



CONFIDENTIAL
APPLICATION FORM FOR APPOINTMENT TO A POST AT
WASHINGTONBOROUGH ACADEMY

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

- Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.
- Please return this form to the school to which you are applying unless you are applying for a head teacher post where you must return it to the Chair or the Clerk to Governors.
- If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

For non-teaching posts, you can disregard the shaded boxes.

POST DETAILS

Post applied for:	At (school):
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PERSONAL DETAILS

Title:	Forenames:
Surname:	Previous surnames:
Prefer to be known as:	Date of birth (DD/MM/YY):
National Insurance Number:	Teacher Reference Number:
Address:	Mobile phone number (preferred):
	Home phone number (alternative):
	Work phone number (alternative):
Email:	
If applicable, please give the date when your continuous local government service commenced (month / year):	



RIGHT TO WORK IN THE UK

All candidates invited for an interview will be required to produce original documentation that proves their right to work in the UK. You will receive further information about acceptable documentation if you are invited to attend an interview.

Do you have the right to work in the UK?

Yes No

PERSONAL INTERESTS

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff or Governors of the school to which you are applying?

Yes No

If yes, please enter the names and positions of all known relations:

A candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.

Do you have any outside private business interests that may conflict with those of the Council's / School's business?

Yes No



If yes, please describe your private interest:

EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

Please include in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals. Continue on a separate sheet if necessary and attach it securely to your application form.

Name of Educational Establishment	Full or Part Time	Dates		Qualification Achieved		
		From	To	Subject	Level	Grade



TEACHING QUALIFICATION

Date qualification awarded: (Month & Year)

Date of completion of probation:

PRESENT EMPLOYER

Employer:	Job Title:	Date appointed:	Salary:
Type of School:	Single / mixed sex:	Number on roll:	Age range taught:
Summary of main duties:			
Period of Notice required:			



PREVIOUS EMPLOYMENT

Please include in chronological order and continue on a separate sheet if necessary.

Employer	Job Title	Dates (month & year)		Full or Part Time	Reason for Leaving
		From	To		

PERIODS OF UNPAID ACTIVITY

Please give reasons and duration for any gaps when you have not been in employment after the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling

Details	Dates (month & year)	
	From	To



PERSONAL STATEMENT

Please explain how you would relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying.



REFEREES

Please note all references will be taken up after shortlisting and before interview. We may request additional references.

You must supply full contact details for a minimum of **two** referees. One referee must be your **current or last employer** however if you have never had an employer, one referee must be a senior staff member from your last place of study. One referee should be able to refer to your most recent work with children. If your current or last employment was within a school, one referee must be **the head teacher**. A referee must not be a relative or partner. If you cannot meet the criteria outlined above, you can supply a character reference from a professional person known to you.

Referee 1 - Current or Most Recent Employer

First name:	Surname:
Organisation:	Address:
Email:	
Mobile or daytime number:	Alternate number:
Job title:	Known since (MM/YY):
Capacity in which known to you:	Type of reference (Academic/Character/Work):

Referee 2

First name:	Surname:
Organisation:	Address:
Email:	
Mobile or daytime number:	Alternate number:
Job title:	Known since (MM/YY):
Capacity in which known to you:	Type of reference (Academic/Character/Work):



CRIMINAL CONVICTIONS

It is an offence for an individual to attempt to engage in regulated activity (working with children), when they are aware they are banned from doing so. As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Yes

No

If yes, please provide details below



Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years?

Yes No

You must obtain a Statement of Good Conduct (SOGC) from the Embassy of that country.

Declaration

- I certify that the information I have given on this form is true and accurate to the best of my knowledge.
- I have read or had explained to me and understand all the questions on this form.
- I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
- I authorise the School to undertake the necessary pre-employment checks and to verify any information given.
- I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.
- I acknowledge that the School will process data about me and retain it in the manner described above and I hereby consent to this.

Signature: _____

Date: _____

Data Protection Act Disclaimer

All information provided will be dealt with in accordance with the Data Protection Act 2018. This information may be used for administrative purposes within the School. All personal information computerised by the School has to be registered and may only be used and disclosed as described in the Data Protection Register. If you are unsuccessful in your application the information you have provided and that information which has been collected during pre-employment stages will be retained for six months at which point it will be destroyed.

RETIRED TEACHERS

Under the Teachers Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health, cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.



RECRUITMENT MONITORING

Please note that completion of this form is optional. If there are certain sections that you do not wish to provide information for, then please fill in *N/A* to denote that you are voluntarily opting out of providing this information.

The school is committed to achieving fairness and equality in employment as contained within the Council's Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the Council in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and **will not be taken into account when making the appointment.**

Title:	Forenames:
Surname:	Previous surnames:
Date of birth (DD/MM/YY):	Gender:
Marital / Civil Partnership Status:	Religion / Belief
Sexual Orientation	Ethnic group
Nationality	

POSITIVE ABOUT DISABLED PEOPLE

The school welcomes applications from disabled people. We have been awarded the 'Positive about Disabled People' symbol in recognition of our commitment to ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development. We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for.

For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person's life.

Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

Details of disability and any reasonable adjustments needed for interview.