|  |  |
| --- | --- |
| For internal use only. |  |
|  |  |
| Reference no:  |  |
| Date received:  |  |
| Invite for interview: | Yes  | No |
| **Please read the guidance notes before you fill in this application form**. |
| **White Woods Primary Academy Trust (WWPAT)****Employment Application Form: Headteacher** |
|  |
| *WWPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.* |
|  |
| Please ensure that you complete **all** sections of **Part A** and **Part B** of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. All appointments are subject to a pre-employment medical check and a six-month probationary period. In the first instance please complete and submit the application form electronically to wwpatadmin@rgfl.org. Alternatively a hardcopy of the application form can be completed in black ink or type and submitted addressed to White Woods Primary Academy Trust, The Hub, Wickersley Northfield Primary School, Northfield Lane, Wickersley, Rotherham, South Yorkshire, S66 2HL. **Please note** **CVs are not accepted.** |
|  |
| **VACANCY DETAILS:** |
| **Vacancy Job Title:** | Click here to enter text. |
| **Reference Number:** *(If* applicable). | Click here to enter text. |
| **Location:** | Click here toenter location. |
| **Closing Date:** | Click here to enter a date. |
|  |
| **PART A - INFORMATION FOR SHORTLISTING AND INTERVIEWING:** |
| 1. **APPLICANTS DETAILS:**
 |
| **Initials**  | Click here to enter text. |
| **Surname / Family Name:** | Click here to enter text. |
|  |
| 1. **CURRENT / MOST RECENT EMPLOYEMENT:**
 |
| **Name and address of employer:** | Click here to enter text. | **Job title:** (Please enclose a copy of the job description if possible). |
| Click here to enter text. |
| **Date appointed to this post:** |
| Click here to enter a date. |
| **Type of educational establishment:**(If applicable). | Select Type. | Voluntary Controlled. | **Other:** (Please specify). |
| **Number of pupils on roll:** (If applicable). | Click here to enter text. | **Subject / Age Group Taught:**(If applicable). | Click here to enter text. |
| **Current Salary:** | Click here to enter text. |
| **Date available to begin post:** (Please provide any contractual notice period(s) if applicable). | Click here to enter a date.Click here to enter text. |

|  |
| --- |
| 1. **EMPLOYMET, EDUCATION AND TRAINING:** *(Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. Please enclose a continuation sheet if required).*
 |
|  |
| **3.01) EMPLOYMENT & EXPERIENCE:**  |
| **Job Title / Position / Activity:** | Click here to enter text. | **From:** | **To:** |
| **Name and address of** **employer /activity:** | Click here to enter text. | Select date. | Select date. |
| **Reason for leaving:** |
| Click here to enter text. |
| **Type of educational establishment:**(If applicable). | Select Type. | **Other:** (Please specify). | Click here to enter text. |
| **Number of pupils on roll:** (If applicable). | Click here to enter text. |
| **Type of employment:** (Part / Full Time etc.) | Select Type. | **Other:** (Please specify). | Click here to enter text. |
| **Brief description of duties / experience gained:** | Click here to enter text. |
|  |
| **Job Title / Position / Activity:** | Click here to enter text. | **From:** | **To:** |
| **Name and address of** **employer /activity:** | Click here to enter text. | Select date. | Select date. |
| **Reason for leaving:** |
| Click here to enter text. |
| **Type of educational establishment:**(If applicable). | Select Type. | **Other:** (Please specify). | Click here to enter text. |
| **Number of pupils on roll:** (If applicable). | Click here to enter text. |
| **Type of employment:** (Part / Full Time etc.) | Select Type. | **Other:** (Please specify). | Click here to enter text. |
| **Brief description of duties / experience gained:** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title / Position / Activity:** | Click here to enter text. | **From:** | **To:** |
| **Name and address of** **employer /activity:** | Click here to enter text. | Select date. | Select date. |
| **Reason for leaving:** |
| Click here to enter text. |
| **Type of educational establishment:**(If applicable). | Select Type. | **Other:** (Please specify). | Click here to enter text. |
| **Number of pupils on roll:** (If applicable). | Click here to enter text. |
| **Type of employment:** (Part / Full Time etc.) | Select Type. | **Other:** (Please specify). | Click here to enter text. |
| **Brief description of duties / experience gained:** | Click here to enter text. |
|  |
| **Job Title / Position / Activity:** | Click here to enter text. | **From:** | **To:** |
| **Name and address of** **employer /activity:** | Click here to enter text. | Select date. | Select date. |
| **Reason for leaving:** |
| Click here to enter text. |
| **Type of educational establishment:**(If applicable). | Select Type. | **Other:** (Please specify). | Click here to enter text. |
| **Number of pupils on roll:** (If applicable). | Click here to enter text. |
| **Type of employment:** (Part / Full Time etc.) | Select Type. | **Other:** (Please specify). | Click here to enter text. |
| **Brief description of duties / experience gained:** | Click here to enter text. |
|  |
| **Job Title / Position / Activity:** | Click here to enter text. | **From:** | **To:** |
| **Name and address of** **employer /activity:** | Click here to enter text. | Select date. | Select date. |
| **Reason for leaving:** |
| Click here to enter text. |
| **Type of educational establishment:**(If applicable). | Select Type. | **Other:** (Please specify). | Click here to enter text. |
| **Number of pupils on roll:** (If applicable). | Click here to enter text. |
| **Type of employment:** (Part / Full Time etc.) | Select Type. | **Other:** (Please specify). | Click here to enter text. |
| **Brief description of duties / experience gained:** | Click here to enter text. |

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| **3.02) EDUCATION AND TRAINING – SECONDARY EDUCATION:** |
| **Name of School:** | **From:** | **To:** | **Subject:** | **Qualification:** *(e.g. GCSE or equivalent etc.)* | **Grade:** |
|  |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
| Name. | Date. | Date. | Subject. | Qualification. | Grade. |
|  |
| **3.03) EDUCATION AND TRAINING – FURTER OR HIGHER EDUCATION:** *(Please provide details of any recognised qualifications or courses attended which are relevant to the job application.)* |
| **Name of FE College / University / Awarding Body:** | **From:** | **To:** | **Subject / Course:** *(Please indicate if full or part time).* | **Qualification:** | **Date of Award:** |
|  |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |
| Name. | Date. | Date. | Subject.Select Type. | Qualification. | Date. |

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| **3.04) EDUCATION AND TRAINING – OTHER:** *(Please list relevant courses attended / delivered in the past 3 years).* |
| **Other Relevant Professional Development e.g. Courses, Programmes:** (Other than above). | **Trainee / Trainer:** | **Length of Course / Programme:** | **Qualification:** *(If applicable).* | **Date:** |
|  |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |
| Course, Subject, Programme. | Select Type. | Click here to enter text. | Qualification. | Date. |

**3.05) EDUCATION AND TRAINING – TEACHER AND HEADTEACHER POSTS ONLY:**

|  |  |
| --- | --- |
| **DfE Teacher Number:** | Click here to enter text. |
| **Date of Award of QTS:** | Click here to enter a date. |
| **Date of completion of statutory induction (newly Qualified Teachers) or number of terms completed:** (If applicable). | Click here to enter a date.Click here to enter no. of terms completed. |
|  |
| **National Professional Qualification for Headship - Please give details:** (From 8th February 2012 the NPQH became optional for appointment as a Headteacher in a School. Nevertheless prospective employers are entitled to prefer candidates with NPQH). |
| Click here to enter text. |

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| **4) OTHER RELEVENT EXPERIENCE, INTERESTS AND SKILLS:** (*Please enclose a continuation sheet if required.)* |
| Click here to enter text. |

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| 1. **REFEREES**
 |
| Please provide details of two people to whom reference may be made. If you have worked before or are currently working the first referee should normally be your present or most recent employer. If the post involves working with children but you are not currently working with children, please provide a third referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends. |
|   |
| **It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance. |
|   |
| **First referee:** | **I consent to this referee bring requested before interview:** | **Yes** |[ ]  **No** |[ ]
| **Title and Name:** | Click here to enter text. |
| **Address and post code:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |
| **Job title:** | Click here to enter text. |
| **Relationship to applicant:**  | Click here to enter text. |
|  |
| **Second referee:** | **I consent to this referee bring requested before interview:** | **Yes** |[ ]  **No** |[ ]
| **Title and Name:** | Click here to enter text. |
| **Address and post code:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |
| **Job title:** | Click here to enter text. |
| **Relationship to applicant:**  | Click here to enter text. |
|  |
| **Third referee:** | **I consent to this referee bring requested before interview:** | **Yes** |[ ]  **No** |[ ]
| **Title and Name:** | Click here to enter text. |
| **Address and post code:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |
| **Job title:** | Click here to enter text. |
| **Relationship to applicant:**  | Click here to enter text. |

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| **6) CONTINUATION SHEET:** |
| Click here to enter text. |

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| **PART B – SUPLIMENTARY INFORMATION** |
| This section will be separated from Part A on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. |
|  |
| 1. **PERSONAL INFORMATION:**
 |
| **Surname or family name:** | Click here to enter text. |
| **All forenames:** | Click here to enter text. |
| **Title:** | Click here to enter text. |
| **Address:** | Click here to enter text. |
| **Home telephone number:** | Click here to enter text. |
| **Mobile telephone number:** | Click here to enter text. |
| **E-mail address:** | Click here to enter text. |
| **Do you have a current driving licence?** | **Yes** |[ ]  **No** |[ ]
| **Do you require sponsorship (previously a work permit)>** | **Yes** |[ ]  **No** |[ ]  If **YES** please provide details separately. |
|  |
| 1. **COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BINDOVERS:**

It is the School’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](https://www.gov.uk/search?q=filtering&tab=detailed-results). |
|  |
| If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000. |
|  |
| 1. **PROHIBITION FROM TEACHING**

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order. |
|  |
| 1. **DATA PROTECTION**

The information collected on this form will be used in compliance with the Data Protection Regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute.  The information may be disclosed, as appropriate, to the governors/Trustees, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This formwill be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.  When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record. |

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| 1. **NOTES:**
 |
| (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”. |
|  |
| (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application. |
|  |
| (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.  |
|  |
|  (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes. |
|  |
| 1. **DECLARTION:**
 |
|  |
| I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 4 above, and in particular that checks may be carried out to verify the contents of my application form. |
|  |
|  |
|  |
|  |
|  |
| **Signature of Applicant:**  | **…………………………………………….** | **Date:** | Date. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Print Name:** | Click here to enter text. |  |  |
|  |

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| **PART C – EQUALITY AND DIVERSITY MONITORING:** |
| This section will be separated from part A and part B. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Regulations. |
|  |
| **Ethnic Group** | **Reference**  |  | **Please Select** |
| **White** | WBRI | British (English Welsh Northern Irish Scottish). |[ ]
|  | WIRI | Irish |[ ]
|  | WIRT | Traveller of Irish Heritage |[ ]
|  | WROM | Gypsy/Roma |[ ]
|  | WOTH | Other White background |[ ]
| **Mixed** | MWBC | White and Black Caribbean |[ ]
|  | MWBA | White and Black African |[ ]
|  | MWAS | White and Asian |[ ]
|  | MOTH | Other Mixed background |[ ]
| **Asian or Asian British** | AIND | Indian |[ ]
|  | APKN | Pakistani |[ ]
|  | ABAN | Bangladeshi |[ ]
|  | CHNE | Chinese |[ ]
|  | AOTH | Other Asian background |[ ]
| **Black or Black British** | BCRB | Black-Caribbean |[ ]
|  | BAFR | Black-African |[ ]
|  | BOTH | Other Black background |[ ]
| **Other ethnic group** | ARAB | Arab |[ ]
|  | CHNE | Chinese |[ ]
|  | OOTH | Any other ethnic group |[ ]
| **Prefer not to say** | PNS | Prefer not to say |[ ]
|  |
| **Religion** | **Please Select** |
| **No religion** |[ ]
| **Christian** (Including Church of England, Catholic, Protestant and all other Christian denominations). |[ ]
| **Buddhist** |[ ]
| **Hindu** |[ ]
| **Jewish** |[ ]
| **Muslim** |[ ]
| **Sikh** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
|  |
| **Disability - Do you consider yourself to have a disability?** | **Please Select** |
| **Yes** |[ ]
| **No** |[ ]
| **Prefer not to say** |[ ]
| **Physical Impairment** |[ ]
| **My disability is:** |  |
| **Sensory Impairment** |[ ]
| **Mental Health** |[ ]
| **Learning Disability / Difficulty** |[ ]
| **Long Standing Illness** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
| **Prefer not to say** |[ ]

|  |  |
| --- | --- |
| **Sexual Orientation** | **Please Select** |
| **Bi-sexual** |[ ]
| **Gay Man** |[ ]
| **Gay Woman** |[ ]
| **Heterosexual** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
| **Prefer not to say** |[ ]
|  |
| **Gender** | **Please Select** |
| **Female** |[ ]
| **Male** |[ ]
| **Transgender** |[ ]
| **Other** (Please specify): Click here to enter text. |[ ]
| **Prefer not to say** |[ ]
|  |
| **Personal Relationship** | **Please Select** |
| **Civil Partnership** |[ ]
| **Living together**  |[ ]
| **Married** |[ ]
| **Single** |[ ]
| **Prefer not to say** |[ ]
|  |