**Application form**

In order to be considered for a position at William Morris Sixth Form, you must complete and return this Application form to our HR Department at recruitment@wmsf.ac.uk. For any tick boxes, double click the appropriate box and mark as ‘checked’ to indicate your answer. A curriculum vitae will not be accepted in place of a completed application form. Please note that the Sixth Form may carry out online searches on applicants as part of the shortlisting exercise (see the School's Recruitment, selection and disclosure policy and procedure' for further information).

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| **Position Applied for:** | **Start Date:** |

**Personal details**

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| Surname and Title |  |
| Forename(s) |  |
| Current address & postcode (Please provide your current address and all addresses within the last five years if more than one, continue on a separate sheet if needed) |  |
| Contact phone numbers |  |
| Email address |  |
| Date of Birth |  |
| National Insurance Number |  |
| Do you hold QTS?  If yes, provide date QTS obtained and your teacher number |  |
| Are you related to or have a close personal relationship with any student, employee, or governor of WMSF? |  |
| Do you require sponsorship (previously a work permit)? |  |
| Are there any special arrangements that you require if you are shortlisted? |  |
| Have you read the Sixth Forms Safeguarding Policy? |  |

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| **Please note: to comply with our statutory obligations, including those under the Asylum Immigration Act 1996, all applicants invited for interview will be asked to bring with them their passport or evidence of a National Insurance number** |

**Details of your Online Profile**

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| Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.  You (and all other candidates) are therefore required to provide the following information as part of your application:  · the social media platforms on which you have accounts;  · the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;  · any websites you are involved with, in or featured on or named on;  · any other publicly available online information about you of which the School should be made aware:  If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.  You are not required to provide account passwords or to grant the School access to private social media accounts.  If you are not shortlisted for the role, online searches will not be carried out on you |
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**Education**

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| **Secondary education** | | | |
| Please list all educational achievements, e.g. GCSE, ‘O’ level, ‘A’ level passes, etc. To comply with statutory obligations, you will be asked to provide documentary evidence of qualifications listed below at the interview stage. | | | |
| Date from  (mm/yy) | Date to  (mm/yy) | Name of institution | Qualifications gained, including  date and level achieved |
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| **Higher education** | | | |
| Please list all diploma, degree and professional qualifications. To comply with statutory obligations, you will be asked to provide documentary evidence of qualifications listed below at the interview stage. | | | |
| Date from  (mm/yy) | Date to  (mm/yy) |  |  |
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| **Relevant professional development** | | | |
| Please list the most significant professional development/activities you have attended in the last five years. | | | |
| Title | Organising body | Date  (mm/yy) | Duration |
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| **Other professional achievements, relevant experience, interests and skills** |
| Please outline any other relevant professional achievements (within or beyond school), interests and skills. Maximum 250 words. |
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**Employment details**

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| **Your current or most recent employment** | |
| Job title |  |
| Date started |  |
| Leaving date (if applicable) |  |
| Employers name and address |  |
| Notice period |  |
| Salary/Grade including allowances |  |
| Age range taught |  |
| Brief description of duties |  |

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| **Previous employment** | | | | | |
| Starting with the most recent first, include all periods of work including placements and voluntary work. | | | | | |
| School name and address | Name of local authority (where relevant) and status, e.g. maintained, trust, academy. | Job title and salary scale | Age range taught | Date from (mm/yy) | Date to (mm/yy) |
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**Gaps in Employment**

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| If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates (include month / year). |
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**Supporting statement**

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| Drawing upon your experience, skills, abilities and qualifications, explain how you meet each of the criteria, giving clear examples of how and why you meet them. Please do not exceed two sides of A4. |
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**References**

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| Please give the details of two people, one of whom should be your current employer. Please note, references will be requested prior to interview for all shortlisted candidates. | | | |
| Reference 1 | | Reference 2 | |
| Name |  | Name |  |
| Position |  | Position |  |
| Employer |  | Employer |  |
| Address |  | Address |  |
| Phone |  | Phone |  |
| Email |  | Email |  |

**Equal Opportunities**

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| William Morris Sixth Form aims to be a fair employer and is committed to equal opportunities. The Sixth Form does not discriminate against employees on the basis of gender, ethnic origin or disability |
| If you consider yourself disabled, please indicate the nature of your disability and any reasonable adjustments which may be necessary in order to enable you to attend or participate in any interview |

**Safer Recruiter**

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| **Prohibition from Teaching** |
| **The Sixth Form is not permitted to employ anyone to carry out “teaching work” if they are prohibited from doing so.** For these purposes ‘teaching work’ includes, planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils. The above activities do not amount to ‘teaching work’ if they are supervised by a qualified teacher or other person nominated by the Head  **The declaration below therefore asks you to confirm whether you are prohibited from carrying out ‘teaching work’. The Sixth Form will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching.** |

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| **Disclosure and barring Service checks, criminal record and Children’s Barred List** |
| Please be aware that the Sixth Form applies for an Enhanced Disclosure from the Disclosure and Barring Services (DBS) for all positions at William Morris. If you are successful in your application you will be required to complete a DBS Disclosure Application Form (online). Employment with the Sixth Form is conditional upon the Sixth Form being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the Sixth Form will be handled in accordance with any guidance and / or code of practice published by the DBS.  The Sixth Form will also carry out a check of the Children’s Barred List. Please be aware that it is unlawful for the Sixth Form to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration below therefore asks you to confirm whether you are barred from working with children.**  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the Sixth Form is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered “spent”) in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**  Having a criminal record will not necessarily prevent you from taking up employment with the Sixth Form. Instead, the Sixth Form will assess each case on its merits and with reference to the Sixth Form’s objective assessment criteria set out in the Sixth Form’s ‘Recruitment, Selection and Disclosure Policy’ |

**Declaration**

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| William Morris Sixth Form is committed to safeguarding and promoting the welfare of its young people and requires all staff and volunteers to share this commitment.  **I can confirm that I am not named on the Children’s Barred List or otherwise disqualified from working with children - YES**  **I confirm that I am not prohibited from carrying out ‘teaching work’ ☐** (only tick box if the role involves teaching) – **N/A**  **I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and / or pseudonyms) and I have not knowingly withheld any information - YES  I confirm that the information I have given on this form is true and correct to the best of my knowledge - YES**  **I understand that providing false or misleading information which could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence - YES**  Please note: where this form is submitted electronically and without signature, electronic receipt of this form by the Sixth Form will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration. | |
| Signature |  |
| Print Name |  |
| Date |  |

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| **Statement of Data Protection** |
| It is the Sixth Form’s policy to employ the best qualified personnel and to provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  If your application is successful, the Sixth Form will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment and for 6 years thereafter. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.  The Sixth Form will process personal data about you in accordance with the General Data Protection Regulation, Data Protection Act 2018 (as each is amended or superseded) and other related legislation. If you become an employee of the Sixth Form, this information will be used for personnel administration purposes. If you do not become an employee, the information will be destroyed.  We will process your personal data:  (i) As set out in this Section, and in the Sixth Forml’s Privacy Notice which is available on our website as may be amended from time to time;  (ii) In order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirements; and  (iii) To perform our obligations under any future contract of employment with you and where otherwise reasonably necessary for the Sixth Forml’s purposes |

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| **Where did you hear about this role?** |
| Newspaper (please specify which one) **☐** ………………………..    Agency (please specify which one) **☐** ..…………………………..  School website **☐**  Friend **☐**  TES - On line - YES  On line job board (please specify which one) **☐** ………………………  Other (please specify) **☐** ……………………….  In addition to the above do you use any other sites or newspapers to search for jobs?  (Please specify) ………………………………………………………………………………………….. |