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| header | Return to address | Please return your application to the school unless otherwise stated in the advert | |  | **PART A**  **Application Number:** |
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| **It is important that you refer to the guidance notes before you complete the Application Form.**  **This part of the Application Form will not be used to shortlist candidates for interview**  **Please use black ink or type** | | | | | |
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| APPLICATION FOR EMPLOYMENT | | | | | |
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| POST APPLIED FOR:       POST REF. NO.  ESTABLISHMENT: | | | | | |
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| PERSONAL DETAILS | | | | | |
| Surname/family name:    Maiden Name: | | | First name(s)/other names: | | |
| How do you wish to be addressed in correspondence?  MR/MRS/MISS/MS or OTHER (Please state):  **Address for correspondence:**            Postcode:  E-mail: | | | **Telephone number where you can be contacted:**  Day:  Evening:  Mobile No.: | | |
| Do you have any relationships (personal/ business/financial) with a governor or senior member of staff that may conflict with the duties of the post for which you are applying?    **Please ✓** Yes  No  If yes, please provide details: | | | | | |
| **Failure to declare any such relationship may lead to disqualification for appointment or to dismissal if employed.** | | | | | |

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| REFERENCES | | | | | | | | | | | |
| Please give name, address, position and relationship of two referees. One of these should be your current or (if you are unemployed) most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative. | | | | | | | | | | | |
| Name:  Address:          Postcode:  Telephone Number:  E-mail:  **For posts working with children references, may be requested prior to interview.** | | | | Name:  Address:          Postcode:  Telephone Number:  E-mail: | | | | | | | |
|  | | | | | | | | | | | |
| My National Insurance number is: |  |  |  | |  |  |  |  |  |  |  |
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| For teaching posts only  Are you recognised by the DfEE as a qualified teacher?  Please ✓ Yes  No | | | | DfEE Number: | | | | | | | |
| DATA PROTECTION  I give my consent for the personal data contained in this Application Form to be processed for the purposes set out in the Guidance Notes to this Application Form.  Signed:       Date: | | | | | | | | | | | |
| SIGNATURE:  I declare that the information I have given in this application is correct to the best of my knowledge.  I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.  Signed:       Date: | | | | | | | | | | | |
| Shortlisting will take place within four weeks of the closing date. If you do not hear from us, please assume you have been unsuccessful. | | | | | | | | | | | |

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| APPLICATION FOR EMPLOYMENT | | | | | | | |
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| POST APPLIED FOR:       POST REF. NO.  ESTABLISHMENT: | | | | | | | |
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| EDUCATION AND TRAINING | | | | | | | |
| Qualifications Obtained – Educational & Professional | | | | | | | |
| Name of School/College/University | Subject | | | Qualification/Level | | | Grade Obtained |
| For teaching posts please state the age range Of children for which you were trained. | | | | | | | |
| Qualifications Currently Being Taken | | | | | | | |
| Name of School/College/University | Subject | | | Qualification/Level | | | Date Commenced &  Duration of Course |
| Training Courses Attended or Currently Being Taken  (include any relevant short-courses) | | | | | | | |
| Title of Training Provider | | Course/Qualifications | | | | Duration | |
| **Membership of Professional Bodies**  (relevant to the position you are applying for) | | | | | | | |
| Name and Address of Professional Body | | | Grade of Membership | | | Membership Number | |

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| **EMPLOYMENT HISTORY** | | | | | | | |
| Present or Most Recent Employment | | | | | | | |
| Name & Address of Employer: | | | | Nature of Business: | | | |
| Job Title: | | | | Date Started: | | | |
| Salary/Wage: £ | | Notice Required: | | | | Date Left (if relevant): | |
| State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving: | | | | | | | |
| Summary of Previous Employment  Include part-time and temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts please provide information relating to age of pupils and number on role. | | | | | | | |
| Period Employed | | | Name of Employer, Address  & Nature of Business | | Job Held, Grade, Salary/Wage  Previous Pay Spine Point | | Reason for Leaving |
| From  Mth/Yr | To  Mth/Yr | |
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| Please explain any break in your continuity of employment: | | | | | | | |

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| **INFORMATION TO SUPPORT YOUR APPLICATION** |
| Please refer to ‘Guidance Notes on Filling in Application Form’  Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.  This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary, but please remember **NOT** to include any personal details, **or this will not be forwarded to the**  **selection panel.** |
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| |  | | --- | | **If the job you are applying for involves driving,** Do you hold a current driving licence?    **Please ✓** Yes  No  Class  e.g. full, provisional, HGV,etc.  Have you use of a vehicle? Yes  No | | **Job Sharing**  If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you are  applying for a full-time post, willing to job-share, or whether you would consider either:  **Please ✓**  Full Time  Job Share  Either  If you would like to job-share this post but are unsure as to whether this is possible please contact the service  concerned. Applications from single job-share applicants will be treated on their merits (see Guidance Notes). | | If you are offered this job will you have any other paid work? **Please ✓** Yes  No    Are there any dates when you will not be available for interview, e.g. holidays –  Please state: | |

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| **RECRUITMENT MONITORING FORM** | | | |
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| **Post Applied For:** | | | **School:** |
| **THE DETAILS GIVEN ON THIS FORM ARE FOR MONITORING PURPOSES AND ARE CONFIDENTIAL.**  **THEY WILL NOT BE SEEN BY THE SELECTION PANEL OR CONSIDERED IN ANY WAY DURING THE APPOINTMENT PROCESS** | | | |
| As an Equal Rights employer Waterton Academy Trust seeks a workforce which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community.  To ensure this policy is carried out effectively, we ask all applicants to provide the following information. Selection for appointment/promotion will be based only on merit and ability. | | | |
| **Gender: Please ✓** | | Date of Birth: | |
| Female  Male | |  | |
| **Marital Status: Please ✓** | | | |
| Civil Partnership  Divorced  Married Separated  Single  Widowed | | | |
| **DISABLITY** | | | |
| positive | The Disability Discrimination Act (1995) defines a disabled person as a person with 'a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. You no longer have to be registered disabled. | | |
| Do you consider yourself to be disabled? **Please ✓** | | Yes  No | |
| **If Yes: -**  What Adjustments do you consider may be necessary in the recruitment process to take account of your disability? Are there any arrangements we can make for you if you are invited for interview? Please specify, e.g. the provision of an accessible interview location or an interpreter, aids, adaptations or equipment. | | | |
| As a Disability Symbol User Waterton Academy Trust is committed to interviewing all disabled applicants who meet the minimum (essential) criteria | | | |
| Where did you see this post advertised?  ‘Openings’ (Council Publication)  Wakefield Council Website  Radio    Local Press  Citizen  Other Publication  National/Professional  Other Website  please specify \_ | | | |

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| Recruitment Monitoring |
| All of the information provided below is kept confidential in line with the General Data Protection Regulations and will only be used to complile statistics that we can then use to make continuous improvements to our recruitment and selection processes.  We ask for your help in providing this information to give us a clearer profile of our workforce and how it compares with the numbers of people in the district who are currently working or actively looking for work. |
| I would describe my Ethnic Origin as:  Choose one category then **✓** the appropriate box to indicate your cultural background  **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian Background (Please specify) |
| **Black or Black British**  Caribbean  African  Any other Black Background (Please specify) |
| **Chinese or Other Ethnic Groups**  Chinese  Any other Ethnic Group (Please specify) |
| **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed Background (Please specify) |
| **White**  British  Irish  Any other White Background (Please specify) |
| **Sexual Orientation:** Please **✓** one of the boxes below  Bisexual  Gay  Heterosexual  Lesbian  **Religion:** Please **✓** one of the boxes below  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  No Religion  Any other religion - please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |