**CONFIDENTIAL**

**WREN ACADEMY**

**TEACHING STAFF APPLICATION FORM**

(THIS FORM MUST BE COMPLETED ELECTRONICALLY)

**APPLICATION FOR THE POST OF: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Are you applying for:** | Full Time | 🞏 |  |
|  | Part time or Job Share | 🞏 | Please state hours you are available: |

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| 1. **PERSONAL INFORMATION** | | | | | | | | | | | | | | | |
| TITLE: (Mr, Mrs, Ms, etc) | | | | | | ADDRESS FOR CORRESPONDENCE: | | | | | | | | | |
| SURNAME: (in capital letters) | | | | | |
| PREVIOUS SURNAME(S): (if any) | | | | | | DATE OF BIRTH: | | | | | | | | | |
| FIRST NAME: (in capital letters) | | | | | | HOME TELEPHONE NUMBER: | | | | | | | | | |
| E-MAIL ADDRESS: | | | | | | MOBILE NUMBER: | | | | | | | | | |
| GTC TEACHER REFERENCE NUMBER: | | | | | | NATIONAL INSURANCE NO: | | | | | | | | | |
| CURRENT EMPLOYER:  ADDRESS: | | | | | | SALARY: £ per annum | | | | | | | | | |
| MAINSCALE / UPS POINT: | | | | | | | | | |
| JOB TITLE: | | | | | | TLR POINT AND VALUE: | | | | | | | | | |
| LEADERSHIP SCALE POINT: | | | | | | | | | |
| 1. **EDUCATION AND QUALIFICATIONS** | | | | | | | | | | | | | | | |
| SECONDARY SCHOOL(S) AND ADDRESS | | FROM | | | TO | | | EXAMINATIONS PASSED WITH GRADES | | | | | | DATES | |
|  | |  | | |  | | |  | | | | | |  | |
| UNIVERSITY, POLYTECHNIC OR COLLEGE | | FROM | | | TO | | | FULL TIME, PART-TIME OR SECONDMENT | | | | | | | |
|  | |  | | |  | | |  | | | | | | | |
| DEGREE/CLASS | | PRINCIPAL SUBJECT(S) | | | | | | | | | | | DATE OF AWARD | | |
|  | |  | | | | | | | | | | |  | | |
| PGCE and/or DIPLOMAS | | SUBJECT | | | | | | | | | | | DATE OF AWARD | | |
|  | |  | | | | | | | | | | |  | | |
| DETAILS OF ANY OTHER QUALIFICATIONS | | | | | | | | | | | | | DATE OF AWARD | | |
|  | | | | | | | | | | | | |  | | |
| **3. TEACHING POSTS HELD (please start with current or most recent position)** | | | | | | | | | | | | | | | |
| LEA: | SCHOOL: | | | | | | | | | | DATES: | | | | |
| POST HELD, SCALE, RESPONSIBILITIES: | | | | TYPE (e.g. LEA, VA) & LIST AGE GROUPS TAUGHT: | | | | | | NO. ON ROLL | BOYS/GIRLS/MIXED | | | | FULL/PART TIME |
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| LEA: | SCHOOL: | | | | | | | | | | DATES: | | | | |
| POST HELD, SCALE, RESPONSIBILITIES: | | | | TYPE (e.g. LEA, VA) & LIST AGE GROUPS TAUGHT: | | | | | | NO. ON ROLL | BOYS/GIRLS/MIXED | | | | FULL/PART TIME |
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| LEA: | SCHOOL: | | | | | | | | | | DATES: | | | | |
| POST HELD, SCALE, RESPONSIBILITIES: | | | | TYPE (e.g. LEA, VA) & LIST AGE GROUPS TAUGHT: | | | | | | NO. ON ROLL | BOYS/GIRLS/MIXED | | | | FULL/PART TIME |
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| LEA: | SCHOOL: | | | | | | | | | | DATES: | | | | |
| POST HELD, SCALE, RESPONSIBILITIES: | | | | TYPE (e.g. LEA, VA) & LIST AGE GROUPS TAUGHT: | | | | | | NO. ON ROLL | BOYS/GIRLS/MIXED | | | | FULL/PART TIME |
|  |  | | | |  |
| *Please continue on a separate sheet if necessary* | | | | | | | | | | | | | | | |
| 1. **PROFESSIONAL DEVELOPMENT** | | | | | | | | | | | | | | | |
| LONG COURSES (ATTENDED DURING THE LAST THREE YEARS) | | | | | | | | | | | | | | | |
| COURSE TITLE  (and award if gained) | | | PROVIDER | | | | | F/TIME/P/TIME  or  SECONDED | | | FROM | | | | TO |
|  | | |  | | | | |  | | |  | | | |  |
| SHORT COURSES (ATTENDED DURING THE LAST THREE YEARS) | | | | | | | | | | | | | | | |
| COURSE TITLE | | | PROVIDER | | | | | F/TIME/P/TIME  or  SECONDED | | | FROM | | | | TO |
|  | | |  | | | | |  | | |  | | | |  |
| 1. **EMPLOYMENT OUTSIDE TEACHING** | | | | | | | | | | | | | | | |
| EMPLOYER | | | POSITION/DUTIES | | | | | | FULL/PART-TIME | | FROM | | | | TO |
|  | | |  | | | | | |  | |  | | | |  |
| 1. **PLEASE ACCOUNT FOR ANY TIME SINCE LEAVING SCHOOL WHICH IS NOT INCLUDED IN YOUR EMPLOYMENT HISTORY ABOVE** | | | | | | | | | | | | | | | |
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| 1. **OUTSIDE INTERESTS** | | | | | | | | | | | | | | | |
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| 1. **SUPPORTING STATEMENT** | | | | | | | | | | | | | | | |
| CANDIDATES SHOULD PROVIDE A STATEMENT IN SUPPORT OF THEIR APPLICATION, WHICH ADDRESSES THE CRITERIA IN THE JOB DESCRIPTION AND PERSON SPECIFICATION FOR THIS POST. THIS STATEMENT MUST TAKE NO MORE THAN TWO SIDES OF A4 PAPER IN FONT SIZE 12. | | | | | | | | | | | | | | | |
| 1. **CONFIDENTIAL INFORMATION** | | | | | | | | | | | | | | | |
| As this post is classified as having substantial access to children, appointment will be subject to a police check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred. | | | | | | | | | | | | | | | |
| HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? | | | | | | | | | | | | YES / NO | | | |
| IF YES, PLEASE GIVE DETAILS | | | | | | | | | | | | | | | |
| The Academy is an equal opportunities employer. The purpose of the following questions is to ensure that the Academy complies with its obligations under the Disability Discrimination Act 1995. For the purposes of the Act, a disability is defined as 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. | | | | | | | | | | | | | | | |
| DO YOU CONSIDER YOURSELF TO BE DISABLED? | | | | | | | | | | | | YES / NO | | | |
| IF YOU WISH, PLEASE GIVE FURTHER DETAILS HERE | | | | | | | | | | | | | | | |
| ARE THERE ANY SPECIAL ARRANGEMENTS YOU WOULD REQUIRE TO ATTEND AN INTERVIEW? | | | | | | | | | | | | YES / NO | | | |
| IF YES, PLEASE GIVE DETAILS | | | | | | | | | | | | | | | |
| IF OFFERED THE POSITION, ARE THERE ANY ARRANGEMENTS OR ADJUSTMENTS THAT THE SCHOOL WOULD NEED TO MAKE TO ENABLE YOU TO CARRY OUT THE ROLE? | | | | | | | | | | | | YES / NO | | | |
| IF YES, PLEASE GIVE DETAILS | | | | | | | | | | | | | | | |
| I understand that under the terms of the Asylum and Immigration Act 1996 should I be short-listed for the post for which I am applying, I will provide for the governing body, as employer, an original document\* showing my entitlement to work in this country.  \*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country. | | | | | | | | | | | | | | | |
| ARE YOU RELATED TO ANY MEMBER OF THE WREN ACADEMY GOVERNING BODY OR SENIOR EMPLOYEE OF OUR SPONSORS – THE LONDON DIOCESAN BOARD FOR SCHOOLS OR BERKHAMSTED SCHOOL? | | | | | | | | | | | | YES / NO | | | |
| IF YES, PLEASE GIVE DETAILS: | | | | | | | | | | | | | | | |
| 1. **REFEREES** | | | | | | | | | | | | | | | |
| PLEASE GIVE THE NAMES OF TWO REFEREES WHO CAN VOUCH FOR YOUR PROFESSIONAL WORK, ONE OF WHOM SHOULD BE YOUR PRESENT HEADTEACHER, IF YOU ARE WORKING IN A SCHOOL, OR YOUR CURRENT EMPLOYER. | | | | | | | | | | | | | | | |
| NAME: | | | | | | | NAME: | | | | | | | | |
| ADDRESS: | | | | | | | ADDRESS: | | | | | | | | |
| OCCUPATION: | | | | | | | OCCUPATION: | | | | | | | | |
| TELEPHONE NO: | | | | | | | TELEPHONE NO: | | | | | | | | |
| E-MAIL ADDRESS: | | | | | | | E-MAIL ADDRESS: | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Depending on the outcome of your application on this occasion, we may wish to contact you about future opportunities at the Academy.  Please state where (or how) you first learned of this vacancy:  Please tick this box if you do not wish to be contacted in this way 🞏 | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| To the best of my knowledge the information on this form is correct. I am in possession of certificates which I claim to hold. I understand that wilful falsification or omissions may, if I am appointed, result in my dismissal.  You are reminded that any canvassing, direct or indirect, will disqualify candidates.  Successful candidates may be required to produce their birth certificate and original proof of qualifications, and may be asked to undergo a medical examination.  Wren Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  SIGNATURE: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | |

**EQUAL OPPORTUNITIES MONITORING**

The Academy is keen to ensure that all applications for posts are considered on an equal basis. Without monitoring an organisation will never know whether its equal opportunities policy is working. To help us achieve this we achieve this we ask all candidates to complete this equal opportunities monitoring form. **This is confidential and the form will be removed from the application prior to shortlisting. It will not be used in any way as part of the selection process.**

Please tick the appropriate boxes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Gender** | ❑ | Male | ❑ | Female |  |  |
|  |  |  |  |  |  |  |
| **Age** | ❑ | 20 – 29 | ❑ | 30 – 39 | ❑ | 40 – 49 |
|  | ❑ | 50 – 59 | ❑ | 60 – 65 |  |  |

**Ethnic group**

Choose one section from A - E and then tick the appropriate box to indicate your cultural background:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A.** |  | **White** | **C.** |  | **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh** |
|  | ❑ | British |  | ❑ | Indian |
|  | ❑ | English |  | ❑ | Pakistani |
|  | ❑ | Scottish |  | ❑ | Bangladeshi |
|  | ❑ | Welsh |  | ❑ | Any other Asian background, please write in: |
|  | ❑ | Irish |  |  |  |
|  | ❑ | Any other White background, please write in: | **D.** |  | **Black, Black British, Black English, Black Scottish or Black Welsh** |
|  |  |  |  | ❑ | Caribbean |
| **B.** |  | **Mixed** |  | ❑ | African |
|  | ❑ | White and Black Caribbean |  | ❑ | Any other Black background, please write in: |
|  | ❑ | White and Black African |  |  |  |
|  | ❑ | White and Asian | **E.** |  | **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Other Ethnic Group** |
|  | ❑ | Any other Mixed background, please write in: |  | ❑ | Chinese |
|  |  |  |  | ❑ | Any other background, please write in: |