|  |  |
| --- | --- |
| **CONFIDENTIAL** | |
| Woodrush High SchoolApplication FormTEACHING | |
| **Candidate's Name** |  |
| **Post** |  |
| Please return this form to:  Miss Amy Branford  Woodrush High School  Shawhurst Lane  Wythall  Worcestershire  B47 5JW  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  Email: [hr@woodrush.org](mailto:hr@woodrush.org) | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Personal Details** | | | | |
| Surname /  Family Name |  | | Forenames(s): |  |
|  |  | |  |  |
| Former Surname/  Family Name |  | |  |  |
|  |  | |  |  |
| Preferred Title: |  | |  |  |
|  |  | |  |  |
| Home Address: |  | | Contact  Address  (if different) |  |
|  |  | |  |  |
| DfES Reference  No: |  | | National  Insurance No: |  |
|  |  | |  |  |
| Telephone No:  (Home/Mobile) |  | | Telephone No:  (Work) |  |
|  |  | |  |  |
| Email Address:  (Home) |  | | Email Address:  (Work) |  |
|  |  | |  |  |
|  | | | | |
|  | | | | |
|  | | | | |
|  | |  | | |
|  | | | | |
| Pension Are you in receipt of a Teacher’s Pension?  Yes  No  If yes, please specify reason and date: | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Education, Training and Qualifications**  Please give brief details of all training and other courses you have undertaken whether or not they are relevant to this post. | | | |
| Name of School/College/University  attended | From - To  (Month/Year) | (\*) Qualifications  including Grades | Date Obtained  (Month/Year) |
| Schools (after age 11) |  |  |  |
|  |  |  |  |
| Further or Higher Education  (Full or Part Time) |  |  |  |
|  |  |  |  |
| Teaching Qualifications |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Age Range Trained | | | |
|  |  |  |  |
| Professional Development  *(relevant courses and other including dates)* | | | |
|  |  |  |  |
| Membership of Professional Bodies (excluding Teachers' Professional associations) | | | |
| \* *Applicants invited for interview will be required to produce documentary evidence of their qualifications* | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3. Employment/Work Experience**  Please include any previous work experience, either paid, unpaid or voluntary starting with the most recent. | | | | | | | | | | | | |
|  | Current/most recent School or other employer (with address) | | | | | | | | | | | |
|  |  | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Position Held: |  | | | | | | | Full or  Part Time: |  | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Present salary and point on pay spine: | |  | | |  | Date employment ceased if applicable: | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Date Started: |  | | | |  |  | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employing Authority: |  | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Age Range: |  | | Boys/Girls/  Mixed: |  | | |  | Approx No.  on Roll: | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Duties and Responsibilities: | | | | | | | | | | | |
|  | Date Passed Threshold (if applicable): | | | | | | | | | | | |
|  | | | | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous schools or other employers/employer and  Employing Authority | Age Range + Boys/Girls/ Mixed | Approx. No. on Roll | Position held and responsibilities (and  full time or part time) | Dates | | Reasons for  Leaving |
| From | To |
|  |  |  |  |  |  |  |

|  |
| --- |
| **4. Supporting Statement**  **Please use this space to give information in support of your application for this post. You may wish to include details of any interests, experience, responsibilities or education philosophy which you consider relevant.** |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5. Convictions/Disqualifications**  **EXEMPT EMPLOYMENT**  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.  **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. If you are or have  been employed, one should be your present or most recent employer. | | | | |
| A. | Name: | | B. | Name: |
| Address:    Email address: | | Address:    Email address: |
| Telephone number: | | Telephone number: |
| Relationship to you e.g. Headteacher/Mentor/Line Manager | | Relationship to you e.g. Headteacher/Mentor/Line Manager |
| ***Note:*** Unless you specify otherwise, we will not consult you prior to approaching these referees. | | | | |
| **7. Declaration** | | | | |
|  | I declare that the information given in this application form is correct and complete. | | | |
|  | Signature: |  |  | Date:   /  / |
|  | ***Note:*** False statements or failure to disclosure any information requested in this application form may disqualify a candidate.  Discovery after appointment may lead to dismissal or disciplinary action by the Authority. | | | |
|  | Data Protection Act 1998 – Consent and Certification of Details  As part of the process of appointing a new teacher, the Authority may disclose information to, and request information from, third  parties for the purpose of undertaking pre-employment checks. In accordance with the Data Protection Act 1998, your consent is  required before approaching third parties for information in relation to pre-employment checks. | | | |
|  | 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 purposes  only. This information will be detached from the application form on receipt and will not be  considered 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 | | | | |

Please ensure that you have completed all sections

of this form. Please do not send your Curriculum

Vitae (CV) or any Testimonials unless requested.