**CONFIDENTIAL**

**WREN ACADEMY**

**STUDENT SERVICES STAFF APPLICATION**

(ALL SECTIONS MUST BE COMPLETED ELECTRONICALLY)

**APPLICATION FORM 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. **APPLICANT’S PERSONAL DETAILS** | | | | | | | | | | |
| TITLE: (Mr, Mrs, Ms, etc) | | | | | ADDRESS FOR ALL CORRESPONDENCE: | | | | | |
| SURNAME: (in capital letters) | | | | |
| PREVIOUS SURNAME(S): (if any) | | | | | DATE OF BIRTH: | | | | | |
| FIRST NAME: (in capital letters) | | | | | HOME TELEPHONE NUMBER: | | | | | |
| WORK TELEPHONE NUMBER: | | | | | MOBILE NUMBER: | | | | | |
| E-MAIL ADDRESS: | | | | | NATIONAL INSURANCE NUMBER: | | | | | |
| 1. **CURRENT EMPLOYMENT** | | | | | | | | | | |
| PRESENT POST: | | | | | DATE APPOINTED: | | | | | |
| NAME OF EMPLOYER: | | | | | LOCAL EDUCATION AUTHORITY (if applicable): | | | | | |
| ADDRESS: | | | | | RESPONSIBILITIES: | | | | | |
| 1. **CURRENT SALARY** | | | | | | | | | | |
| SALARY: (BASIC) (Please give spine point if applicable) | | | | | | ADDITIONS: (Total of any allowances, bonus etc) | | | | |
| 1. **OTHER EMPLOYMENT (PLEASE START WITH EARLIEST APPOINTMENT)** | | | | | | | | | | |
| EMPLOYER: | | FROM | | TO | | | POST HELD AND RESPONSIBILITIES: | | | |
| **5. PLEASE ACCOUNT FOR ANY TIME SINCE LEAVING SCHOOL WHICH IS NOT INCLUDED IN YOUR EMPLOYMENT HISTORY ABOVE** | | | | | | | | | | |
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| 1. **EDUCATION AND QUALIFICATIONS** | | | | | | | | | | |
| SECONDARY SCHOOL(S) AND ADDRESS | FROM | | TO | | | | | EXAMINATIONS PASSED WITH GRADES | | DATES |
|  |  | |  | | | | |  | |  |
| COLLEGE OF FURTHER EDUCATION | FROM | | TO | | | | | EXAMINATIONS PASSED WITH GRADES | | DATES |
|  |  | |  | | | | |  | |  |
| UNIVERSITY OR POLYTECHNIC | FROM | | TO | | | | | DEGREE/CLASS | PRINCIPAL SUBJECTS | |
|  |  | |  | | | | |  |  | |
| OTHER QUALIFICATIONS | | | | | | | | GRADE/CLASS (if applicable) | DATE OF AWARD | |
|  | | | | | | | |  |  | |
| 1. **PROFESSIONAL DEVELOPMENT** | | | | | | | | | | |
| TRAINING COURSES ATTENDED DURING THE LAST THREE YEARS | | | | | | | | | | |
| COURSE TITLE (and award if gained) | | | | | | | | PROVIDER | DATE | |
|  | | | | | | | |  |  | |
| 1. **OUTSIDE INTERESTS** | | | | | | | | | | |
|  | | | | | | | | | | |
| 1. **SUPPORTING STATEMENT** | | | | | | | | | | |
| Please provide, on separate sheets, a statement in support of your application. This should be typed in font size 12 and be no more than two sides of A4 in length. | | | | | | | | | | |

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| 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 | | |
| 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 PRESENT 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 tick this box if you do not wish to be contacted in this way 🞏  Please state where (or how) you first learned of this vacancy:  Our normal practice is to take up references prior to interview. | | |
|  | | |
| 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 undergo 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: |