**TEACHING**

**APPLICATION FORM**



Washwood Heath Multi Academy Trust (“WHMAT”) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

WHMAT is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

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| **Vacancy Details** | |
| Job Title |  |
| Base Academy |  |
| Please tick phase/s you wish to teach | Nursery: Reception: KS1: KS2: KS3: KS4: Special: |
| Main subject:  (Where appropriate)  Subsidiary Subject: |  |

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| **Personal Details** | | | | | | | |
| Title |  | | First Name(s) | |  | | |
| Last Name | |  | | | Any Previous Name(s) | |  |
| Address  Postcode | |  | | | | | |
| Contact Number (e.g. mobile) | | | |  | | | |
| Email Address | | | |  | | | |
| National Insurance Number (if applicable) | | | | | |  | |
| Do you have the right to work in the UK?  Please note: [*Original identification documents verifying your right to work in the UK*](https://www.gov.uk/government/publications/right-to-work-checklist) *will be requested, checked and photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.*  *We are unable to employ anyone who does not have the right to work in the UK legally. Please explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of your role.* | | | | | | Yes:  No: | |
| Current Driving License (if this is a requirement for this job) | | | | | | Yes:  No: | |
| Teacher Reference Number: | | | | | |  | |
| Do you have QTS, including skills test if qualified post 2004? | | | | | | Yes:  No: | |
| If you have a disability, are there any special arrangements which we can make for you?  If yes, please specify: | | | | | | Yes:  No: | |
| Are you related to or do you have a close relationship with an existing WHMAT employee, trustee or Director?  If yes, please provide details: | | | | | | Yes:  No: | |
| Do you wish to job share the position you are applying for? | | | | | | Yes:  No: | |

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| **Education and Qualifications** | | | | | | | | | |
| Name of Institution  e.g. Secondary School/College/University, etc. | | Duration | | | Courses/Subjects Taken and Examinations Results or Award and Date | | | | |
| From | to | | Qualification | Subject(s): | Grade | | Date |
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| **Current & Previous Employment/Experience (most recent first)** | | | | | | | | | |
| Employer | | Duration | | | Job Title | | | Reason for change/Leaving | |
| From | to | |
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| **Gaps in Employment**  Please give details below of any voluntary work you have not detailed elsewhere in your employment history or reasons for other periods of time when you have not been employed since leaving secondary education for safeguarding purposes. | | | | | | | | | | |
| Date From | Date To | | | Reason | | | | | | |
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| **ILL Health/ Retirement/ Dismissal** | |
| Have you ever taken ill health retirement?  If yes, please provide details? | Yes:  No: |
| Are you in receipt of a Teachers’ Pension?  If yes, state date effective from and the type of pension you are receiving?*i.e. Actuarially Reduced Benefits, Age, Phased, Premature or Ill Health retirement* | Yes:  No: |
| Have you ever been dismissed from for misconduct?  If yes, please attach full details in a sealed envelope marked ‘Private and Confidential’? | Yes:  No: |

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| **STATURORY INDUCTION** | |
| Did you gain QTS after May 1999? If yes, where was the induction served?  Between what dates did you serve your induction? |  |
| Did you pass the induction?  Do you have any period left to serve on your induction?  If yes how much longer have you got to serve?  *If not complete, please attach copies of your induction reports for the period served.* | Yes:  No:  Yes:  No: |

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| **Referees**  One of these should be your present or most recent employer. Please do not name relatives or people acting solely in their capacity as friends as referees.  If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances (please state where relevant). If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children. | |
| **Referee 1** | |
| Title |  |
| Name |  |
| Address  Postcode |  |
| Telephone Number: |  |
| Email Address |  |
| In what capacity do you know the referee |  |
| Period Known (years) |  |

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| **Referee 2** | |
| Title |  |
| Name |  |
| Address  Postcode |  |
| Telephone Number: |  |
| Email Address |  |
| In what capacity do you know the referee |  |
| Period Known (years) |  |

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| **Supporting Statement**  Please state the reasons why you wish to apply for the position and give details of why you think you are a suitable candidate in line with the person specification and job description. |
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| **DISCLOSURE**  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice?  If you do have any convictions or; before signing this section of the application form, you must check the [filtering rules](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards) to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.  Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application. |
| Please tick one of the following statements:  I confirm that I have NO criminal convictions or cautions which would not be filtered in line with current guidance. I am not barred or disqualified from working with children, or subject to a prohibition order.  I confirm that I DO have criminal convictions or cautions which would not be filtered in line with current guidance or are barred or disqualified from working with children, or subject to a prohibition order. I enclose full details in a sealed envelope marked ‘Private and Confidential’.  **Having a criminal conviction will not necessarily bar you from employment.** |

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| **DATA PROTECTION ACT 1998** Consent & Certification of Details  The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.  The information may be disclosed, as appropriate, to governors of schools, to Occupational Health, Law Enforcement Authorities, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.  I, (print name)  consent to my employer recording and processing the information detailed in this application form.  I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.  Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. |

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| **RETURN ADDRESS** |
| People Operations (Transactional) Team  Washwood Heath Multi Academy Trust  Burney Lane  Stechford  B8 2AS  Email: [recruitment@whmat.academy](mailto:recruitment@whmat.academy) |

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| **RECRUITMENT MONITORING** | | | |
| Name: |  | | |
| Job title: |  | | |
| Gender: | I am:  Female  Male  Non-Binary (do not identify as either gender)  Prefer not to say | | |
| Date of Birth: |  | Age: |  |

To help us monitor our Equal Opportunities Policy please tick or complete the following boxes as appropriate:

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| **ETHNIC ORIGIN**  Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included. | |
| **A White** | British  Irish  Gypsy or Irish Traveler  Albanian  Any other White background, please indicate: |
| **B Mixed** | White/Black – Caribbean  White/Asian  White/Black – African  Black/Asian  Any other Mixed background, please indicate: |
| **C Asian or**  **Asian British** | Indian  Kashmiri  Pakistani  Bangladeshi  Chinese  Any other Asian background, please indicate: |
| **D Black or Black British** | Caribbean  African  Any other Black background, please indicate: |
| **E Other ethnic group** | Arab  Kurdish  Vietnamese  Any other ethnic group, please indicate: |
| Prefer not to say | |

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| **DISABILITY**  The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. |
| Do you have a disability as defined above? Yes:  No: |
| If all of the above does not apply to you, however, you consider yourself to have a disability, then please tick here. |

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| **EMPLOYMENT STATUS** |
| Are you currently employed by a school/academy in Birmingham? Yes:  No:  If yes please state if you are employed on a temporary, casual or permanent basis: |
| Are you currently unemployed? Yes:  No: |

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| **SEXUAL ORIENTATION** |
| Bisexual  Lesbian or Gay  Heterosexual  Prefer not to say |

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| **RELIGION** |
| Agnostic  Atheist  Buddhist  Christian – (including Catholic, C of E, Protestant and all other Christian denominations  Hindu  Jewish  Muslim  Sikh  No religion or belief  Prefer not to say  Other - please specify: |

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| **JOB ADVERTISEMENT**  How did you first find out about this job? Please specify the source or publication. | |
| Schools Support Staff Bulletin  Birmingham City Council  WMJobs.co.uk  TES website  TES printed press  Birmingham Evening Mail  Word of Mouth  Search Consultant  E-teach | Jobs4U Bulletin Jobcentre Plus  Website, other (please specify):  Professional Journal (please specify):  Radio (please specify)  Other printed media (please specify):        Careers/open day (please specify):        Other printed media (please specify):        Other (please specify): |