Job Details

Job applied for: …………………………………………………. Job reference no: …………………………..

School: …………………………………………………………… Closing date: ………………………………..

Where did you find out about this job? (for example give the name of the newspaper, magazine, website etc.)

……………………………………………………………………………………………………………………………….

Personal Details

Title/preferred form of address: Mr 🞏 Mrs 🞏 Miss 🞏 Ms 🞏 Other 🞏 (please give details)

Last name: ……………………………………………..……….. First name: ……………………………………….……

Address: …………………………………………………..……… Former names: ………………………………………

……………………………………………………………….…..…… Date of birth: ………………………………………….

……………………………………………………………..….……… Home phone: …………………………………….……

……………………………………………………………..….……… Work phone: …………………………………….…….

…………………….. Postcode: ……………………..…………. Mobile phone: ………………………………….……..

National Insurance no: ………/………/………/……….. E-mail address: ……………………………….………

Current Employment

Name and address of employer Job title: …………………………………………………….

……………………………………………………………… Current salary or scale: ……………………………...

……………………………………………………………… Date of appointment: …………………………………

……………………………………………………………… Name of school: …………………………………………

……………………………………………………………… (if applicable)

Education and training (please use extra sheets if you need to)

(all relevant certificates will be examined at interview)

(i) Schools

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| Name of school | Qualification |
| Subject | Grade | Date |
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(ii) Further/Higher Education (indicate if Full or Part time)

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| Name of college/university/ awarding body | Qualification | Date of award |
| Subject | Degree/certificate (if degree state Hons, Class or pass) |
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(iii) For Teaching Posts only

(i) DfE Teacher number ……………………………………………………………………………..…………………………….………

(ii) Date of Award of QTS ………………………………………………………………………………………………………….……….

(iii) Date of completion of statutory induction (newly Qualified Teachers) or number of terms completed

 …………………………………………………………………………………………………………………………………….………….....

(iv) Membership of Professional and Technical organisations (if this applies)

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| --- | --- | --- | --- |
| Organisation | Type of registration | Registration No. | Renewal Date (if applicable) |
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(v) Relevant Professional Development e.g. Courses, Programmes (other than those identified above)

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| Title | Length and date of course | Qualification (if appropriate) |
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Full Employment history (please use extra sheets if you need to)

Please list all previous jobs (paid or unpaid) starting with most recent job first. Include dates and explanations for periods of non-employment since leaving school or college.

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| --- | --- |
| Employer/School name & address | Brief description of duties(give type of school & number on roll if applicable) |
| Dates: From To |  |
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| Reason for leaving: |  |

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| --- | --- |
| Employer/School name & address | Brief description of duties(give type of school & number on roll if applicable) |
| Dates: From To |  |
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| Reason for leaving: |  |

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| --- | --- |
| Employer/School name & address | Brief description of duties(give type of school & number on roll if applicable) |
| Dates: From To |  |
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| Reason for leaving: |  |

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| --- | --- |
| Employer/School name & address | Brief description of duties(give type of school & number on roll if applicable) |
| Dates: From To |  |
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| Reason for leaving: |  |

Other Relevant Work (please use extra sheets if you need to)

Include work experience, voluntary or unpaid work. College/school leavers may use this section to provide details of hobbies and interests.

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References

(i) If you have worked before or are currently working, one of your referees must be your present or last employer.

(ii) If you have worked with children in the past but are not currently doing so, you must provide as a third referee details of the person by whom you were most recently employed to work with children.

Referee 1

Name: ………………………………………………………………………………………………….………………………..

Position: ………………………………………………………………………………………………………………………...

Address: …………………………………………………………………………………………………….…………………..

Phone number: ……………………………………………………………………………………….……………………...

E-mail address: ………………………………………………………………………………………..……………………..

Type of reference (please indicate) Employer 🞏 Personal 🞏 Academic 🞏

Referee 2

Name: …………………………………………………………………………………………………………………………..

Position: ………………………………………………………………………………………………………….….………...

Address: ………………………………………………………………………………………………………………………..

Phone number: ……………………………………………………………………………………………………………...

E-mail address: ……………………………………………………………………………………………………….……..

Type of reference (please indicate) Employer 🞏 Personal 🞏 Academic 🞏

Referee 3

Name: …………………………………………………………………………………………………………………………..

Position: ……………………………………………………………………………………………………………..………...

Address: ………………………………………………………………………………………………………………………..

Phone number: ……………………………………………………………………………………………………………...

E-mail address: ………………………………………………………………………………………………….…………..

Type of reference (please indicate) Employer 🞏 Personal 🞏 Academic 🞏

Information in Support of Application (please use extra sheets if you need to)

Please include in this section:

* The reason you are applying for this post
* Any information not already mentioned which you consider relevant
* How you meet the requirements of the person specification (if supplied)

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Criminal convictions

This post is exempt from Rehabilitation of Offenders Act 1974, and therefore details of convictions, cautions and bindovers including detail of those regarded as spent must be declared below.

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Declaration One

I confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC)

Your signature: ………………………………………………………………………………….. Date: ………………………………………….…………

Please note that the successful applicant will be required to provide a DBS disclosure at the appropriate level for this post.

Eligibility to work in the UK

Do you require a work permit for this employment Yes 🞏 No 🞏

Do you have a current driving licence Yes 🞏 No 🞏

\*Do you consider yourself to be disabled Yes 🞏 No 🞏

(\*We need this information as all disabled applicants who meet the essential shortlisting requirements are guaranteed an interview)

Declaration Two

Are you related to any Councillor, senior employee of the Council, Governor, CEO or Head Teacher from the Academy or school for which you are applying for employment? Yes 🞏 No 🞏

If ‘Yes’, please give details below

Name: ………………………………………………………………………………………………………………………………………………..……………...

Job title: ……………………………………………………..…………… Relationship to you: …………………………………………………………

I agree to you storing and using the information I have given in this application form for recruitment purposes.

As far as I know, the information I have given is true and correct. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in disciplinary action including dismissal and possible referral to the Police.

The Academy reserves the right to verify any of the data supplied in your application.

Your signature: …………………………………………….……………………….…………. Date: …………………………...………………………….

Please give any dates when you are not available for an interview within the next two months

…………………………………………………………………………………………………………………………….....................................................

Please ensure you complete the equal opportunities monitoring form and return it with your application form.

Strictly Confidential

Equal opportunities monitoring

Job title: …………………………………………. Job reference number: …………………………………………

Please note: The shortlisting and interview panel will not see any of this information as it is used for monitoring purposes only.

We have a legal duty to promote equality. This applies to everything we do as an employer. As part of our legal duty, we must monitor our recruitment processes or practice.

Using the list below, please indicate in the box which ethnic group best describes you.

What is your ethnic group? How would you describe yourself?

Mixed

White & Black Caribbean 🞏

White & Black African 🞏

White & Asian 🞏

Any other Mixed background 🞏

Please state ……………………..

White

White British 🞏

White Irish 🞏

Any other White background 🞏

Please state ……………………………..

Black and Black British

Caribbean 🞏

African 🞏

Any other Black background 🞏

Please state ……………………………..

Asian or Asian British

Indian 🞏

Pakistani 🞏

Bangladeshi 🞏

Any other Asian background 🞏

Please state ……………………..

Chinese, Yemeni or other ethnic group

Chinese 🞏

Yemeni 🞏

Any other Ethnic background 🞏

Please state ……………………………..

To help us monitor the fairness of our recruitment processes please answer the following questions by ticking the boxes that apply to you.

Do you consider yourself disabled? Yes 🞏 No 🞏

What is your sex? Male 🞏 Female 🞏

What is your age group? 16-24 🞏 25-39 🞏 40-49 🞏

 50-64 🞏 65+ 🞏

For office use only

Applicant reference number Appointed 🞏Shortlisted 🞏 Unsuccessful applicant 🞏

GUIDANCE NOTES FOR APPLICANTS

THANK YOU FOR EXPRESSING INTEREST IN A POST FOR WHITE WOODS PRIMARY ACADEMY TRUST.

This application form has been designed to be used for all posts in the school workforce. If you have received the form by email, the form can be completed and submitted electronically. Please click in the space to answer each question and click on “insert” button on your computer to overtype the dots. A copy of this application form can also be found on each of the school’s website:

swintonfitzwilliam.org

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| EQUAL OPPORTUNITIES* White Woods Primary Academy Trust is committed to ensuring equality of opportunity through the recruitment process
* We welcome applications from all sections of the community and your application will be judged on your ability to do the job
* The Academy will make reasonable adjustments where requested by an applicant with a disability and provide all relevant information in an alternative medium (e.g. large print etc)
 |

Please remember to keep a copy of your completed application. If an acknowledgement is required, please enclose a stamped addressed envelope

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| COMPLETING THE APPLICATION FORM* You must complete all parts of the application form, a CV will only be accepted if it is in addition to the fully completed form
* Read all the information provided – this will help you to decide whether or not the post is suitable for you
* Please write or type your application in black ink so it can be photocopied
* Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the post as detailed in the job description and person specification
* Give full details of your duties in your present post or most recent job if you have been employed before. Do not miss out experience gained in previous jobs, but select the most relevant points, including details of any skills and experience gained from voluntary/community work
* Continue any section of the form, if necessary on an additional sheet
* Check the closing date and allow time for your application to reach us
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| INVITATION FOR INTERVIEW* If you are invited for interview and require any arrangements or assistance e.g. access to the building, please specify on an additional sheet
* If you have any enquiry or complaint about the recruitment process, please contact the particular school dealing with your application
* Please remember to bring to the interview original copies of all qualifications, photo identification and proof of address
* If you have changed your name since you gained any qualifications, please bring marriage or other certificate to confirm your identity
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