**Woodchurch High School**

**A Church of England Academy**

 **Application for Appointment to a Teaching Post – Section A**

*Please complete all sections in full & in* ***Black Ink*** *in Block Capitals*

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| **1.** | **Post Information** |  |
| Position applied for: |  |
| Name of School: | Woodchurch High School |
| **2.** | **Personal Details** |  |
| Title: |  | First Name(s): |  |
| Surname: |  | Previous Surname(s): |  |
| Address: |  |
|  | Post Code: |  |
| Tel: |  | Mobile: |  |
| National Insurance No: |  | Teacher Ref No: |  | Email: |  |
| **3.** | **Current Post Details** |
| Present Post: |  | Present Salary & Pay Spine: |  |
| Present School: |  |
| Present Local Authority: |  |
| Date from: |  | Date to: |  | Full or Part Time: |  |
| No on Roll: |  | Boys/Girls/Mixed: |  |
| Subject(s) or Key Stage: |  |
| **4.** | **School Academic Qualifications**  |
| **(a)** | **GCSE / ‘O’ Level** |
| Subject | Grade | Date | Subject | Grade | Date |
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| **(b)** | **GCE ‘A’ Level / ‘S’ Level / AS Level / Other e.g. Access Course** |
| Subject | Grade | Date | Subject | Grade | Date |
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| **5.** | **Higher Education Qualifications (including PGCE)** most recent listed first |
| University/College | Dates | Subject(s) | Qualification & Division e.g. BSc Hons 2/2 | Date of Award |
| From | To |
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| **6.** | **Employment Teaching History** |
|  | In chronological order please, starting with the most recent.  |
| Name of School/Employer | No on Roll (Boys/Girls/Mixed) | Ages & Subjects | Reason for Leaving | Dates |
| From | To |
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| **7.** | **Other Full Time Employment and/or Voluntary Work** |
|  |  |
| Employer’s Name | Address | Job Title and Reason for Leaving | Dates |
| From | To |
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| **If there are any gaps in your employment or education history, please explain them below.** |
| **8.** | **Training Courses** |
|  | Courses attended other than initial training in the last 3 years, including short courses & seminars. |
| Name of Course | Provider | Dates | No of Sessions | Duration of Sessions | Details |
| From | To |
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| **9.** | **Personal Statement** |
|  | Using the person specification that you have been sent with your application pack, please use examples to demonstrate your suitability for the position you are applying. Please include your reasons for applying for and interest in this position by using no more than two sides of A4 at font size 12. |
|  |  |
| **10.** | **Referees** |
|  | Please supply the names and contact details of at least two referees who can comment on your suitability for this positon. One should be your current or most recent employer. (N.B. if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend). |
| Referee No1 (Current Employer) | Referee No 2 |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Tel No |  | Tel No |  |
| E-Mail |  | E-Mail |  |
| Name of Employer |  | Name of Employer |  |
| In what capacity does the referee know you |  | In what capacity does the referee know you |  |
| Please note that, if you are shortlisted, we will contact these referees and will request references prior to interview. We will seek information about the nature of any live warnings due to disciplinary or capability proceedings and any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. We will also ask your referees if they are aware of any reason why you would be unsuitable to work with children or vulnerable adults.Please indicate if your referees can be contacted at this stage:Yes: □ No: □ |
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| **11.** | **Advertisement** |
| Where did you see this post advertised? |  |
|  |  |  |  |
| **All sections on this page must be completed and signed.** |
| **12.** |  |
| Canvassing members of the Governing Body of the school, both directly or indirectly, is forbidden and will disqualify applicants. |
| Are you related to any employee/Governor of Woodchurch? – (please tick) | Yes | No |
|  |  |
| What is the relationship? |  |
| **13.** | **Application Validation** |  |  |  |
| I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information or to omit information could result in the withdrawal of any offer of appointment or my dismissal at any time in the future and possible criminal prosecution. I also agree to obtain an Enhanced Level DBS Disclosure when necessary |
| Signed: |  | Name |  | Date |  |
| **All candidates applying for employment via email accept this electronic copy as their signature if successful will be required to sign and date the form** |
| **14.** | **Guaranteed Interview Scheme** |  |  |
| Woodchurch High School is positive about disabled people and committed to their employment. The Academy’s policy is that any disabled applicant who meets the minimum (essential) criteria for the job will be interviewed. |
| Do you wish to apply under the Guaranteed Interview Scheme? ☐ Yes ☐ No |

**15. Interview**

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| If you do not hear from us within six weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement. |

Thank you for your application. This should be returned, returned via email to whsrecruitment@woodchurchhigh.com or returned by post to:

**Personnel Dept.**

**Woodchurch High School**

**Carr Bridge Road**

**Woodchurch**

**Wirral**

**CH49 7NG**