

Recruitment Monitoring					Academy/ Office	
C					Use	
Please provide the first part of your postcode i.e. OL12, BB6: My postcode is:						
Job Reference Number:						
Source of Application How did you find out about this post? Please put a cross (X) next to the relevant					nt item.	
Your council jobs website	Job centre Plus					
Times Educational Supplement Please specify if TES online or paper copy				er copy		
School Website Other, please specify						
	Gender / Age					
Are you male or female?		Date of birth		Age		

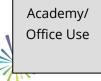
Race / Ethnici	ty Please put a	cross (X) next to ONE of th	ne followin	g			
1. White		3. Black or Black British					
1.1 White British		3.1 Black Caribbean					
1.2 White Irish		3.2 Black African					
1.3 Any other white background		3.3 Black British					
		3.4 Any other Black back	ground				
2. Asian or Asian British		4. Mixed					
2.1 Pakistani		4.2 White and Black Caril	obean				
2.2 Bangladeshi		4.2 White and Black Afric	an				
2.3 Kashmiri		4.3 White and Asian					
2.4 Indian							
2.5 British Asian					•		
2.6 Any other Asian background		5. Chinese or other Ethn	nic group				
		5.1 Chinese					
		5.2 Other Ethnic Group					
Religion P	lease put a cros	ss (X) next to ONE of the fo	ollowing				
Christian (including CofE, Catholic,		Muslim					
Protestant & all other Christian							
denominations)							
Buddhist		Sikh					
Hindu		None					
Jewish	Any other religion (please indicate)						
Applicants with Disabilities (Put a cross	- X - in the appr	opriate boxes and give det	tails if nece	essary	/)		
Applications from suitably qualified disat	oled people are	positively welcomed. Any	disabled	perso	n demo	nst	rating they
meet the essential requirements of the p	person specifica	ition will be guaranteed an	interview				
Do you consider you have a disability?			Yes?		No	?	



If you are shortlisted for interview, do you have any specific requirements? (e. wheelchair access, induction loop system, etc.)	g. Yes?	No?	
If Yes please specify below		·	
Caring Responsibilities			
l look after children	Yes?	No?	
I help an adult with her/his daily routine	Yes?	No?	
Data Protection Act 1998			

Data	Protection	Act 1998
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I consent to the data on this form being used for statistical purposes to assist Watergrove Trust in the monitoring of						
	equality and diversity.					
Signed		Date				



Support Staff Posts are subject to Disclosure & Barring and background checks Please note that late applications and CVs cannot be accepted. Please complete this application form in full.

Application for the post of:		
Pay scale:		
Job Ref:	Academy:	

Personal Details			
Mr/Mrs/Miss/Ms/Dr		Address including postcode	
Surname			
Forename names(s)			
Previous Surname			
Telephone no (Home)			
Telephone no (Work)		E-mail address	
Mobile		National. Ins.	
		No.	

Current Employment

This section MUST be completed in full.

Date started in current post	Date left (if applicable)
Post Title:	Reason(s) for leaving
Employer's Name and Address:	Any additional payments i.e. TLR/SEN (including safeguarding). Please state amount:
Salary	Group size of school:
Current responsibilities:	Age Range Taught (if applicable):
	Name and Address of Local Authority (If applicable)
Notice Period	

Teachers Details	
Teacher Reference Number	
Are you subject to any conditions or prohibitions by the	Yes
Teaching Agency (or the GTC prior to its abolition)?	No
If Yes, please provide details	

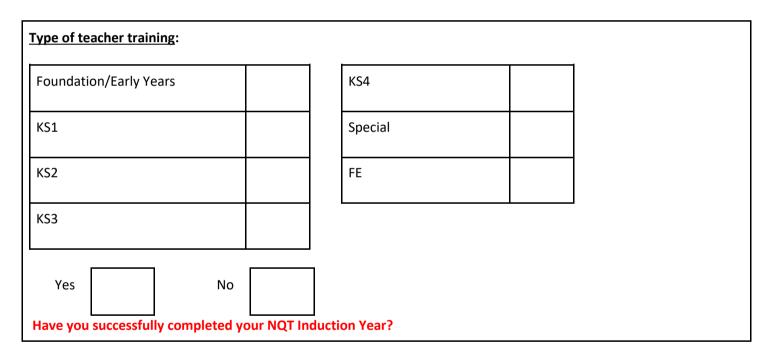


Qualifications & Training

The Person Specification for the job will tell you which qualifications are essential and desirable. Please list your relevant qualifications in date order with the most recent first. Please also provide information about the post-16 education and training you have received in this country or broad.

You will be considered for shortlisting only if you have the essential qualifications listed for the job. If shortlisted, you will be required to produce proof of essential qualifications at interview. Teaching Certificates, Degrees, relevant National Vocational Qualifications and Apprenticeships should be included in this section. Add extra boxes or continue on separate sheet if required.

School/College/ University	Subject or Title of Qualification Course	Qualification Obtained	Class of Degree	Full/Part time	Date(s) awarded



In Service Training/Continuing Professional Development

Please provide information about training courses you have attended. This should be appropriate to the role you are applying for.

Add more rows or continue on a separate sheet if needed.

Title of Course	Date completed	Length of	Organising Body
		course	



Previous Teaching Posts/ Experience						
Please provide details of all previous teaching experience, including those posts overseas, starting with the most						
recent first. NQTs should s	state their exper	<u>ience to date</u> . Add e	xtra boxes or continue on s	eparate she	et if	
required						
Employer's name, and	Employer's name, and From/to Job Title Reason for Leaving Full/Pa Salary					
address	DD/MM/Y		(must be stated)	rt time	Point	
	Y					

Previous Employment					
Please list below all your other jobs since leaving school/college/university, including those overseas, in					
chronological order, with t	he most recent	first. Add extra boxe	es or continue on separate	sheet if requ	ired.
Employer's name, and	From/to	Job Title	Reason for Leaving	Full/Pa	Salary
address	DD/MM/Y		(must be stated)	rt time	Point
	Y				

Gaps/Breaks in Employment

Please provide a written explanation of any gaps/breaks in your employment history, eg looking after children/family, gap year.



Unpaid/Voluntary Experience					
You may have also gained skills and	experience to meet the person s	pecification through unpaid/volu	ntary work or		
other life experiences. It is importan	t you also tell us about these exp	periences where they are relevan	t to the job you		
are applying for (e.g. voluntary work	, unpaid work). Add more rows	or continue on a separate sheet	if needed.		
Organisation	Dates From / to Experience Gained Hours per week				

Membership of Relevant Professional Bodies or Associations Add more rows or continue on a separate sheet if needed				
Body	Status of Membership	Membership by Exam? Yes/No		

Safeguarding	
Have you ever been the subject of any child protection concern either in your work or	Yes
personal life, or disciplinary action, including any which is time expired?	No
If yes please provide details, including dates:	

Dismissals (excluding redundancy and retirement)			
Failure to provide true and accurate information may lead to disqualification or to dismissal.			
Have you ever been dismissed from any employment? Yes			
	No		
If yes please provide details, including dates:			

Early Retirement/Voluntary Redundancy	
Are you in receipt of an occupational pension from the Greater Manchester Pensions	Yes
Fund?	No

Are you related to, or the partner of:				
any existing employee of the Academy/School?	Yes			
	No			
any member of the Academy/School Governing Body?	Yes			
	No			
If yes, please give their names below:				
Failure to declare any such relationship may lead to disqualification for appointment or to dismissal				



Details of your experience and your reasons for applying for the post

Explain how you would relate your education, training and experience (including examples from your paid or voluntary work) to the requirements of the person specification for the post for which you are applying.

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria. The **How Identified** column shows how the School will obtain the necessary information about you.

If the **How Identified** column says the Application Form next to an **Essential Criteria** or a **Desirable Criteria**, you **MUST** include in your application enough information to show how you meet these criteria.

Please use the criteria on the person specification as a guide to show how you meet the requirements of this role. You are required to provide examples to demonstrate how you meet the criteria's.



Please use additional sheets as necessary

References

Please nominate **TWO** referees. If currently employed, one referee MUST be your current employer. If currently unemployed, one referee must be your last employer. If you are at present a student or newly qualified one of your referees must be your academic referee or a person who knows you as a helper or volunteer. References will not be accepted from relatives, friends or personal referees. You may not name persons who are members of the Governing Body.

Please note that references will be requested if you are shortlisted for interview.			
Professional 1			
Name		Designation	
Address		Telephone no	
		Fax no	
Town/City		E-mail	
Postcode			

Professional 2:		
Name	Designation	
Address	Telephone no	
Town/City	Fax no	
Postcode	E-mail	

Declarations

- 1. I have read or had explained to me and understand all the questions on the form.
- 2. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK.
- 3. I understand that:
 - a) Under the Rehabilitation of Offenders Act if shortlisted, I will be asked to sign a written declaration stating any cautions, bind-overs, prosecutions or convictions which are either on my record or pending, even if they would be regarded as 'spent' under the Act. I understand that if successful, I may be questioned about the content of the declaration. I further understand that failure to disclose such convictions may result in dismissal or disciplinary action.



- b) Under the Home Office guidelines regarding the protection of children I will be asked, if shortlisted, to agree to a check being made by the Disclosure & Barring Service about the existence and content of a criminal record.
- c) In accordance with the Data Protection Act, the personal details submitted on this application form are collected by the Academy. Personal data will be used for the purpose of selection, interview and employment records. In addition personal data may be disclosed to third parties where a legal basis is satisfied.
- d) Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police.
- 4. The information I have given on this form is true and accurate to the best of my knowledge.

Signed: (If you submit your application by email, you will be asked to sign this	Date:
declaration if you are invited for interview.)	

Thank you for your interest in working at The Watergrove Trust. If you do not hear within 4 weeks of the closing date, please assume that you have been unsuccessful on this occasion.

