|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL NAME**  **ADRESS**  **EMAIL** |  |  |  |

PLEASE ENSURE YOU RETURN TO THE CORRECT SCHOOL

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Personal Details** | | | | **Ref No:** | |  | |
| The information in sections 1 and 2 will be detached from the application form prior to short listing. | | | | | | | |
| Surname |  | Forename(s) |  | | | | |
| Title | Mr  Mrs  Miss Ms  Other | | | | Date of Birth | |  |
| Address |  | Is this a job share application? | | | | | Yes  No |
| Contact Details (please tick preferred contact detail) | | | | | |
| Home |  | | | | |
| Work |  | | | | |
| Mobile |  | | | | |
| E-mail |  | | | | |

|  |  |
| --- | --- |
| National Insurance number? |  |
| Are you eligible to work within the UK? | Yes  No |
| Are you required to have a work permit to work in the UK? | Yes  No |
| Teacher number |  |
| Are you a Newly Qualified Teacher (NQT)? | Yes  No |
| When will you become an NQT? |  |
| Do you hold Qualified Teacher Status (QTS) | Yes  No |
| Date it was awarded: |
| Certificate Number: |
| What was the route by which you obtained it? |
| |  |  |  |  | | --- | --- | --- | --- | | Have you completed a period of induction where this was required by the DfE? | Yes  No | Date of completion?   |  | | --- | |  | | |
| Do you hold Qualified Teacher Status Learning and Skills (QTLS)? | Yes  No |
| Date it was awarded: |
| Certificate Number: |
| What was the route by which you obtained it? |
| |  |  |  |  | | --- | --- | --- | --- | | Have you completed a period of induction where this was required by the DfE? | Yes  No | Date of completion?   |  | | --- | |  | | |

|  |
| --- |
| **Declarations** |
| This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not decare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy. . |

|  |
| --- |
| Convictions / Disqualifications |
| The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: [www.gov.uk/government/organisations/disclosure-and-barring-service/about](http://www.gov.uk/government/organisations/disclosure-and-barring-service/about)  Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? |
|  |
| Are you on the Children’s Barred List (Previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. National College for teaching and Leadership (NCTL))? |
|  |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.**  If you have answered ‘YES’ to any of the above and are called to interview, please provide further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’ |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Canvassing** | | | |
| In order to ensure fairness and openness of our selection process please state whether you are related to, or in a close personal relationship with an employee of Royal Wootton Bassett Academy Trust. | | | Yes ☐ No ☐ |
| If YES, please give details: | Name: |  | |
| Position in Trust: |  | |
| Relationship with yourself: |  | |
| Please note that canvassing of employees of Royal Wootton Bassett Academy Trust in relation to this application will disqualify any applicant. If evidence of this is discovered after appointment you may be dismissed without notice. | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Equal Opportunities Monitoring Form** | | | | | | | |
| **How information about you will be used:**  You are requested to complete this information to enable us to monitor the effectiveness of our Corporate Equalities Strategy. This information will be used solely for monitoring purposes, will be treated as confidential and will be separated from the application form on receipt and before selection procedures commence. | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | Yes  No | |
| Where did you see this vacancy advertised? | | | | | | | |
| Local Newspaper  Professional Journal  Job Centre  National Newspaper |  | Other  Internet |  | Please state  Please state website: **www.** | | | |
| Are you currently employed by a school within the Trust? | | | | | | Yes  No | |
| **Application Form** | | | | | **Code:** | |  |

|  |  |
| --- | --- |
| **3. Vacancy Details** | |
| Job(s) Applied for: |  |
| Ref No: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4. Present or more recent employment, voluntary work or role** | | | | |
| Job Title: |  | Name of Employer: | |  |
| Hours worked: |  | Employer’s Address: |  | |
| Dates Employed: |  |
| Notice Period: |  |
| Current Salary plus Benefits: |  |
| Key Duties: |  | | | |

|  |  |
| --- | --- |
| **5. Reason for wishing to leave or left:** | |
|  | |
| The Working Time Regulations place a maximum limit on weekly hours worked (48 hours). Will you continue in any other employment, should you be offered this appointment? | Yes  No |

|  |  |  |
| --- | --- | --- |
| **6. Previous Employment** | | |
| Starting with the most recent first, please give details of jobs held including part-time and unpaid work. Do not include the details provided in Section 4 of the application form.  **If applying for a post, which involves working with children, young people and/or vulnerable adults, you are required to provide the dates you were employed from and to, and details of any gaps in your employment.** Continue on a separate sheet if necessary. | | |
| Name of Employer | Job Title and Main Duties | Dates of Employment and Reason for Leaving |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **7. Education** | |
| Please give details of any education, technical and/or professional qualifications. If you are currently studying please provide details of the qualifications you are studying for. | |
| Examinations/Qualifications taken or to be taken (include subjects) | Results, Grades and Date Achieved |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **8. Training** | | |
| Please list any course(s), which you have undertaken that are relevant to the job and/or specified on the person specification. Continue on a separate sheet if necessary. | | |
| Date of Course | Course Title | Organising Body |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **9. Membership** | | |
| Please indicate membership of any organisation(s) relevant to the job. | | |
| Name of Organisation | Type of Membership | Is Membership Current? |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **10. Skills, Abilities, Experience and Achievements** |
| Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet each of the criteria listed in the person specification.  You may continue on **up to 2 separate sheets** and attach if necessary, please do not staple. |
|  |

|  |  |
| --- | --- |
| **11. Disability** | |
| We guarantee to interview disabled applicants who meet the **essential** requirements for the post. | |
| Do you consider yourself to have a disability?  If YES, please tick the appropriate boxes below: | Yes  No |
| Please state any particular assistance or facilities you may require in attending an interview. | |
|  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **12. References** | | | | | | |
| Please give details of 3 referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full time education you should give details of your course tutor or teacher. References from **friends and relatives** are not acceptable. **Please note references will normally be taken up before interview**. | | | | | | |
| Name |  | | Position/Occupation | |  | |
| Address |  | | | Telephone No. | |  |
| Fax No. | |  |
| E-mail | |  |
| Relationship to yourself | |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Position/Occupation | |  | |
| Address |  | | Telephone No. | |  |
| Fax No. | |  |
| E-mail | |  |
| Relationship to yourself | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name |  | | Position/Occupation | |  | |
| Address |  | | | Telephone No. | |  |
| Fax No. | |  |
| E-mail | |  |
| Relationship to yourself | |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed. I have reviewed the Privacy Notice in line with GDPR and give consent in line with the policy.  General Data Protection Regulations (GDPR) The law relating to Data Protection has changed with the introduction of the General Data Protection Regulations (GDPR). The Trust has produced a Privacy Notice Policy which summarises the key ways in which we deal with the information we hold about you, how we use it and your rights in relation to it. Please refer to the Trust website for further information.  . | | | |
| Signature |  | Date |  |