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| --- | --- |
| For internal use only. | C:\Users\wwpatadmin\Desktop\thumbnail_13898 White Woods Academy Trust Branding-1.jpg |
|  |  |
| Reference no:  |  |
| Date received:  |  |
| Invite for interview: | Yes  | No |
| **Please read the guidance notes before you fill in this application form**. |
| **White Woods Primary Academy Trust (WWPAT)****Employment Application Form: General Non-Teaching** |
|  |
| *WWPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.* |
|  |
| Please ensure that you complete **all** sections of **Part A** and **Part B** of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. All appointments are subject to a pre-employment medical check and a six-month probationary period. In the first instance, please complete and submit the application form electronically to enquiries@wji.wwpat.org. Alternatively a hardcopy of the application form can be completed in black ink or type and submitted addressed to Whiston J & I School, Saville Road, Whiston, Rotherham S60 4DX. **Please note to enable us to compare candidates fairly, this application form is the only document we consider when we shortlist applications. As such, please do not send a CV, written references, examples of work or other information.** |
|  |
| **VACANCY DETAILS:** |
| **Vacancy job title:** | Click here to enter text. |
| **Reference number:** *(If* applicable). | Click here to enter text. |
| **Location:** | Click here toenter location. |
| **Closing date:** | Click here to enter a date. |
|  |
| **PART A - INFORMATION FOR SHORTLISTING AND INTERVIEWING:** |
| 1. **APPLICANT’S DETAILS:**
 |
| **Initials:** *(Include initials for each first, middle and surname / family name e.g. for* ***P****eter* ***D****avid* ***F****inney insert* ***P.D.F.****)* | Click here to enter text. |
|  |
| 1. **CURRENT EMPLOYMENT*:*** *(if applicable).*
 |
| **Name and address of employer:** | Click here to enter text. | **Job title:** *(Please enclose a copy of the job description if possible).* |
| Click here to enter text. |
| **Date appointed to this post:** |
| Click here to enter a date. |
| **Type of educational establishment / organisation:** *(If applicable).* | Select Type. | Select Type. | **Other:** *(Please specify).* |
| **Number of pupils on roll:** *(If applicable).* | Click here to enter text. | **Subject / Age Group Taught:** *(If applicable).* | Click here to enter text. |
| **Type of employment:** *(Part / Full Time etc.)* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Current salary:** | Click here to enter text. |
| **Date available to begin post:** *(Please provide any contractual notice period(s) if applicable).* | Click here to enter a date.Click here to enter text. |

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| **Please provide a brief description of your current duties, responsibilities and key achievements:** *(Max 1000 words excluding spaces).* | Click here to enter text. |
|  |
| 1. **EMPLOYMENT, EDUCATION AND TRAINING:***(Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. Please enclose a continuation sheet if required).*
 |
|  |
| **3.01) EMPLOYMENT & EXPERIENCE:**  |
| **Job Title / Position / Activity:** | Click here to enter text. | **From:** | **To:** |
| **Name and address of** **employer /activity:** | Click here to enter text. | Select date. | Select date. |
| **Reason for leaving:** |
| Click here to enter text. |
| **Type of educational establishment:***(If applicable).* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Number of pupils on roll:** *(If applicable).* | Click here to enter text. |
| **Type of employment:** *(Part / Full Time etc.)* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Brief description of duties / experience gained:** *(Max 500 words excluding spaces).* | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title / Position / Activity:** | Click here to enter text. | **From:** | **To:** |
| **Name and address of** **employer /activity:** | Click here to enter text. | Select date. | Select date. |
| **Reason for leaving:** |
| Click here to enter text. |
| **Type of educational establishment:***(If applicable).* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Number of pupils on roll:** *(If applicable).* | Click here to enter text. |
| **Type of employment:** *(Part / Full Time etc.)* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Brief description of duties / experience gained:** *(Max 500 words excluding spaces).* | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title / Position / Activity:** | Click here to enter text. | **From:** | **To:** |
| **Name and address of** **employer /activity:** | Click here to enter text. | Select date. | Select date. |
| **Reason for leaving:** |
| Click here to enter text. |
| **Type of educational establishment:***(If applicable).* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Number of pupils on roll:** *(If applicable).* | Click here to enter text. |
| **Type of employment:** *(Part / Full Time etc.)* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Brief description of duties / experience gained:** *(Max 500 words excluding spaces).* | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title / Position / Activity:** | Click here to enter text. | **From:** | **To:** |
| **Name and address of** **employer /activity:** | Click here to enter text. | Select date. | Select date. |
| **Reason for leaving:** |
| Click here to enter text. |
| **Type of educational establishment:***(If applicable).* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Number of pupils on roll:** (If applicable). | Click here to enter text. |
| **Type of employment:***(Part / Full Time etc.)* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Brief description of duties / experience gained:** *(Max 200 words excluding spaces).* | Click here to enter text. |
|  |
| **Job Title / Position / Activity:** | Click here to enter text. | **From:** | **To:** |
| **Name and address of** **employer /activity:** | Click here to enter text. | Select date. | Select date. |
| **Reason for leaving:** |
| Click here to enter text. |
| **Type of educational establishment:***(If applicable).* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Number of pupils on roll:** *(If applicable).* | Click here to enter text. |
| **Type of employment:** *(Part / Full Time etc.)* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Brief description of duties / experience gained:** *(Max 200 words excluding spaces).* | Click here to enter text. |
|  |
| **Job Title / Position / Activity:** | Click here to enter text. | **From:** | **To:** |
| **Name and address of** **employer /activity:** | Click here to enter text. | Select date. | Select date. |
| **Reason for leaving:** |
| Click here to enter text. |
| **Type of educational establishment:***(If applicable).* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Number of pupils on roll:** *(If applicable).* | Click here to enter text. |
| **Type of employment:** *(Part / Full Time etc.)* | Select Type. | **Other:** *(Please specify).* | Click here to enter text. |
| **Brief description of duties / experience gained:** *(Max 200 words excluding spaces).* | Click here to enter text. |

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| **EDUCATION AND TRAINING:** *(Successful applicants will be required to provide proof of qualification, and White Woods Primary Academy Trust reserves the right to approach any number of education providers to verify the qualifications stated).* |
| **3.02) EDUCATION AND TRAINING – SECONDARY EDUCATION:** |
| **Name of school:** | **From:** | **To:** | **Subject:** | **Qualification:** *(e.g. GCSE or equivalent etc.)* | **Grade:** |
|  |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
|  |
| **3.03) EDUCATION AND TRAINING – FURTHER OR HIGHER EDUCATION:** *(Please provide details of any recognised qualifications or courses attended which are relevant to the job application.)* |
| **Name of FE College / University / Awarding Body:** | **From:** | **To:** | **Subject / Course:** *(Please indicate if full or part time).* | **Qualification:** | **Date of award:** |
|  |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |

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| **3.04) EDUCATION AND TRAINING – OTHER:** *(Please list relevant courses attended / delivered in the past 3 years).* |
| **Other relevant professional development e.g. courses, programmes:** (Other than above). | **Trainee / Trainer:** | **Length of course / programme:** | **Qualification:** *(If applicable).* | **Date:** |
|  |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |

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| **If there are any gaps in your employment or education history that is not included above, please explain them below:** (*Please enclose a continuation sheet if required).* |
| Click here to enter text. |

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| **4) SUPPORTING STATEMENT:**  |
| **4.01) OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS:** Please tell us about yourself and why you are applying for the post. Please provide clear and verifiable evidence of how your experience, interests and skills fulfil the requirements of the job description and person specification. Equally, please provide evidence of how your beliefs and behaviours are aligned to the ethos of White Woods Primary Academy Trust, why this opportunity excites you and why you believe, at this stage in your career, we should consider you for this position.**Please note your statement must not exceed 2000 words (excluding spaces) and be completed on the sheet provided below.** |
|  |
| Click here to enter text. |

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| **REFEREES** |
| Please provide details of two people to whom reference may be made. If you have worked before or are currently working, the first referee should normally be your present or most recent employer. If the post involves working with children but you are not currently working with children, please provide a third referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends. |
|   |
| As the position involves working with children, young people or vulnerable adults, any number of your previous employers may be contacted **without** seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal candidates). **It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance. |
|   |
| **First referee:** | **I consent to this reference being requested before interview:** | **Yes** |[ ]  **No** |[ ]
| **Title and name:** | Click here to enter text. |
| **Address and post code:** | Click here to enter text. |
| **Job title:** | Click here to enter text. | **Relationship to applicant:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |
|  |
| **Second referee:** | **I consent to this reference being requested before interview:** | **Yes** |[ ]  **No** |[ ]
| **Title and name:** | Click here to enter text. |
| **Address and post code:** | Click here to enter text. |
| **Job title:** | Click here to enter text. | **Relationship to applicant:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |
|  |
| **Third referee:** | **I consent to this reference being requested before interview:** | **Yes** |[ ]  **No** |[ ]
| **Title and name:** | Click here to enter text. |
| **Address and post code:** | Click here to enter text. |
| **Job title:** | Click here to enter text. | **Relationship to applicant:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |

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| **6) CONTINUATION SHEET:** |
| Click here to enter text. |

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| For internal use only. |
| Reference no:  |  |
| Date received:  |  |
|  |
| **PART B – SUPPLEMENTARY INFORMATION** |
| This section will be separated from Part A on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. |
|  |
| 1. **PERSONAL INFORMATION:**
 |
| **Title:** | Click here to enter text. |
| **Surname or family name:** | Click here to enter text. |
| **All forenames:** | Click here to enter text. |
| **Previous Name(s):** | Click here to enter text. |
| **Address:** | Click here to enter text. |
| **Address for correspondence (if different to the above):** | Click here to enter text. |
| **Home telephone number:** | Click here to enter text. |
| **Mobile telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |
| \* Please note that if an e-mail address is provided all correspondence to you will be via e-mail. Please tick the box if you do not wish to receive any e-mail correspondence in regards to this vacancy. |[ ]
| **Do you have a current driving licence?** | **Yes** |[ ]  **No** |[ ]
| **Do you require sponsorship (previously a work permit)?** | **Yes** |[ ]  **No** |[ ]  If **YES** please provide details separately. |
| **If selected for interview, are there any dates when it would be impossible for you to attend?** | **Yes** |[ ]  **No** |[ ]  If **YES** please provide details separately. |
|  |
| 1. **COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BINDOVERS:**

It is the Trust’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](https://www.gov.uk/search?q=filtering&tab=detailed-results). |
|  |
| If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8, you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one, which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000. |

|  |
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| 1. **PROHIBITION FROM TEACHING**
 |
| In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order. |
|  |
| 1. **DISCIPLINARY RECORD**
 |
| Have you ever been dismissed from a post because of misconduct or resigned whilst subject to disciplinary action or investigation? | **Yes** |[ ]  **No** |[ ]
|  |
| If yes to the above, and you consider it relevant to the vacancy for which you are applying, please give further details on a continuation sheet. |
|  |
| 1. **DATA PROTECTION**

The information collected on this form will be used in compliance with the Data Protection Act (2018) which includes the rules set out in the General Data Protection Regulation. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute.  The information may be disclosed, as appropriate, to the Governors/Trustees, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This formwill be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.  When the recruitment process is completed, a hard copy of the form will be stored for a maximum of six months and an electronic copy for 24 months then destroyed unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record. |

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| 1. **NOTES:**
 |
| (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”. |
|  |
| (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application. |
|  |
| (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.  |
|  |
|  (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes. |
|  |
| 1. **DECLARATION:**
 |
| I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 5 above, and in particular that checks may be carried out to verify the contents of my application form. |
|  |
|  |
|  |
|  |
|  |
| **Signature of Applicant:**  | **…………………………………………….** | **Date:** | Date. |
|  |  |  |  |
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|  |  |  |  |
| **Print Name:** | Click here to enter text. |  |  |
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| **PART C – EQUALITY AND DIVERSITY MONITORING:** |
| This section will be separated from part A and part B. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act (2018). |
|  |
| **Ethnic Group** | **Reference**  |  | **Please Select** |
| **White** | WBRI | British (English Welsh Northern Irish Scottish). |[ ]
|  | WIRI | Irish |[ ]
|  | WIRT | Traveller of Irish Heritage |[ ]
|  | WROM | Gypsy/Roma |[ ]
|  | WOTH | Other White background |[ ]
| **Mixed** | MWBC | White and Black Caribbean |[ ]
|  | MWBA | White and Black African |[ ]
|  | MWAS | White and Asian |[ ]
|  | MOTH | Other Mixed background |[ ]
| **Asian or Asian British** | AIND | Indian |[ ]
|  | APKN | Pakistani |[ ]
|  | ABAN | Bangladeshi |[ ]
|  | CHNE | Chinese |[ ]
|  | AOTH | Other Asian background |[ ]
| **Black or Black British** | BCRB | Black-Caribbean |[ ]
|  | BAFR | Black-African |[ ]
|  | BOTH | Other Black background |[ ]
| **Other ethnic group** | ARAB | Arab |[ ]
|  | CHNE | Chinese |[ ]
|  | OOTH | Any other ethnic group |[ ]
| **Prefer not to say** | PNS | Prefer not to say |[ ]
|  |
| **Religion** | **Please Select** |
| **No religion** |[ ]
| **Christian** (Including Church of England, Catholic, Protestant and all other Christian denominations). |[ ]
| **Buddhist** |[ ]
| **Hindu** |[ ]
| **Jewish** |[ ]
| **Muslim** |[ ]
| **Sikh** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
|  |
| **Disability - Do you consider yourself to have a disability?** | **Please Select** |
| **Yes** |[ ]
| **No** |[ ]
| **Prefer not to say** |[ ]
| **Physical Impairment** |[ ]
| **My disability is:** |  |
| **Sensory Impairment** |[ ]
| **Mental Health** |[ ]
| **Learning Disability / Difficulty** |[ ]
| **Long Standing Illness** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
| **Prefer not to say** |[ ]

|  |  |
| --- | --- |
| **Sexual Orientation** | **Please Select** |
| **Bi-sexual** |[ ]
| **Gay Man** |[ ]
| **Gay Woman** |[ ]
| **Heterosexual** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
| **Prefer not to say** |[ ]
|  |
| **Gender** | **Please Select** |
| **Female** |[ ]
| **Male** |[ ]
| **Transgender** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
| **Prefer not to say** |[ ]
|  |
| **Personal Relationship** | **Please Select** |
| **Civil Partnership** |[ ]
| **Living together**  |[ ]
| **Married** |[ ]
| **Single** |[ ]
| **Prefer not to say** |[ ]
|  |