



Application Form

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

| | | | |
|---|--------------------------|---------------------------------|--------------------------|
| Position Applied For: | | | |
| Where Advertised: | | | |
| Personal Details | | | |
| Title: | | Forename(s): | |
| | | | |
| Surname: | | | |
| | | | |
| Preferred Name: | | Former Name(s): | |
| | | | |
| Date of Birth: | | | |
| | | | |
| Address: | | Home Telephone Number: | |
| | | | |
| | | Work Telephone Number: | |
| | | | |
| Postcode | | | |
| | | | |
| Email Address: | | Mobile Telephone Number: | |
| | | | |
| Are you currently eligible for employment in the UK? | | | |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Please provide details: | | | |
| | | | |
| National Insurance Number: | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, or member of the Board of Wootton Academy Trust? Please disclose the name of the person and the nature of the relationship. | | | |
| | | | |
| Teachers Only: | | | |
| Do you have Qualified Teacher Status? | | | |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Date QTS Awarded: | | | |
| Department for Education Reference Number: | | | |



| Current Employment | |
|--|---------------------------------------|
| Current/most recent job title: | Date of Appointment: |
| | |
| Current/most recent employer's name and address: | Notice Period / Salary and Allowances |
| | |
| Brief description of responsibilities: | |
| | |

| Employment History | | | | |
|--|----------------------------|----|--|------------------------------|
| Please give details of your full employment history in date order starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since secondary education including any gaps. Please continue on a separate sheet if necessary. | | | | |
| Employer Name and Address | Employment Dates (MM/YYYY) | | Position Held & Brief Description of Responsibilities: | Salary & Reason for Leaving: |
| | From | To | | |
| | | | | |
| | | | | |

| Employment History (continued). Please continue on a separate sheet if necessary. | | | | |
|---|-------------------------------|----|--|------------------------------------|
| Employer Name and Address | Employment Dates (MM/YYYY) | | Position Held & Brief Description of Responsibilities: | Salary & Reason for Leaving: |
| | From | To | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Gaps in your Employment |
|---|
| If there are any gaps in your employment history, e.g. looking after children, sabbatical leave, please give details and dates: |
| |

Please start with the most recent

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Please provide details of any vocational or professional qualifications or skills that you possess or training you have received which you consider to be relevant to the role for which you have applied.

[illegible]

Please give details of any interests, hobbies or skills that you could bring to the Trust for the purposes of extra-curricular activity:

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Please address the criteria in the person specification and describe any experience and skills which demonstrate your ability and aptitude to undertake the duties of the post.

Suitability (continued)



Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind overs

It is the school's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be considered.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

Applicable to Teaching applicants only.

Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current or most recent employer does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither reference should be a relative or someone known to you solely as a friend.

References for Teaching posts will always be taken up prior to interview.

| Referee 1 | | | | | Referee 2 | | | | |
|------------------------------------|-----|--------------------------|----|--------------------------|------------------------------------|-----|--------------------------|----|--------------------------|
| Name: | | | | | Name: | | | | |
| Job Title: | | | | | Job Title: | | | | |
| Organisation: | | | | | Organisation: | | | | |
| Relationship: | | | | | Relationship: | | | | |
| Address: | | | | | Address: | | | | |
| Telephone Number: | | | | | Telephone Number: | | | | |
| Email Address: | | | | | Email Address: | | | | |
| May we contact prior to interview? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | May we contact prior to interview? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Recruitment

Wootton Academy Trust has an Equal Opportunities Policy which covers all areas of employment and its aim is to ensure that individuals are treated in a fair and non-discriminatory manner.

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the Trust's Recruitment Policy is available on our website. Please take the time to read it.

If your application is successful, the Trust will retain the information you provide on this form and any attachments on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be destroyed after six months.

| Declaration | | | |
|---|--|-------------------------------------|--|
| Please check the boxes | | Place a X in the boxes below | |
| <ul style="list-style-type: none"> I confirm that the information I have given on this application form is true and correct to the best of my knowledge. | | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. | | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent Trust. | | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. | | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> I consent to the Trust processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. | | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> I consent to the Trust making direct contact with the people specified as my referees to verify the reference. | | <input type="checkbox"/> | |
| Signature: | | Date: | |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the Trust will be deemed equivalent to submission of a signed version and will constitute confirmation of this declaration. | | | |

STRICTLY CONFIDENTIAL

Equal Opportunities Recruitment Monitoring

Name:

Job Applied For:

Ethnic Origin (please mark X in the relevant box)

| White | | | Mixed | | | | Asian of Asian British | | | | Black of Black British | | | Chinese or Other | |
|---------|-------|-------|-------------------------|-----------------------|---------------|----------------------|------------------------|-----------|-------------|----------------------|------------------------|---------|------------------------|------------------|----------------------|
| British | Irish | Other | White & Black Caribbean | White & Black African | White & Asian | Any other (write in) | Indian | Pakistani | Bangladeshi | Any other (write in) | Caribbean | African | Other Black (write in) | Chinese | Any other (write in) |
| | | | | | | | | | | | | | | | |

Gender (please mark X in the relevant box)

| Male | Female |
|------|--------|
| | |

Disability (please mark X in the relevant box)

| Non-Disabled | Disabled |
|--------------|----------|
| | |

Age (please mark X in the relevant box)

| Under 25 years | 26-40 years | Over 41 years |
|----------------|-------------|---------------|
| | | |