

Feckenham Road, Redditch, Worcestershire, B97 5AQ Tel: 01527 543361

**Walkwood Academy Trust, a company listed at this address with the company number 08319098**

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| **Please complete ALL sections. *Sections 1-6 of the application form will be used to shortlist candidates for interview.*** | | | | | | | | | | | |
| Post applied for: | |  | | | | | Closing date: | | | |  |
| **1. Personal details** | | | | | | | | | | | |
| Title by which you wish to be referred: | |  | | Last Name: | | | |  | | | |
| First name(s) | |  | | | | | | | | | |
| Any former name(s) previously known as | |  | | | | | | | | | |
| National Insurance number | |  | | | | | | | | | |
| Address for correspondence:  Postcode: | |  | | | | | | | | | |
| Home telephone no: | |  | | | | | | | | | |
| Mobile telephone no: | |  | | | | | | | | | |
| Work telephone no: | |  | | | | Extension  (if applicable): | | |  | | |
| Email address: | |  | | | | | | | | | |
| *For teachers only:* | Teacher reference number: | |  | | Date of gaining QTS: | | | | |  | |

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| **2. Present or last employer** | | | |
| Name and address of employer (include postcode): |  | | |
| Name and address of establishment where employed (if different): |  | | |
| Nature of business: |  | Job title: |  |
| Present annual salary or weekly income (gross): |  | | |
| Hours worked per week:  *for non-teaching posts* |  | Other benefits (if applicable): |  |
| Date appointed: |  | Notice required or leaving date if already left |  |
| Reason for leaving: |  | | |
| Brief description of duties: |  | | |
| Key achievements: |  | | |

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| **3. Previous employment** | | | | | | | |
| Start with the **most recent first** and include full employment history since leaving school.  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. (Please continue on separate sheet if necessary). | | | | | | | |
| **Employer name & address** | **Job title** | **Responsibilities held** | **Salary/income** | **Full or part-time** (if part-time, give hours) | **Dates (month/year)** | | **Reason for leaving** |
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| **4. Education, training & qualifications** | | | | | | | | |
| *Please start with the* ***most recent****. Add additional lines if needed.* | | | | | | | | |
| **Secondary School/College/University and/or Awarding Body** (where applicable) | **Dates**  **(month/year)** | | | **Qualifications gained** (state subject and level) | | **Grade /**  **Degree class** | | **Date** |
|  | From | | To |  | |  | |  |
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| **Other relevant training courses attended** (Please add additional lines as necessary) | | | | | | | | |
| **Organising Body** | | **Course title** | | | **Date** (MM/YY) | | **Length of course** | |
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| **Membership of professional bodies** | | | | | | | | |
| **Name of body** | | **Type of membership** | | | | | **Date obtained** | |
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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 specification.  **Your reasons for applying to Walkwood Church of England Middle School should also be included.**  **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.**  You should not exceed two pages at Candara 12 point, unless the application pack states otherwise. | | | | | | | | |
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| **6. Referees** | | | | | |
| In accordance with our statutory obligations under *Keeping Children Safe in Education* we are required to obtain references. Please provide details of two referees below that we can contact for a reference. 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 Headteachers/Principals, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. Please ensure the reference are from a relevant employer from the last time the applicant worked with children.  Walkwood Church of England Middle School reserves the right to approach any previous employer or manager.  **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** – you are able to grant permission for this below.  **All lines for both referees MUST be completed.**  *\* delete as applicable* | | | | | |
| **Name (Referee 1):** |  | | **Name (Referee 2):** |  | |
| **Title** | Mr/Mrs/Miss/Ms/other *\** | | **Title** | Mr/Mrs/Miss/Ms/other *\** | |
| **Role:** |  | | **Role:** |  | |
| **Organisation** (if appropriate)**:** |  | | **Organisation** (if appropriate)**:** |  | |
| **Address:** |  | | **Address:** |  | |
| **Postcode:** |  | | **Postcode:** |  | |
| **Telephone No:** |  | | **Telephone No:** |  | |
| **Email address:** |  | | **Email address:** |  | |
| **Relationship to you:** |  | | **Relationship to you:** |  | |
| **How long known?** |  | | **How long known?** |  | |
| Do you agree to this reference being taken prior to any interview? | Yes |  | Do you agree to this reference being taken prior to any interview? | Yes |  |
| No |  | No |  |

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| **7. Online checks** | | | | | | |
| In accordance with our statutory obligations under *Keeping Children Safe in Education,* Walkwood Church of England Middle School may conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Walkwood Church of England Middle School might want to explore with you at interview.  We carry out these searches manually. To assist with the search being as accurate as possible, please set out which social media platforms you use and the handles you use on each site:  If you would like to inform us of anything that might come to light when we perform this search, please outline the details below: | | | | | | |
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| **8. General** | | | | | | |
| **Are you interested in job sharing?** | Yes |  | No | |  | |
| **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 of Walkwood Church of England Middle School. Please state name and position below: | | | | | | |
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| Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below. | Yes |  | | No | |  |
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| 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. | | | | | | |

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| **9. Protection of children** |
| The Walkwood Church of England Middle School is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, 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 1975 (as amended in 2013 and 2020).  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  **Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:**  <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>  If shortlisted for an interview you will be required to disclose to us information about any:   * adult cautions (simple or conditional); * **unspent** conditional cautions; * **unspent** convictions in a Court of Law; and * spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020   so that a police check can be carried out if you are offered an appointment. This information can be disclosed either verbally at interview or by completing a relevant conviction form after interview if that is your preference.  **If you are subsequently employed by the Walkwood Church of England Middle School and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken.**  During the course of your employment with the Walkwood Church of England Middle School, should you be arrested by the police you are obliged to notify the Principal 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.  It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.  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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| **10. Reasonable adjustments for a disability** | |
| If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process.  Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form. | |
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| **11. Health/medical details** | |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination | |
| **12. Data protection** | |
| In completing this application form you should refer to the [Recruitment Privacy Notice](https://www.walkwoodms.worcs.sch.uk/Content/files/20-21/recruitment/9c18-Privacy%20Statement%20for%20recruitment.pdf). The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so.  If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice. | |
| **13. Declaration** | |
| 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 Walkwood Church of England Middle School.  I also confirm that I am not barred from engaging in regulated activity relevant to children. | |
| Signed | Date |
| **Return this form to** [**recruitment@walkwoodms.worcs.sch.uk**](mailto:recruitment@walkwoodms.worcs.sch.uk) | |