The Wren School

Application for teaching post Confidential

Important- For clarity this form should be completed electronically and may be submitted with or without signature. If you are called for interview, you will be requested to sign a print-out of your application.

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| Post Title |  | Location | Reading |
| Where did you see the post advertised? | | | |
| Magazine/Newspaper (please specify)        Internet/Website Other  (please specify)  Do you use ETeach? Yes  No | | | |

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| Personal Details | | | | | | |
| Preferred form of address |  | | | (e.g. Mr, Mrs, Ms, Miss, Dr, Prof, Rev, etc) | | |
| Surname / Family Name |  | | | Previous Surnames |  | |
| First Name(s) |  | | | Date of birth |  | |
| Address &  Postcode |  | | | Email address |  | |
|  |  | | | National Insurance № |  | |
| Home Tel. № |  | | | Mobile № |  | |
| Qualified Teacher Status (QTS) Details | | | | | | |
| Do you have QTS? | | YES  NO | | DfE №: | | |
| References | | | | | | |
| Please give two referees to whom confidential enquiries may be made. One MUST be from your current employer where you work with children, or the most recent employer where you have worked with children. Referees must not be members of your family, your spouse/partner, or friends. | | | | | | |
| Name |  | | | Name |  | |
| Email |  | | | Email |  | |
| Address |  | | | Address |  | |
| Telephone № |  | | | Telephone № |  | |
| Relationship |  | | | Relationship |  | |
| If shortlisted, may we approach this person prior to interview? | | | YES  NO | If shortlisted, may we approach this person prior to interview? | | YES  NO |
| Please note that references will only be taken up if you are shortlisted for interview, unless you have requested otherwise. However, any offer of employment will be subject to receipt of two satisfactory references. References will not form part of the selection process and will only be read by the interviewing panel following the final interview. Referees will be asked to comment on any disciplinary issues that may be relevant. Interviewing panels reserve the right to request references from earlier in your career if it is felt necessary. | | | | | | |

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| Declaration | | | | | |
| I declare that the information set out in this application form is, to the best of my knowledge, true in all respects. I understand that giving false information or omitting to give information in any part of this application, will lead to automatic disqualification from the application process, or if appointed, may render me liable for dismissal. In some cases, if there are concerns around child protection or the protection of a vulnerable adult, the matter may be referred to the police. | | | | | |
| Signed |  | | | Date |  |
| Education / Qualifications / Training | | | | | |
| Please list all education, qualifications and training you have undertaken, giving the most recent first, and provide dates. Please include accredited professional development. **Please continue on a separate sheet if necessary**. | | | | | |
| School/College/University | | |  | | |
| Date From/To | | | - | | |
| Qualifications & Award  Date(s) | | |  | | |
| School/College/University | | |  | | |
| Date From/To | | | - | | |
| Qualifications & Award  Date(s) | | |  | | |
| School/College/University | | |  | | |
| Date From/To | | | - | | |
| Qualifications & Award  Date(s) | | |  | | |
| School/College/University | | |  | | |
| Date From/To | | | - | | |
| Qualifications & Award  Date(s) | | |  | | |
| Current or Most Recent School / Position with Access to Children | | | | | |
| Position Held | |  | | | |
| School | |  | | | |
| Headteacher | |  | | | |
| Address | |  | | | |
| Telephone № | |  | | | |
| Type of School | | bOYS  GIRLS  MIXED | | | |
| Number on Roll | |  | | | |
| Dates of Employment | | From: to: | | | |
| Salary | |  | | | |
| Reason for Leaving | |  | | | |
| Age Group(s) Taught | |  | | | |
| Main Responsibilities | |  | | | |

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| Previous Employment/Activity | | | |
| * Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. * Include all employment, unpaid work, voluntary work, and periods away from work such as raising a family. * Ensure that all dates are provided and no gaps in activity are left unaccounted for. * **Continue on an additional sheet if necessary** | | | |
| **1. Employer/Other Activity** |  | | |
| Date From/To | - | | |
| Position Held |  | | |
| Grade/Salary |  | | |
| Main Responsibilities |  | | |
| Reason for Leaving |  | | |
| **2. Employer/Other Activity** |  | | |
| Date From/To | - | | |
| Position Held |  | | |
| Grade/Salary |  | | |
| Main Responsibilities |  | | |
| Reason for Leaving |  | | |
| **3. Employer/Other Activity** |  | | |
| Date From/To | - | | |
| Position Held |  | | |
| Grade/Salary |  | | |
| Main Responsibilities |  | | |
| Reason for Leaving |  | | |
| **4. Employer/Other Activity** |  | | |
| Date From/To | - | | |
| Position Held |  | | |
| Grade/Salary |  | | |
| Main Responsibilities |  | | |
| Reason for Leaving |  | | |
| Have all gaps in employment/activity been accounted for? | | YES | NO |
| If NO, please provide further details: | | | |
| By signing this application form on the front page, you are also confirming that the declaration above is correct. If later background checks confirm that information in this section has been falsified or omitted it will lead to disqualification or, if appointed, could render you liable for dismissal or, in some cases, to the matter being referred to the police. | | | |
| Skills, Abilities, Knowledge & Experience | | | |
| Do you hold a full current driving licence? | | YES | NO |
| Do you have the daily use of a car? | | YES | NO |
| Describe how you consider your skills, abilities, knowledge and experience to be relevant to this position and the factors that make you a suitable candidate. You may include voluntary work and experience gained outside of work. Please ensure you link this part of your application to the criteria listed in the relevant Job Description and Person Specification.  **Please continue on a separate sheet if necessary.** | | | |
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| Disclosure of Criminal Convictions and Cautions |
| Under the Rehabilitation Of Offenders Act 1974, ex-offenders do not have to disclose their criminal convictions when applying for most – **but not all** – jobs if their convictions become spent.  It takes between 6 months and 10 years for a conviction to become spent.  Custodial sentences of more than 2½ years can never become spent.  Jobs where cautions and criminal convictions have to be disclosed are called “exempted posts”. For exempted posts (e.g. working with vulnerable groups – please refer to the note below), **POLICE CAUTIONS AND CONVICTIONS ARE NEVER SPENT AND MUST BE DISCLOSED**. If the post for which you are applying is exempt from Section 4 (2) of the Rehabilitation Of Offenders Act (Exemptions) Order 2001, you will be required to complete a DISCLOSURE check and an offer of employment would be subject to receipt of a satisfactory check.  The disclosure of a criminal record will not debar you from appointment unless the selection panel determine that the conviction renders you unsuitable for appointment.  **If you are invited for interview you will be asked to complete and sign a DECLARATION OF CRIMINAL CONVICTIONS AND CAUTIONS FORM. It will not be possible for us to proceed with your application further if you do not complete this form.**  Should you be appointed to the post that you have applied for it is essential that you inform your manager immediately should your circumstances change in regard to Criminal Convictions and Police Cautions before or during employment. |
| Safeguarding Vulnerable Groups |
| The Wren School Academy Trust is committed to protecting the welfare of vulnerable groups through safe recruitment and selection practices.  The information you have provided in your application, and that you may be invited to discuss at interview, will assist in assessing your suitability to work with people in a vulnerable group – both children and adults.  Your references, and any information that may need to be obtained via pre-employment checks will also be taken into account.  The vulnerable groups covered by The Wren School Academy Trust are children accessing any service, and adults (over 18) who require personal care either at home or in a residential home or day centre, adults accessing social care services, and adults attending establishments that cater for people with learning or physical impairments. |