**application form**

**CONFIDENTIAL WHEN COMPLETE**



 **Job Title:**

**Form Serial number**

#####

##### Applicant’s name:

We will use this form to help decide your suitability for the job so please ensure it is accurate and complete. You should complete all sections in black ink or typeface to assist with photocopying. Please do not send any curriculum vitae or testimonials unless asked to do so.

If you do not receive an invitation to interview within 1 week of the closing date, you should assume that your application has been unsuccessful.

If you would like a copy of the form in large print, Braille, on audiotape please contact the person named on the accompanying details.

Please return your completed form no later than the closing date. Late applications may not be considered.

Please return this form to:

Miss Laura McCleary

Woodrush High School

Shawhurst Lane

Wythall

Worcestershire

B47 5JW

HR@woodrush.org

|  |  |  |  |
| --- | --- | --- | --- |
| Forename:  |  | Surname: |  |
| Preferred Form of Address e.g. Mr, Mrs, Ms Etc |  |
| Home Telephone:  |  | Mobile Telephone: |  |
| E-Mail:  |  |
| National Insurance Number:  |  |
| Address:  |  |
| Postcode:  |  |

1. **Personal Details**

|  |
| --- |
| 1. **Right to Work**
 |
| Do you have any restrictions on your right to work or remain in the UK? Yes No Under Section 8 of the Immigration Act we are required to check all employees are eligible to work within the UK. Please confirm that, if you are offered a position, which of the following documents you would be prepared to supply and allow us to make a copy of: **(Please indicate with a tick)** |
| Passport showing Holder is a British Citizen or a citizen of the UK and Colonies having the right of abode in the UK.  |  |
| UK or EEU Birth Certificate which must include name of parents |  |
| Registration or Naturalisation Certificate |  |
| Work Permit issued by Work Permits UK |  |
| Home Office issued letter indicating permission for indefinite stay in the UK with norestrictions |  |
| P45/P60 from previous Employer |  |
| National Insurance Card |  |
| UK Residence Permit from EEAA state or Switzerland |  |
| Home Office Application Registration Card permitting employment |  |

Note: EEAA = European Economic Area Agreement

1. **Education, Training and Qualifications**

###### Please give brief details of all training and other courses you have undertaken which are relevant to this post

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/University attended | From-To | Qualifications including grades | Date obtained |

 1 Schools (after age 11)

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

 2 Further or higher education (Full and Part-time)

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

 3 Professional or other courses including training courses attended, NVQs etc.

|  |  |  |
| --- | --- | --- |
|  | Duration | Name of any qualification awarded and date |

 **4** **Current Membership of Professional Organisations**

|  |
| --- |
|  |

 **5** **Driving Qualifications**

Course Title

 Do you hold a current, valid full driving licence? Yes No

 Please describe e.g. Car/LGV/PCV

 Do you own a car? Yes No

 Do you have access to one? Yes No

3 Employment / Work Experience

Please include any previous experience either paid, unpaid or voluntary starting with the most recent

 **4a Current Employer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer's name and address including work base address if different |  Position Held | Start date | Present Salary | DateFinished (if appropriate) and Reason for leaving  | Period ofNotice |
|  |  |  |  |  |  |
| Duties |

 **4b Previous Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer/Organisations (most recent first)  | Position held and brief description of duties/responsibilities | DatesMonths/YearFrom - To | Reasons for leaving and final salary |
|  |  |  |  |  |

 **4b Previous Continued**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer/Organisations (most recent first)  | Position held and brief description of duties/responsibilities | DatesMonths/YearFrom - To | Reasons for leaving and final salary |
|  |  |  |  |  |

 If there are any gaps in your employment history, please explain below.

**5 Additional Information**

Please explain how your skills, abilities , experience and achievements to date(including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the person specification.

|  |
| --- |
| **6. Reasonable Adjustments**  |
| If you are called to interview, are there any adjustments required? Yes No  |
| Please detail below the adjustments that are required and their purpose. **This is not used as part of the selection process.** |

7 References

*Please give details of two people who are able and willing to comment on your suitability for this job. One of which should normally be your current or most recent employer.*

|  |  |
| --- | --- |
| **Reference 1** | **Reference 2** |
| Name |  | Name |  |
| Address |  | Address |  |
| Email |  | Email |  |
| Telephone Number |  | Telephone Number |  |
| Relationship to you e.g. Manager, Colleague etc. |  | Relationship to you e.g. Manager, Colleague etc. |  |
| Do you wish to be consulted before this referee is approached?  | Yes No  | Do you wish to be consulted before this referee is approached? | Yes No  |

8 Rehabilitations of Offenders Act 1971

**All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.**

**Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.**

**9 Declaration**

I confirm I have the right to work in the UK and can provide documentation as requested for employment as detailed in section 2 of this application.

I confirm that I have read the information given to me about this job and that I do not have any physical or medical impairment, which, without reasonable adjustment would prevent me from carrying out the duties of this job. I declare that all the information given in this application is correct and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn, or any contract of employment may be terminated.

I also consent to Woodrush High School recording and processing the information detailed in this application form. I understand that this information may be used by Woodrush High School in pursuance of its business purposes and my consent is conditional upon the Woodrush High School complying with their obligations under the Data Protection Act 1998.

 **Signature:** **Date:**

|  |
| --- |
| **Equal Opportunities Monitoring Form**Woodrush High School is committed to the elimination of all forms of unjustifiable discrimination. Woodrush High School will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be considered when they can be justified as being relevant to employment. To enable the Woodrush High School to constantly monitor itself to ensure this commitment is fulfilled, we would ask all applicants to complete the questions detailed below.This information will be treated as completely confidential and will be used for monitoring purposesonly. This information will be detached from the application form on receipt and will not beconsidered during the selection process. |
|  | Please tick as appropriate:**1. Which of the following do you consider to be your ethnic origin?** These categories are based on the Census 2011 categories and recommended by the Commission for Racial Equality. |  |
|  | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh[ ]  Asian/ Asian British[ ]  Bangladeshi[ ]  Chinese[ ]  Indian[ ]  Pakistani[ ]  Other Asian Background (Specify if you wish:  | White[ ]  British[ ]  English [ ]  Gypsy or Irish Traveller[ ]  Irish[ ]  Scottish[ ]  Welsh[ ]  Other White Background (Specify if you wish: |  |
| Black, Black British, Black English, Black Scottish, or Black Welsh[ ]  Black/ Black British[ ]  African[ ]  Caribbean[ ]  Other Black Background (Specify if you wish:  | Mixed [ ]  White and Asian [ ]  White and Black African[ ]  White and Black Caribbean[ ]  Other Mixed Background (Specify if you wish: |
| Other Ethnic Group [ ]  Arab [ ] Other Mixed Background (Specify if you wish: | [ ]  Prefer not to say  |
|  | **2. Your Gender** [ ]  Male [ ]  Female [ ]  Prefer not to say **3. Have you ever identified as transgender?** [ ]  Yes [ ]  No [ ]  Prefer not to say |  |
|  | **4. Your Age**[ ]  16 – 24 [ ]  25 – 34 [ ]  35 – 44 [ ]  45 – 54 [ ]  55 – 64 [ ]  65+ [ ]  Prefer not to say |  |
|  | **5. Sexual Orientation**  |  |
|  | [ ]  Bisexual [ ]  Gay Man [ ]  Gay Woman/Lesbian [ ]  Heterosexual/Straight [ ]  Prefer not to say [ ]  Other (Specify if you wish):  |  |
| **6. Marriage & Civil Partnership**  |
| [ ]  Single[ ]  Married/Same Sex Civil Partnership [ ]  Separated but still legally married/same sex civil partnership [ ]  Divorced/Dissolved same sex civil partnership [ ]  Widowed/Surviving partner from same sex civil partner [ ]  Prefer not to say  |
| **7. Your Religion or Belief**  |
| [ ]  No Religion [ ]  Buddhist [ ]  Christian (including Church of England, Catholic, Protestant and all other Christian denominations) [ ]  Sikh | [ ]  Hindu[ ]  Jewish [ ]  Muslim [ ]  Other (specify if you wish: [ ]  Prefer not to say |
| **8. Your experience of mental health problems**  |
| Would you describe yourself as someone who is experiencing or has experienced mental health problems? [ ]  Yes Please state how Woodrush can support you in your employment: [ ]  No [ ]  Prefer not to say |
| **9. Disability**The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.Do you consider yourself to be disabled? [ ]  Yes Please specify: [ ]  No [ ]  Prefer not to say  |