**Woodchurch High School**

**A Church of England Academy**

**Application for Appointment to a Teaching Post - Section B AND C**

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

**SECTION B - MEDICAL FITNESS STAFF DECLARATION**

With reference to your application for this post with this Academy. In order to assist us in establishing that you are medically suitable and satisfy the health standards required, I should be grateful if you would kindly answer the questions set out below. The information provided will be treated with the strictest confidence and used only to determine whether it will be necessary to refer you for a medical examination prior to confirming your appointment with this Academy.

\*- delete as appropriate

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name in Full (Mr/Mrs/Miss) | | | |  | | | |
| 1. | Has there been any cause for concern regarding your health during the period of employment with your present or most recent employer? | | | | | | Yes / No \* |
| 2. | Has a medical examination been required at any time in connection with this employment? | | | | | | Yes / No \* |
| 3. | If the answer was “YES” to question No 2 above, was the medical requested on: | | | | | | |
| 1. Appointment | | | | | | Yes / No \* |
| 1. Following a Special Referral during your appointment | | | | | | Yes / No \* |
| 4. | What was the result of such an examination? | |  | | | | |
| 5. | Are you aware of any illness / condition that would prevent you from carrying out your duties, as per the job description? | |  | | | | |
| 6.  6666. | If you have answered yes to any of these questions, please confirm that you consent to a call from our HR Manager prior to interview (if shortlisted) to discuss | | Yes/No \* | | | | |
| I declare to the best of my knowledge and belief, all statements contained in the above answers are correct and I understand and acknowledge that should I conceal any material fact I will be liable to the termination of my contract of service, with such notice as may be appropriate and may be refused benefits under the sickness payments and superannuation schemes  I consent to undergo a medical examination or examinations if required to do so and have no objection to the Academy’s Occupational Health Consultant communicating with my own doctor or obtaining any hospital records concerning my health or medical history. | | | | | | | |
| Signed | |  | | | Date |  | |

**SECTION C - MONITORING OF APPOINTMENTS FOR EQUALITY**

Woodchurch High School is committed to eliminating discrimination and encouraging diversity amongst our workforce.

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability, however to assist with equality monitoring and for that purpose only, please provide the following details.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | |
| SEX |  | | DATE OF BIRTH | | |  | | MARITAL STATUS |  | | | NATIONALITY | |  | |
| ETHNIC ORIGIN – PLEASE TICK ONE | | | | | | | | | | | | | | | |
| White | | British | | |  | | Mixed | | | White & Black-Caribbean | | | | |  |
| Irish | | |  | | White & Black-African | | | | |  |
| Other\* | | |  | | White & Asian | | | | |  |
|  | | | | | Other\* | | | | |  |
| Asian or Asian-British | | Indian | | |  | | Black or Black-British | | | Caribbean | | | | |  |
| Pakistani | | |  | | African | | | | |  |
| Bangladeshi | | |  | | Other\* | | | | |  |
| Other\* | | |  | |  | | | | |  |
| Chinese | | Chinese | | |  | | \* - Other Definition | | |  | | | | | |
| Other\* | | |  | |
| RELIGION OR BELIEF – PLEASE TICK ONE | | | | | | | | | | | | | | | |
| Buddhist | | | |  | | | Christian | | | |  | | | | |
| Hindu | | | |  | | | Jew | | | |  | | | | |
| Muslim | | | |  | | | Sikh | | | |  | | | | |
| No Religion | | | |  | | | Prefer Not To Say | | | |  | | | | |
| Other\* | | | | \* please state | | | | | | | | | | | |
| SEXUAL ORIENTATION – PLEASE TICK ONE | | | | | | | | | | | | | | | |
| Bisexual | | | |  | | | Gay / Lesbian | | | |  | | | | |
| Heterosexual | | | |  | | | Prefer not to say | | | |  | | | | |
|  | | | | | | | | | | | | | | | |
| Are you disabled? | | | | Yes / No | | | Details | | | |  | | | | |
| If Registered Disabled | | | | Registration No: | | |  | | | | Expiry Date: | |  | | |

## Disclosure of Criminal Records

**Introduction**

Woodchurch High School in liaison with Atlantic Data have access to criminal records for those potential employees whose posts would involve responsibility for children and/or other vulnerable groups or posts which are also exempt from the Rehabilitation of Offenders Act 1974. This is referred to as a Disclosure.

If a post is subject to a Disclosure, it will be stated in the vacancy advertisement and which level applies. A Disclosure Application form will only be given to individuals who are offered an appointment. The Policy in relation to Disclosure will indicate what candidates for employment must disclose; how disclosed information will be considered and how it will affect employment; and who will consider this information. It also indicates how Disclosed information will be handled and destroyed.

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing access to ‘privacy notices’ to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school. Please access this notice via the following link: <http://www.woodchurchhigh.com/docs/Policies/PrivacyNoticeForJobApplicants.pdf>

**EMPLOYMENT REFERENCE CONSENT**

In order for us to seek employment references from the two referees named on your application form, we need to provide your referees with evidence that you have consented for a reference to be supplied.

Please therefore read the information overleaf and sign to confirm that you understand and consent for you information to be used.

This information will be requested prior to interview wherever possible.

We may also make follow up contact with your referees before or after an offer of appointment is made should we require further clarity on the information supplied.

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| --- | --- |
| **Name and address of recruiting School:** | Woodchurch High School |
| **Post applied for:** |  |

|  |  |
| --- | --- |
| **Applicant’s declaration** | |
| I hereby authorise Woodchurch High School to contact the referees I have named on my application form and I give my consent for information to be requested and supplied.  I understand that a copy of this declaration will be provided to the individuals who are contacted. | |
| Signed: |  |
| Print Name: |  |
| Date: |  |