your permission, unless there is a statutory reason for doing so. We are under duty to protect the public funds that we administer and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. | |
| **12. DECLARATION** | |
| If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.  I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.  I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Academy. | |
| Signed | Date |
| **Please return your completed form by email (recruitment@woodfield.worcs.sch.uk), post or by hand by the closing date to the PA to the Headteacher.** | |

Please ensure that you have completed all sections of this form.

Please do not send your CV or any testimonials unless requested.

### Equal opportunities monitoring form

### In accordance with its policy on equal opportunities in employment, Woodfield Academy will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

### We would be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

### All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

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| **Please complete ALL sections as requested.** | |
| **PERSONAL DETAILS (please complete in block letters)** | |
| POST APPLIED FOR: |  |
| Last Name: |  |
| First name(s) |  |

### 1 Ethnicity

#### How would you describe yourself?

Choose ONE section from A to E, and then check the appropriate box

A Asian or Asian British

Bangladeshi

Indian

Pakistani

Any other Asian background, please state.......................

B Black/African/Caribbean or Black British

African

Caribbean

Any other Black background, please state.......................

C Mixed/Multiple Ethnic Groups

White and Asian

White and Black African

White and Black Caribbean

Any other Mixed background, please state......................

D Other Ethnic Group

Arab

Any other Ethnic Group, please state......................

E Chinese and other ethnic groups

Chinese

Any other, please state......................

F White

British/ English/Northern Irish/Scottish/ Welsh

Gypsy or Irish Traveller

Irish

Any other White background, please state......................

G  Prefer not to say

## **2 Disability**

To make positive changes, Woodfield Academy wants to address the different barriers faced by disabled people.

What do we mean when we say disability?

* Do you have a physical or mental impairment?
* Is it long term?
* Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

#### Do you consider yourself to have a disability or a long-term health condition? Yes No

#### What is the effect or impact of your disability or health condition?

Prefer not to say

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact your manager who is trained to help and support you.

## **3 Gender**

#### Which of the following best describes your gender?

Male  Female  Prefer not to say  Own term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **4 Sexual orientation**

Monitoring sexual orientation in our staff and in our recruits is a significant step towards acknowledging gay, lesbian and bi sexual staff within Woodfield Academy. We seek to become an exemplar employer and make sure our processes and practices are fair to all staff. However we recognise you may not wish to provide this information.

#### Which of the following best describes your sexual orientation?

Bi/bisexual  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gay / Lesbian  Prefer not to say

Heterosexual / Straight

## **4 Age monitoring**

What is your Date of Birth?

## **5 Religion and belief**

Below is a list of religions that are the most commonly found in Britain. They are listed in alphabetical order.

#### Please tick the box that best describes you:

Buddhist

Christian (including Church of England, Catholic, Protestant and all other Christian denominations)

Hindu

Jewish

Muslim

Sikh

Other Religion or Belief (please state)............................

No Religion

Prefer not to say

## **6 Legal marital or same sex status?**

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| --- |
| Single  Civil partnership  Married  Other, please state............................  Married, same-sex partner  Prefer not to say |

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| **Data protection:** Information from this form may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them.  I hereby give my consent to Woodfield Academy processing the data supplied in this form for the purpose of recruitment and selection. | |
| **Applicant’s signature** |  |
| **Date** |  |