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Feckenham Road, Redditch, Worcestershire, B97 5AQ Tel: 01527 543361

**Walkwood Academy Trust, a company listed at this address with the company number 08319098**

**Support Staff Application for Employment**

Jobs working with Children and Vulnerable Adults

Walkwood Church of England Middle School is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.

Please read the information and guidance notes before you complete the form.

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| **A** | **Post Details** | | | |
| **Position applied for:** | | |  | |
|  |  | | | |
| B | Personal Information | | | |
| **Surname:** | |  | | |
| First name: | |  | | |
| What title do you use?(e.g. Mr/Mrs/Miss/Ms/Dr): | |  | | |
| Address (including post code): | |  | | |
| **How may we contact you quickly:** | | **Daytime** | | **Evening** |
| **Telephone Number:** | |  | |  |
| **Mobile Number:** | |  | |  |
| **Email Address:** This email address may be used to contact you during the recruitment process. | |  | | |

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| **C** | **Qualifications**  **Educational and professional/specialist qualifications relevant to this post,**  **listed in chronological order, starting from the end of compulsory schooling.**  **If shortlisted, you will be required to bring proof of these qualifications to interview.**  (*Please expand the box if necessary)* | | | | |
| **Name of School, College or university** | | **Dates** | | **Qualifications/ e.g. Degree, A Level etc** | **Grade/Result received** |
| **from** | **to** |
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| D | **Current or most recent Employment / Voluntary Work** | | | | | | |
| Name and address of organisation: | | | | | **Job held:** | | **Current Salary/Pay Rate:** |
|  | | | | |  | |  |
| **Date of appointment:** | | **Length of notice:** |
|  | |  |
| **Brief summary of duties and responsibilities:** | | | | | | | |
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| **Are you currently in employment?** | | | | If no, please state the date when last employment ended  and the reason: | |  | |
| **Yes** |  | **No** |  |
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| E | **Employment History** | | | | |
|  | **Please give details of your full employment history in date order starting with the most recent.**  You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps. (Please expand the table if necessary) | | | | |
| **Organisation’s name and address:** | | **Employment dates to nearest month** | | **Your role:** | **Reason for leaving:** |
| **from:** | **to:** |
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| **Please give details and reasons of any gaps in work history:** | | | | | |
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| **F** | **Training relevant to this post.**  (*Please expand the box if necessary)* | | | |
| **Name of organisation** | | **Date(s) of training periods** | **Name of specialist training courses** | **Result received** |
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| **G** | **Additional information**  *(please expand the box if necessary, although no more than two pages in total)* |
| With this application form you will have received a **person specification** describing the skills and attributes we require for the post for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the post. It will help the shortlisting process if you address each area of the person specification separately. Please provide examples to illustrate your knowledge, skills and experience. | |
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| **H** | | **References** | | | | | | | | |
| Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable.  *The person you name must hold a managerial or personnel position in that organisation and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.*  Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment in these circumstances, we will then seek to gain your current employer as a referee.  **If you are unable to provide your employer’s details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.**  The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  **PLEASE NOTE: Walkwood Church of England Middle School reserves the right to contact any organisation you have been associated with for a reference. This can be in addition to, or instead of, the names you supply.** | | | | | | | | | | |
| **Present or Last Employer/Voluntary Organisation** | | | | | | | | | | |
| **Name:** |  | | | | **Job title:** | |  | | | |
| Address (including post code): | | | |  | | | | | | |
| **Telephone Number:** | | |  | | | Do you agree to this reference being taken prior to any interview? | | **Yes** | |  |
| **E-mail Address:** | | |  | | | **No** | |  |
|  | | | | | | | | | | |
| **Second Referee** | | | | | | | | | | |
| **Name:** |  | | | | **Job title:** | |  | | | |
| Address (including post code): | | | |  | | | | | | |
| **Telephone Number:** | | |  | | | Do you agree to this reference being taken prior to any interview? | | **Yes** |  | |
| **E-mail Address:** | | |  | | | **No** |  | |
|  | | | | | | | | | | |
| **Additional Referee** – please provide an additional referee below if we are unable to contact your present employer prior to interview. | | | | | | | | | | |
| **Name:** |  | | | | **Job title:** | |  | | | |
| Address (including post code): | | | |  | | | | | | |
| **Telephone Number:** | | |  | | |  | |  | | |
| **E-mail Address:** | | |  | | |  | |  | | |

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| I | **Safe recruitment** | | |
| 1. Your job may require you to travel within the county (see person specification). Would this present any difficulty for you? | | **Yes** |  |
| **No** |  |
| 1. Are you subject to any legal restrictions in respect of your employment in the UK?   You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | | **Yes** |  |
| **No** |  |
| 1. Are you, to your knowledge, related to or have a close relationship with any School Governor or Senior Leader? | | **Yes** |  |
| **No** |  |
| 1. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfES, GSCC or been placed on List 99,   POVA or PoCA? | | **Yes** |  |
| **No** |  |
| If you have answered 'yes' to questions 1, 2, 3, 4 or 5 please give details below: | | | |
|  | | | |
| **5**. Rehabilitation of Offenders Act 1974 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 the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock. 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.  Do you understand the above and agree to declare this information? | | **Yes** |  |
| **No** |  |

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| J | **Declaration** | | | |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | | | | |
| **Signature:** | |  | **Date** |  |

If you lobby Senior Staff or Governors, either directly or indirectly, in connection with your application you will be disqualified.

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| **Data Protection Act 1998: Assurance of Fair Processing:** We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.  We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes. |

**Please return your completed application form electronically to** [**recruitment@walkwoodms.worcs.sch.uk**](mailto:recruitment@walkwoodms.worcs.sch.uk)

**Monitoring Equality and Diversity in Employment**

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Walkwood Church of England Middle School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly.

To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

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| **SECTION A** | **All parts of this section are compulsory** | | | | | | | |
| Your full name: | |  | Title: | |  | Date of Birth: | |  |
| Gender: | |  | National Insurance Number: | | | |  | |
| **Other names you have been known by:** | | |  | | | | | |
| **Please state where you saw this post advertised:** | | | |  | | | | |

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| **SECTION B** | | | | **These sections are at your discretion** | | | | | | | | | | | | | | | | | |
| **a) Ethnic Classification** Which of the following groups do you feel best describes your ethnic origin? | | | | | | | | | | | | | | | | | | | | | |
| **Asian/Asian British** | | | Indian | | | |  | Pakistani | | | |  | Bangladeshi | | |  | Other Asian background *Please specify* | | |  | |
| **Black/Black British** | | | Caribbean | | | |  | African | | | |  | Any other Black background | | |  | *Please specify background* | | |  | |
| **Chinese or other Ethnic Group** | | | Chinese | | | |  | Any other Ethnic group | | | | | | | |  | *Please specify Ethnic Group* | | |  | |
| **Mixed** | | | White and Black Caribbean | | | |  | White and Black African | | | |  | White and Asian | | |  | Other Mixed background *Please specify* | | |  | |
| **White** | | | British | | | |  | Irish | | | |  | Any other Mixed background | | |  | *Please specify background* | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **b) Please tick the age band currently applicable to you.** | | | | | | | | | | | | | | | | | | | | | |
| **i. Up to 19** |  | **ii. 20 – 29** | | | |  | **iii. 30 – 39** | | |  | | **iv. 40 – 49** | |  | **v. 50 – 65** | | |  | **vi. Over 65** | |  |
|  | | | | | | | | | | | | | | | | | | | | | |
| **c) Sexual Orientation:** Which of the following do you feel best describes your sexual orientation? | | | | | | | | | | | | | | | | | | | | | |
| **Lesbian** | | |  | | **Gay Man** | | | |  | | **Bisexual** | | | |  | **Heterosexual** | | | | |  |
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| **d) Religion/Faith/Belief:** Which of the following groups do you feel best describes your religion/faith/belief?Religion/Faith/Belief? | | | | | | | | | | | | | | | | | | | | | |
| **Buddhist** | | |  | | **Christian** | | | |  | | **Hindu** | | | |  | **Jewish** | | | | |  |
| **Muslim** | | |  | | **Sikh** | | | |  | | **No Religion** | | | |  | **Other** please specify | | | |  | |

# Guaranteed Interview Scheme

**Disability** The Disability Discrimination Act defines disability as ‘a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out day to day activities’.

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| --- | --- | --- | --- | --- |
| **Do you consider yourself to have a disability under the Disability Discrimination Act 1995?** (Please select Yes/No as appropriate) | **Yes** |  | **No** |  |

**If you have answered 'yes' please complete the form below.**

Walkwood Church of England Middle School is committed to the employment and career development of disabled people. To demonstrate our commitment, we use the Disability Symbol which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

**What do we mean by disability?**

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

**How do I apply?**

Simply complete this section, read the declaration below and sign.

|  |
| --- |
| **Please give details of your disability:** |
|  |
| **Are there any arrangements that may be required to be made should you be invited for interview?** |
|  |

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

## **DECLARATION**

|  |
| --- |
| I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme:  **Signature**  **Name**  **Date** |

**Any false declaration of disability to obtain an interview will invalidate any contract of employment.**