



## Recruitment Monitoring

Academy/ Office  
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 item.

Your council jobs website	<input type="checkbox"/>	Job centre Plus	<input type="checkbox"/>
Times Educational Supplement	<input checked="" type="checkbox"/>	Please specify if TES online or paper copy	<input type="checkbox"/>
School Website	<input type="checkbox"/>	Other, please specify	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

### Gender / Age

Are you male or female?	<input type="checkbox"/>	Date of birth	<input type="text"/>	Age	<input type="text"/>
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### Race / Ethnicity Please put a cross (X) next to ONE of the following

<b>1. White</b>		<b>3. Black or Black British</b>	
1.1 White British	<input type="checkbox"/>	3.1 Black Caribbean	<input type="checkbox"/>
1.2 White Irish	<input type="checkbox"/>	3.2 Black African	<input type="checkbox"/>
1.3 Any other white background	<input type="checkbox"/>	3.3 Black British	<input type="checkbox"/>
		3.4 Any other Black background	<input type="checkbox"/>
<b>2. Asian or Asian British</b>		<b>4. Mixed</b>	
2.1 Pakistani	<input type="checkbox"/>	4.2 White and Black Caribbean	<input type="checkbox"/>
2.2 Bangladeshi	<input type="checkbox"/>	4.2 White and Black African	<input type="checkbox"/>
2.3 Kashmiri	<input type="checkbox"/>	4.3 White and Asian	<input type="checkbox"/>
2.4 Indian	<input type="checkbox"/>		<input type="checkbox"/>
2.5 British Asian	<input type="checkbox"/>		
2.6 Any other Asian background	<input type="checkbox"/>	<b>5. Chinese or other Ethnic group</b>	
		5.1 Chinese	<input type="checkbox"/>
		5.2 Other Ethnic Group	<input type="checkbox"/>

### Religion Please put a cross (X) next to ONE of the following

Christian (including CofE, Catholic, Protestant & all other Christian denominations)	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	None	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Any other religion (please indicate)	<input type="checkbox"/>

### Applicants with Disabilities (Put a cross - X - in the appropriate boxes and give details if necessary)

Applications from suitably qualified disabled people are positively welcomed. Any disabled person demonstrating they meet the essential requirements of the person specification will be guaranteed an interview.

Do you consider you have a disability?	<b>Yes?</b>	<input type="checkbox"/>	<b>No?</b>	<input type="checkbox"/>
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If you are shortlisted for interview, do you have any specific requirements? (e.g. wheelchair access, induction loop system, etc.)	<b>Yes?</b>		<b>No?</b>	
If Yes please specify below				
<b>Caring Responsibilities</b>				
I look after children	<b>Yes?</b>		<b>No?</b>	
I help an adult with her/his daily routine	<b>Yes?</b>		<b>No?</b>	

<b>Data Protection Act 1998</b>			
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 name(s)			
Previous Surname			
Telephone no (Home)			
Telephone no (Work)		E-mail address	
Mobile		National. Ins. No.	

Current Employment
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This section **MUST** be completed in full.

Date started in current post _____  Post Title: _____  Employer's Name and Address: _____ _____  Salary _____  Current responsibilities: _____ _____  Notice Period _____ _____	Date left (if applicable) _____  Reason(s) for leaving _____  Any additional payments i.e. TLR/SEN (including safeguarding). Please state amount: _____  Group size of school: _____  Age Range Taught (if applicable): _____  Name and Address of Local Authority (If applicable) _____ _____
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Teachers Details	
Teacher Reference Number	
Are you subject to any conditions or prohibitions by the Teaching Agency (or the GTC prior to its abolition)?	Yes 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

### Type of teacher training:

Foundation/Early Years	
KS1	
KS2	
KS3	

KS4	
Special	
FE	

Yes

☐

No

☐

**Have you successfully completed your NQT Induction Year?**

## 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 course	Organising Body



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### Previous Teaching Posts/ Experience

Please provide details of all previous teaching experience, including those posts overseas, starting with the most recent first. *NQTs should state their experience to date.* **Add extra boxes or continue on separate sheet if required..**

Employer's name, and address	From/to DD/MM/Y Y	Job Title	Reason for Leaving (must be stated)	Full/Part time	Salary Point

### Previous Employment

Please list below **all** your other jobs since leaving school/college/university, including those overseas, in chronological order, with the most recent first. **Add extra boxes or continue on separate sheet if required.**

Employer's name, and address	From/to DD/MM/Y Y	Job Title	Reason for Leaving (must be stated)	Full/Part time	Salary Point

### 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 specification through unpaid/voluntary work or other life experiences. It is important you also tell us about these experiences where they are relevant to the job you are applying for (e.g. voluntary work, unpaid work). <b>Add more rows or continue on a separate sheet if needed.</b>			
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 <b>child protection concern</b> either in your work or personal life, or disciplinary action, including any which is time expired?	Yes 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 Fund?	Yes 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:	
<b>Failure to declare any such relationship may lead to disqualification for appointment or to dismissal</b>	



### 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.**

<b>Professional 1</b>			
Name		Designation	
Address		Telephone no	
		Fax no	
Town/City		E-mail	
Postcode			
<b>Professional 2:</b>			
Name		Designation	
Address		Telephone no	
		Fax no	
Town/City		E-mail	
Postcode			

## 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.





<p>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 &amp; Barring Service about the existence and content of a criminal record.</p> <p>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.</p> <p>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.</p> <p>4. The information I have given on this form is true and accurate to the best of my knowledge.</p>	
<p><b>Signed:</b> (If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.)</p>	<p><b>Date:</b></p>

*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.*

