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.

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| **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 | |  | | No | | |  | | 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. | | | | | | | | | | | | |
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| **Teachers Only:** | | | | | | | | | | | | | |
| Do you have Qualified Teacher Status? | | | | | | | | | | | | | |
| Yes | |  | | No | | |  | | 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** |
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| **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** |
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| **Gaps in your Employment** |
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| If there are any gaps in your employment history, e.g. looking after children, sabbatical leave, please give details and dates: |
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| **Education (including all formal academic and vocational qualifications)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Please start with the most recent** | | | | | | |
| **Name of**  **University / College / School** | **Dates of attendance** | | **Examinations & Qualifications** | | | |
| **From**  **MM/YY** | **To**  **MM/YY** | **Qualification** | **Subject** | **Result / Grade Awarded** | **Date Awarded** |
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| **Other Professional Qualifications, Skills or Training** | | |
| 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. | | |
| **Subject/Course Name** | **Organising Body** | **Date Awarded** |
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| **Interests and Extra Curricular Activities** |
| Please give details of any interests, hobbies or skills that you could bring to the Trust for the purposes of extra-curricular activity: |
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| **Suitability** |
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| 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. |
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| **Suitability (continued)** |
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| **Disclosure of Criminal Records** | | | | |
| The Police Act 1997, Part V, requires that those applying to work with children or vulnerable adults should be subject to a check by the Disclosure and Barring Service (DBS) to ensure that they are suitable for such work.  If you are successful in your applications for a post in a school, you will be required to complete a ‘Disclosure’ application which will then be submitted to the DBS. All applicants for posts in schools will be subject to Enhanced Disclosure.  Having a criminal record will not necessarily bar you from employment. Decisions about the employment of someone with a criminal record will take account of the relevance of the offence to the post in question, the length of time since it occurred and the circumstances surrounding it. The Executive Principal will be notified of the information disclosed by DBS and will invite the applicant to discuss the matter before making a decision about whether or not to confirm the offer. If you do have any previous convictions you may wish to discuss these, confidentially, with the Executive Principal prior to submitting a Disclosure application.  In order that the DBS can be sure that they are checking the record of the right person, applicants will be asked to provide proof of identity: photographic evidence in the form of a passport or a driving licence, a birth certificate, two documents showing the applicant’s home address (a recent utility bill/bank or building society statement) and proof of national insurance number, e.g. P45, P46, P60, letter from HMRC or NI card.  The DBS requires all bodies registered for Disclosure purposes adhere to it’s Code of Practice and establish their own policies on fair use and confidential handling of information disclosed, as well as having a written policy on the recruitment of ex-offenders. Wootton Academy Trust is committed to the proper use of Disclosure information, recognises the sensitivity of such information and the high degree of confidentiality with which it should be handled.  **It is a condition of your application that you answer the questions below:** | | | | |
| Have you been convicted by the courts of any criminal offence? | Yes |  | No |  |
| Is there any relevant court action pending against you? | Yes |  | No |  |
| Have you ever received a caution, reprimand or final warning from the police? | Yes |  | No |  |
| **If answering "YES" to any of the above questions, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.** | | | | |
| I confirm that I am not either on the Children’s Barred List or the Vulnerable Adults Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body | Yes |  | No |  |

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| **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 |  | No |  | May we contact prior to interview? | Yes |  | No |  |

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| **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. |

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| **Declaration** | | | | | | | |
| Please check the boxes | | | | Place a **X** in the boxes below | | | |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. | | | |  |  |  | |
|  | | | |  |  |  | |
| * 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. | | | |  |  |  | |
|  | | | |  |  |  | |
| * 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. | | | |  |  |  | |
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| * 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. | | | |  |  |  | |
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| * 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. | | | |  |  |  | |
|  | | | |  |  |  | |
| * I consent to the Trust making direct contact with the people specified as my referees to verify the reference. | | | |  |  |  | |
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| 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)

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| 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 |
|  |  |  |