

# Application Form

Position applied for:

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A copy of the Safeguarding, Child protection and Child on Child abuse policy can be found on our website at <https://www.wigmoreschool.org.uk/academy-policies/> A copy of the employment of ex-offenders policy is supplied along with this application form.

## DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You can find our Privacy Notice on our school website at <https://www.wigmoreschool.org.uk/privacy-notice/>

## VACANCY INFORMATION

What date are you available to begin a new post?	
Where did you first hear about this job?	

## DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy notice.

Do you have a DBS certificate? Tick appropriate box	Yes	No	Date of Check	
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If you've lived or worked outside of the UK in the last 5 years, the trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? Tick appropriate box	Yes	No	
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Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

## TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, the trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

## RIGHT TO WORK IN THE UK

The trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

## SIGN AND DATE

Name (Please print):

Sign:

Date:

## INSTRUCTIONS

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full. We do not accept CVs.

Once the application form and supporting documents are complete please email to [recruitment@wigmore.hereford.sch.uk](mailto:recruitment@wigmore.hereford.sch.uk)

## PERSONAL DETAILS

First name

Surname

Preferred title

Previous surnames

If you prefer to be called by a name other than the one listed above, please specify

National Insurance number

## CONTACT DETAILS

Address	
Postcode	
Home phone	
Mobile phone	
Email address	

## DISABILITY AND ACCESSIBILITY

The trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you if you are called for an interview, please state the arrangements you require:

## TEACHING POSITIONS: RIGHT TO WORK IN THE UK

Do you have the right to work in the UK? Tick appropriate box	Yes	No
If yes, please state on what basis: (Tick all appropriate)		
UK citizen		
EU settled status		
Skilled worker visa		
Graduate visa		
Youth mobility visa		
Other – please provide full details in the box below		

## TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?

Yes

No

If yes, please give details, including countries and relevant dates:

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## RELATIONSHIP TO THE [SCHOOL/TRUST]

Please list any personal relationships that exist between you and any of the following members of the trust community:

Trustees

Staff

Pupils

If you have a relationship with a trustee or employee, this does not necessarily prevent them from acting as a referee for you.

Name

Relationship

Role at Trust

Name	Relationship	Role at Trust

## CURRENT EMPLOYMENT DETAILS

Job Title	
Employer details (name, address, email and phone number)	
Dates employed (to and from)	
Permanent or Temporary	
Part time or Full time	
Salary details	
Description of responsibilities	

## PREVIOUS EMPLOYMENT

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first, continue on a separate sheet of paper if needed.

Job Title	
Name and Address of employer	
Dates employed from and to	
Description of responsibilities	
Reason for Leaving	
Job Title	

Name and Address of employer	
Dates employed from and to	
Description of responsibilities	
Reason for Leaving	
<b>Job Title</b>	
Name and Address of employer	
Dates employed from and to	
Description of responsibilities	
Reason for Leaving	

## EMPLOYMENT GAPS

Please provide details of any employment gaps since leaving school, and give the reasons for the gap.

Start Date	End Date	Reason for Employment Gap

## EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades, awarding body and date of award)

## TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

## ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

## DRIVING LICENCE DETAILS

Do you have a valid driving licence? Tick appropriate box

Yes

No

## LETTER OF APPLICATION

Please attach an accompanying letter explaining why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

**Please include your surname and the title of the post you're applying for as the file name for the attachment.**

## REFERENCES

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee. **(This is compulsory, we cannot employ someone without two references, we may consider character references for those with limited employment history)**

The trust reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick here:



**Reference 1**

Name of referee: (Mandatory)										
Title	Miss		Mr		Mrs		Ms		Other	
Job title:										
Company Name: (Mandatory)										
Company Address and postcode										
Telephone number (Mandatory)										
Email address of referee (Mandatory)										
Relationship to you										
Is this your current employer?					Yes			No		

**Reference 2**

Name of referee: (Mandatory)										
Title	Miss		Mr		Mrs		Ms		Other	
Job title:										
Company Name: (Mandatory)										
Company Address and postcode										
Telephone number (Mandatory)										
Email address of referee (Mandatory)										
Relationship to you										
Is this your current employer?					Yes			No		

## EQUALITIES MONITORING

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information will not be used during the selection process. It will be used for monitoring purposes only.

### EQUALITIES MONITORING INFORMATION

What is your date of birth?	D	D	M	M	Y	Y	Y	Y
What is your sex?	<input type="checkbox"/> Male <input type="checkbox"/> Female							
What gender are you?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							
Do you identify as the gender you were assigned at birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say							
How would you describe your ethnic origin?								
<b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background  <b>Asian or British Asian</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	<b>Black or Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background  <b>Mixed</b> <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	<b>Other Ethnic groups</b> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group  <input type="checkbox"/> Prefer not to say						
Which of the following best describes your sexual orientation?								
<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Homosexual	<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							
What is your religion or belief?								
<input type="checkbox"/> Agnostic <input type="checkbox"/> Atheist <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu	<input type="checkbox"/> Jain <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> No religion	<input type="checkbox"/> Other <input type="checkbox"/> Pagan <input type="checkbox"/> Sikh <input type="checkbox"/> Prefer not to say						

Pregnancy and maternity	
<p>Are you pregnant?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Prefer not to say</p>	<p>Have you given birth within the last 12 months?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Prefer not to say</p>
<p>Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?</p>	
<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Prefer not to say</p>	
<p>If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.</p>	
<p><input type="checkbox"/> Physical impairment</p> <p><input type="checkbox"/> Sensory impairment</p> <p><input type="checkbox"/> Learning disability/difficulty</p> <p><input type="checkbox"/> Long-standing illness</p> <p><input type="checkbox"/> Mental health condition</p> <p><input type="checkbox"/> Developmental condition</p> <p><input type="checkbox"/> Other</p>	