



## Recruitment Monitoring

Please provide the first part of your postcode i.e. 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.			
Local council jobs website		Indeed	
School/ Trust Website		LinkedIn	
DfE Website		Facebook	
TES Website		Twitter	
Staff Recommendation		Online/ Social Media (Other)	
		Word of Mouth	
Gender / Age			
Gender Identity		Date of birth	Age

Race / Ethnicity Please put a cross (X) next to ONE of the following	
<b>1. White</b>	<b>3. Black or Black British</b>
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
<b>2. Asian or Asian British</b>	<b>4. Mixed</b>
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	<b>5. Chinese or other Ethnic group</b>
	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)
<b>Applicants with Disabilities</b> (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				
<b>Caring Responsibilities</b>				
I look after children	Yes?		No?	
I help an adult with her/his daily routine	Yes?		No?	

<b>Data Protection Act 1998</b>			
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	

## Application Form - Teaching Staff

Academy/  
Office Use

**Support Staff 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.**

Application for the post of:			
Job Ref:		Academy:	

Personal Details			
Mr/Mrs/Miss/Ms/Dr		Address including postcode	
Surname			
Forename name(s)			
Previous Surname			
Primary Telephone no.		Email address	
Secondary Telephone no.		National. Ins. No.	

Current Employment - This section MUST be completed in full.	
Job Title	
Employers Name & Address	
Department/ Faculty	
Start Date in current post	
Size of school	
Age Range Taught	
Summary of main duties/ Current responsibilities	
Current Pay Scale	
Any additional payments i.e. TLR/SEN (including safeguarding). Please state amount:	
Reason for Leaving (or wanting to leave)	
Notice Period	

Name and Address of Local Authority or Academy Trust (If applicable)	
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Teachers Details	
Teacher Reference Number (QTS)	
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	

Qualifications & Training					
<p>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 abroad.</p> <p>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. <b>Add extra boxes or continue on separate sheet if required.</b></p>					
School/College/University	Subject or Title of Qualification Course	Qualification Obtained	Class of Degree	Full/Part time	Date(s) awarded

Phase of teacher training:	
Foundation/Early Years	
KS1	
KS2	
KS3	
KS4	
Special	
FE	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you successfully completed your ECT Induction?	

**In Service Training/Continuing Professional Development**

Please provide information about training courses you have attended. This should be appropriate to the role you are applying for.

**Add more rows or continue on a separate sheet if needed.**

<b>Title of Course</b>	<b>Date completed</b>	<b>Length of course</b>	<b>Organising Body</b>

**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 a separate sheet if required..**

Employer's name, and address	From/to DD/MM/YY	Job Title	Age Range Taught	Reason for Leaving (must be stated)	Full/ Part time	Responsibilities inc any TLR	Salary Point

**Previous Non Teaching Employment**

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

**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	From/to DD/MM/YY	Experience Gained	Hours per week

### Gaps/Breaks in Employment

Please provide a written explanation of any gaps/breaks in your employment history, eg looking after children/family, gap year.

### Membership of Relevant Professional Bodies or Associations

Add more rows or continue on a separate sheet if needed

Body	Status of Membership	Membership by Exam? Yes/No

### 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:

### 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:

### Early Retirement/Voluntary Redundancy

Are you in receipt of an occupational pension from the Greater Manchester Pensions Fund?

Yes  
No

### Are you related to, or the partner of:

any existing employees of the Academy/School/ Watergrove Trust?

Yes  
No

any member of the Academy/School Governing Body/ Watergrove Trust?

Yes  
No

If yes, please give their names below:

**Failure to declare any such relationship may lead to disqualification for appointment or to dismissal**

### Worked outside of the UK

Have you lived or worked outside the UK in the last 5 years

Yes  
No

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

The Academy/ Watergrove 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.

If you've lived and/or worked outside of the UK, we 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

Do you have the right to work in the UK	Yes No
If yes, please state on what Basis	<input type="checkbox"/> UK citizen <input type="checkbox"/> EU settled status <input type="checkbox"/> Skilled worker visa <input type="checkbox"/> Graduate visa <input type="checkbox"/> Youth mobility visa <input type="checkbox"/> Other – please provide full details in the box (left)
The Academy/ Watergrove 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.	

### 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 **Application 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 use additional sheets as necessary

## 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. 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.**

### Former Employer 1

Name		Role	
Address		Telephone no	
		E-mail	
Town/City		E-mail	
Postcode			

### Former Employer 2

Name		Role	
Address		Telephone no	
		E-mail	
Town/City		E-mail	
Postcode			

### Person of Professional Standing 2 (in cases where former employers no longer exist):

Name		Role	
Address		Relationship to you	
		E-mail	
Town/City		E-mail	
Postcode		Telephone no	

## Online/ Social Media Check

As part of our safer recruitment obligations we will be undertaking online searches as part of our due diligence. The online checks do not form part of the shortlisting process and any concerns will be addressed at interview.

Searches will be made via an online search engine (in relation to your name) and also across social media platforms			
<p align="center"><b>Please note that online checks will be undertaken if you are shortlisted for interview.</b></p> <p align="center"><b>Please detail below your social media handles (usernames) to enable us to complete the searches</b></p>			
Social Media Platform Name 1		Handle Name	
Social Media Platform Name 2		Handle Name	
Social Media Platform Name 3		Handle Name	
Social Media Platform Name 4		Handle Name	

Declarations	
<ol style="list-style-type: none"> <li>1. I have read or had explained to me and understand all the questions on the form.</li> <li>2. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK.</li> <li>3. I understand that: <ul style="list-style-type: none"> <li>o Under the Rehabilitation of Offenders Act if made a conditional offer, this will be subject to a DBS enhanced check (including Barred Lists for those in regulated activity). I understand that any disclosures are highlighted through this process, I may be questioned about the content. I further understand that failure to disclose such convictions may result in dismissal or disciplinary action.</li> <li>o Under the Home Office guidelines regarding the protection of children. 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.</li> <li>o We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations (for roles coming into contact with children under the age of 8). It is an offence to provide or manage childcare covered by these regulations if you are disqualified.</li> <li>o It is an offence to seek employment in regulated activity if you are on a barred list.</li> <li>o 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.</li> </ul> </li> <li>4. The information I have given on this form is true and accurate to the best of my knowledge.</li> </ol>	
<b>Signed:</b> (If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.)	<b>Date:</b>

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

Data Protection Notice
<p>In accordance with the Data Protection Act, the personal details submitted on this application form are collected by the Academy/ Watergrove Trust. 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.</p> <p>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 one or more of the following reasons permitted in law:</p> <ul style="list-style-type: none"> <li>• You have given us your consent</li> <li>• We must process it to comply with our legal obligations</li> </ul> <p>You can find out more information on how we use your personal data in our <a href="#">privacy notice for applicants</a></p>

