|  |
| --- |
| **Please complete ALL sections.** Sections 1-6 of the application form will be used to shortlist candidates for interview. |
| **POST APPLIED FOR:**  | **CLOSING DATE:**  |       |
| Where did you see the vacancy advertised? |  |
| Please return your completed form via email by the closing date to: **recruitment@queenelizabeths.com** |
| **1. PERSONAL DETAILS (please complete in block letters)** |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/ Other/No title) |       | Last Name:  |       |
| First name(s) |       |
| Address for correspondence:  |       |
| Postcode: |       |
| Home Tel no:  |       | Mobile Tel no: |       |
| Work telephone no: Extension (if applicable): |  | Preferred contact no: | Work / Home / Mobile |
| Email address: |       |
| DfE Number (Qualified Teachers Only): |  | Date Awarded: |  |
| **2. PRESENT OR LAST EMPLOYER** |
| Name and address of employer: |       | Name and address of establishment where employed (if different): |       |
| Postcode: |       | Postcode: |       |
| Nature of business: |       | Job title: |       |
| Present annual salary or weekly income (gross): |       |
| Hours worked per week: |       | Other benefits (if applicable): |       |
| Date appointed: |       | Notice required or leaving date if already left |       |
| Reason for leaving: |       |
| Brief description of duties: |       |
| **3. PREVIOUS EMPLOYMENT** |
| *Please start with the most recent first, and continue on separate sheet if necessary.*Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history.  |
| **Employer name & address** | **Job title** | **Salary/income** | **Full or part-time (if part-time, give hours)** | **Dates (month/year)**  | **Reason for leaving** |
| **From** | **To** |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
| **4. EDUCATION, TRAINING & QUALIFICATIONS** |
| Shortlisted candidates will be expected to provide evidence of the qualifications listed on this application. *Please start with the most recent first, and continue on separate sheet if necessary.* |
| **Secondary School/College/University** | **Dates** | **Qualifications gained (state level)** | **Grade/class of degree** | **Date** |
| **From** | **To** |
|       |       |       |       |       |       |
|  |  |  |  |  |  |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
| **OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)** |
| **Organising Body** | **Course title** | **Length of course** | **Date** |
|       |       |       |       |
|       |       |       |       |
| **MEMBERSHIP OF PROFESSIONAL/** TECHNICAL **BODIES** |
| **Name of body** | **Type of membership** | **Date obtained** |
|       |       |       |
|       |       |       |
| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| Please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities, which you consider to be relevant to the position. It is important that you refer to the requirements in the job description/person specification and provide evidence of how you meet the essential and desirable criteria. Please include your reasons for applying for this post and *continue on a separate sheet if necessary.* **NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.** |
|      INFORMATION IN SUPPORT OF YOUR APPLICATION (continued) |
| **6. REFEREES** |
| In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/most recent employer and normally no offer of employment will be made without reference to him/her. If you are not currently working with children, please ensure you provide details of one referee for the employer for whom you have most recently worked with children. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.Where possible, references will be taken up via e-mail.The School reserves the right to approach any previous employer or manager. **Please note: If you are shortlisted, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.**  |
| **If you wish to be contacted before references are taken up please click on the box** [ ]  |
| **First Reference:** |
| Name (Referee 1): |       |
| Role: |       |
| Organisation: |       |
| Address: |       |
| Postcode: |       |
| Telephone No: |       |
| Email address: |       |
| Relationship to you (e.g. Manager/Headteacher): |       |
| How long known? |       |
| **Second Reference:** |
| Name (Referee 2): |       |
| Role: |       |
| Organisation: |       |
| Address: |       |
| Postcode: |       |
| Telephone No: |       |
| Email address: |       |
| Relationship to you (e.g. Manager/Headteacher): |       |
| How long known? |       |
| **7. PROTECTION OF CHILDREN** |
| The School is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. 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.**Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:**<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>If shortlisted for an interview you will be required to disclose to us information about any:* adult cautions (simple or conditional);
* **unspent** conditional cautions;
* **unspent** convictions in a Court of Law; and
* spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 so that a police check can be carried out if you are offered an appointment.

If you are subsequently employed by Queen Elizabeth’s School and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the school. During the course of your employment with the school, should you be arrested by the police you are obliged to notify the Headteacher immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. |
| **8. GENERAL** |
| Please give details of any dates within the next month when you will not be available for interview. We cannot guarantee being able to offer you an alternative date. |       |
| Do you hold a current full driving licence? | Yes [ ]  No [ ]  |
| Do you have regular use of a vehicle? | Yes [ ]  No [ ]  |
| You are required to declare below any relationship with or to a Trustee or employee of the School/Trust.Please state name and position:       |
| Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below: |  Yes [ ]  No [ ]  |
|       |
| This information is required, including that which relates to warnings regarded as "spent" in order to ensure safe recruitment to meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. **Note** You are required to include information if you were subject to a disciplinary process but resigned before it was completed. |
| **9. DISABILITY CONFIDENT** |
| Wimborne Academy Trust is a Disability Confident committed employer. Under this scheme, we guarantee an interview to anyone with a disability who meets the essential criteria for the job. If you are disabled and would like to be considered under this scheme, please give details below. If you would prefer, please contact the school office to discuss any application accessibility requirements you may have. |
|       |
| **10. HEALTH/MEDICAL DETAILS** |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a full health assessment. |
| **11. DATA PROTECTION**  |
| In completing this application form you should refer to our Privacy Notice for Job Applicants sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with this notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Privacy Notice for Staff which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with this Privacy Notice. |
| **12. DECLARATION** |
| I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust. |
| **Signed**       | **Date**       |

### Equal Opportunities Monitoring

### In accordance with our policy on equal opportunities in employment, Wimborne Academy Trust will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

### In order to assess how successful this policy is we have set up a system of monitoring all job applications.

### The completion of this form is entirely voluntary; however, it will assist the Trust in carrying out this monitoring. We would be grateful if you would complete the form by following this link:

[Equal Opportunities Monitoring Form](https://docs.google.com/forms/d/e/1FAIpQLScnwwPONLNjqgPRnkzhG5_L8jUrMHadt8EO3CjL2GH9pa1iTg/viewform)

### All information will be treated in confidence and will not be seen by staff directly involved in the appointment. It will only be used to provide statistics for monitoring purposes.