 **Application for Teaching Staff**

Willowcroft Community School is committed to the safeguarding and promotion of the welfare of all children, young people and vulnerable adults.

Please complete all this form in type or black ink and use continuation sheets if required. Guidance notes are included at the end of this form.

# Post details

|  |  |
| --- | --- |
| Post title |  |

# Personal details

|  |  |
| --- | --- |
| Surname |  |
| First names |  |
| Title (select as appropriate) | Mr [ ]  / Mrs [ ]  / Miss [ ]  / Ms [ ]  / Other [ ]   |
| Maiden name or previous names  |  |
| Address  |
| Email address |  |
| Correspondence Address (if different from above):  |
| National Insurance number |  |
| Daytime telephone number |  |
| Mobile |  |
| Home |  |

# Current employment

|  |  |
| --- | --- |
| Job title |  |
| Name and address of employer (including County) |
| Date started current post |  |
| Age group taught |  |
| Number of pupils on roll |  |
| Salary / Grade |  |

# Previous employment

|  |
| --- |
| Please list most recent first. Include permanent and temporary work, voluntary work, and work experience. |
| **Name & Address****(including County and nature of business)** | **From / To****(exact dates)** | **Position and Salary** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Education and qualifications

|  |
| --- |
| From age 11 onwards, and please state whether full (F) or part (P) time |
| **Name of School, College, University etc** | **From / To** | **F/P** | **Subjects studied****(with grades and year taken)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Training

|  |
| --- |
| This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion. |
| **Course Title** | **Organisation** | **From / To** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Qualifications

|  |
| --- |
| **Do you have Qualified Teacher Status**  Yes [ ]  / No [ ]  |
| **Teacher reference number** |  |

**Driving Licence**

|  |
| --- |
| **Only answer if a full driving licence is an essential requirement of the job.** |
| Do you hold a current Driving Licence? (select as applicable) | Yes [ ]  / No [ ]  |

# Relevant skills & experience Refer to 'Guidance Notes' for job applicants

|  |
| --- |
|  |

 Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible, these can

# References

Please provide at least 2 referees. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference.

**A job offer will not be made without 2 references.**

If you do not wish us to contact your referees prior to interview, please indicate as shown.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the ‘Previous Employment’ section of this form.

|  |
| --- |
| **Present/last employer**  |
| Name |  |
| Address |  |
| Tel No: |  |
| Occupation |  |
| Email Address |  |
| May we contact this referee prior to interview? (select as applicable) | Yes [ ]  / No [ ]  |
| **Second referee or course tutor (if applicable)** |
| Name |  |
| Address |  |
| Tel No: |  |
| Occupation |  |
| Email Address |  |
| May we contact this referee prior to interview? (select as applicable) | Yes [ ]  / No [ ]  |

**Warnings and Disciplinary Issues**

|  |  |
| --- | --- |
| Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable) | Yes [ ]  / No [ ]  |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? | Yes [ ]  / No [ ]  |
| If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. |
| I have attached details requested  | Yes [ ]  / No [ ]  |
| **Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.** |
| Reason for warning | Date | Name/address of employer |
| N/A |       |       |

**Additional details**

|  |
| --- |
| **When would you be available to start work.** |
|  |

**Additional details**

|  |  |
| --- | --- |
| Are you a relative, partner or friend of anyone who currently works for Willowcroft Community School | Yes [ ]  / No [ ]  |
| If ‘YES’, please give details (name and job title if quoting an employee):      |

**Rehabilitation of Offenders Act 1974**

You are required to declare any criminal convictions (including bind over and cautions) which are not “spent” in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed.

|  |
| --- |
| **For posts that are exempt under the Rehabilitation of Offenders Act 1974:** |
| Have you ever been convicted of a criminal offence?(select as applicable) | Yes [ ]  / No [ ]  |
| Are there any alleged offences outstanding against you? | Yes [ ]  / No [ ]  |
| **For all other posts:** |
| Do you have any criminal convictions which are not yet “spent”? | Yes [ ]  / No [ ]  |
| If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.  |
|  |

**Please read the guidance notes before completing this section.**

# Declaration

|  |
| --- |
| I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. |
| Signed: |  |
| Date |  |
| Print name |  |
| **If form has been completed electronically** please place an ‘x’ in this box to indicate your consent🡪 | x[ ]  |
| DPA logo**Data Protection Act 1998**Willowcroft Community School will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.How to return your form**Please either email or post your application to the addresses below:****Office.3912@willowcroft.oxon.sch.uk****Willowcroft Community School****Mereland Road****Didcot****Oxon****OX11 8BA**If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system introduced in August 2006. In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope. We look forward to receiving your application form. |

# CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. We aim to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

Our Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

|  |  |
| --- | --- |
| Job applied for |  |
| Job No. or Ref (if applicable) |  |
| How did you learn of this vacancy? |  |
| Surname and initials |  |
| Age |  | Date of Birth |  |
| Gender | M [ ]  / F [ ]  |  |  |

## Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an ‘x’ in ONE of the boxes below or by giving your own description in the space provided.

**a. White**

|  |  |
| --- | --- |
| British | [ ]  |
| Irish | [ ]  |
| Gypsy/Roma | [ ]  |
| Traveller of Irish Heritage | [ ]  |
| Any other White background | [ ]  |

**b. Mixed**

|  |  |
| --- | --- |
| White and Black Caribbean | [ ]  |
| White and Black African | [ ]  |
| White and Asian | [ ]  |
| Any other mixed background | [ ]  |

**c. Black or Black British If other, please specify:**

|  |  |
| --- | --- |
| Caribbean | [ ]  |
|  African | [ ]  |
| Any other Black background | [ ]  |

**d. Asian or Asian British**

|  |  |
| --- | --- |
| Indian | [ ]  |
| Pakistani | [ ]  |
| Bangladeshi | [ ]  |
| Any other Asian background  | [ ]  |

**e. Other ethnic groups**

|  |  |
| --- | --- |
| Chinese | [ ]  |
| Any other ethnic group | [ ]  |

## Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled as set out in the Equality Act? (select as applicable) | Yes [ ]  / No [ ]  |
| If YES, please describe your disability.      |
| If you need any assistance to attend or participate in the interview, please give details.      |

**Religion**

Please identify your religion by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Christian | [ ]  |
| Buddhist | [ ]  |
| Hindu | [ ]  |
| Jewish | [ ]  |
| Muslim | [ ]  |
| Sikh | [ ]  |
| Other religion | [ ]  |
| No religion | [ ]  |
| Prefer not to say | [ ]  |

# Guidance on your application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. We also do not accept Curriculum Vitae (CV’s) and ask all applicants to complete our application form. This is in line with our Equal Opportunities Policy and ensures that information about candidates is presented in a standard format. The exception to this is candidates with a disability where a CV might be the most convenient method of application.

## How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment and other information **in line with the job description and person specification.**

The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience and qualifications that you require to fulfil these duties.

**Please ensure you read the job description and person specification before you begin to complete the form** so you have in mind the skills and knowledge we are looking for. Applicants who are disabled under the provisions of the Disability Discrimination Act 1995 will be automatically shortlisted provided they meet the essential qualifications and experience required by the post.

## How to complete your application form

### General hints

* Read the job description and person specification before you start
* Use black ink so we can clearly photocopy forms for shortlisting and interviewing
* Complete all sections of the form as fully as possible
* Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check we have all the information you want us to have before we shortlist.
* Keep a copy of the application form for your own records.

***‘Relevant Skills & experience?’***

This is the most important part of the form and is your opportunity to show us how you meet the essential and desirable criteria detailed in the person specification and job description i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.

* Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
* You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
* Use clearly labelled continuation pages if required.
* Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.
* Remember that we use the job description and person specification to shortlist – if you do not therefore clearly demonstrate how you meet the essential criteria in the person specification – you will be shortlisted to interview.

### References

We will contact your references prior to interview unless you have ticked the boxes on the application form indicating not to. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

### Rehabilitation of Offenders

Willowcroft Community School requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for either a standard or enhanced disclosure from the Criminal Records Bureau. See the enclosed "Rehabilitation of Offenders Act 1974 Guidance Notes" (below).

### Equal Opportunities in Employment Monitoring Form

The Council has an Equal Opportunities in Employment Policy. One of its aims is to ensure that unfair discrimination does not occur in recruitment and in order to help the Council monitor the effectiveness of this Policy (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

### Disability Guidance

The Disability Discrimination Act 1995 states that “a person has a disability for the purposes of this Act if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities”.

### What do I do now?

Once your application form is completed and you are happy that you have provided all the information we require to shortlist, please send your application either by email or post to the addresses shown on the application form. Please enclose a stamped, self-addressed envelope or postcard if you would like receipt of your application form to be acknowledged.

### Other important information…

### Data Protection Statement

Under the Data Protection Act 1998, the information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a staff panel and not solely on the basis of automated decision making. If you accept a post with Willowcroft Community School, your personal information will be held for purposes relating to your Contract of Employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after six months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

### Evidence of Qualifications

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment..

### Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have the right to abode in the UK.

You will be required, if appointed, to provide evidence that you are entitled to work in this country. Official confirmation of your national insurance number on a P45, P60, plastic NI number card, former payslip or a letter from the Inland Revenue or other Government Department can be provided; alternatively, a list of acceptable documents is available on request.