

**LORD WILLIAMS’S Guidance Notes — Job Application Form in Microsoft Word Format**

This form should only be used to make applications for advertised vacancies at Lord Williams’s School.

You are advised to save this form to your hard drive so it can be completed in your own time and at your own pace. To save it, click on “**File**”, then “**Save As…**” and finally click the **Save** button (you can change the filename and location if you wish).

**How to submit your job application form**

1. Please fill in the pages that follow. The 🞸 symbol indicates fields that must be completed before submitting this form.

The form is designed for completion using **Microsoft Word** or a compatible word processing program.

Use the grey text areas and selection boxes to complete the form. The grey text areas (fields) will expand to accommodate information such as an address. Within the fields you can use the **Enter** key to start a new line. You can use the **Tab** key to move to the next field on the form. Each form field displays additional information in Word’s status bar at the bottom of the screen. Press the **F1** key for further help with each field.

If you wish to include more information than can be contained in the form fields (for example, more than four previous jobs), please put any additional information in the "*Relevant Skills and Experience*" section.

Please help us to meet our statutory requirements by completing the Equal Opportunities section of the application form.

1. Save the document in either Word 2007 or pdf format
2. When you have finished, attach the document to an email, and return it to **personnel@lordwilliams.oxon.sch.uk**
3. Alternatively you can print the completed document and send it by post to the address given in the information pack.

Please note: **we DO NOT accept CVs**.

If you need to change your application after it has been submitted (for example, to change a referee's contact information) please contact us **before** sending a second copy of your application form.

**Note** our email is not encrypted. However, Lord Williams’s School ensures that only staff who have a business reason to look at your information or data can do so. Staff cannot look at your information or data for personal reasons or out of curiosity. We will comply with the Data Protection Act 1998 in connection with our obligations under the Terms. You should be aware that owing to the nature of email your data may pass through countries that do not have comparative data protection laws.

 **Application for Employment**

**Safer Recruitment and School Support**

**CONFIDENTIAL**

Please read the Guidance Notes above before completing this form

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| **Post details** | | |
| Post applied for | | 🞸 |
| **Personal details** | | |
| Title (Mr, Mrs, etc.) | 🞸 | |
| First name | 🞸 | |
| Middle name(s) |  | |
| Surname (family name) | 🞸 | |
| All previous surnames | 🞸 | |
| National Insurance number |  | |

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| **Address details** | |
| Address | 🞸 |
| Postcode | 🞸 |
| Mobile phone | 🞸 |
| Home phone | Area code       number |
| Email address | 🞸  (Our main method of contacting you will be through the e-mail address you provide here) |

(form continues below)

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| **Current employment or occupation** | | | | |
| **Job Title** (or course details if currently a student) |  | | | |
| **Employer’s name and address** (or school/ college/ university) |  | | | |
| **Current salary** (If part time include percentage of full time) |  | | | |
| **Date started** (month/ year) | **Month** |  | **Year** |  |

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| **Previous employment or occupation** | | | | |
| Please give a full history, **in chronological order, starting with your most recent occupation** and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record these providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide start and end dates for all occupations. If you have further periods please place on a numbered continuation sheet. | | | | |
| Job title or Occupation | Organisation/Company name | Date started **(month/year)** | Date left **(month/year)** | Reason for leaving |
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|  | **Qualifications** | | | | |
| Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications). If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.  If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.  Name at time of qualification (if different) | | | | | |
| Name of qualification | | Subjects Taken | Grade achieved | School/ College/ University attended | Date awarded (month/ year) |
| Example  GCSE | | English/Biology/  French/PE | B | Lord Williams’s School | June 2005 |
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| **Membership of professional bodies** | | | |
| Please give details of any professional bodies to which you belong | | | |
| Name of professional body | Level of membership | Membership number | Date of membership |
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| **Training** | |
| Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section. | |
| Name of course | Date completed (month/ year) |
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| **Relevant skills and experience** |
| Please read the Person Specification and then show by giving examples, any experience, behaviours and skills as to how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.    **Please use text field below to describe your relevant skills and experience. This field will expand as necessary to contain your details**    . |

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| **Referees** | | | |
| Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend**. If you are (or have recently been) employed, one **must** be your current or last employer.  If you are (or have recently been) a student, one should be a senior staff member from your place of study.  If you are not currently working with children or young people but have done so in the past, one referee should be from a senior manager in that organisation.  **Please note that we take up references for all shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview.** | | | |
| **Referees:** | 🞸**Referee 1**  **(Current or most recent line manager)** | 🞸**Referee 2** | **Referee 3** |
| Title | 🞸 | 🞸 |  |
| Full Name | 🞸 | 🞸 |  |
| Job Title | 🞸 | 🞸 |  |
| Organisation Name | 🞸 | 🞸 |  |
| Address | 🞸 | 🞸 |  |
| Postcode | 🞸 | 🞸 |  |
| Contact Telephone No. | 🞸 | 🞸 |  |
| Email address | 🞸 | 🞸 |  |
| In what capacity are you known to this referee? | 🞸 | 🞸 | 🞸 |
| May we contact this referee without further authority from you? | 🞸 | 🞸 |  |

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| **Additional details** | |
| Is anyone in your household or family an employee or governor of Lord Williams’s School?  🞸  If you have answered "Yes" to the question above, please provide details: | |
| Do you have the right to work in the United Kingdom | 🞸 |
| If you have answered No to the question above, do you require sponsorship under the UK points based registration system? | 🞸 |
| When would you be available to start work? |  |

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| **Convictions policy** |
| Lord Williams’s School applies the Safer Recruitment in Education standard to all appointments.  It is Lord Williams’s School’s policy that you declare any un-spent convictions when you are applying for a job with us. We are asking for this information because we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the school’s care who are receiving it’s services. The policy states clearly that only relevant convictions are taken into account.  Because of the nature of the work for which you are applying we also need you to declare any spent convictions if they appear on the list of offences relevant to safeguarding children and vulnerable adults. This list is available at [www.gov.uk/government/news/dbs](http://www.gov.uk/government/news/dbs). Please check this list carefully. If your application is successful and you did not disclose any convictions or other sanctions it could result in dismissal or disciplinary action being taken against you. Any information you give will be completely confidential and will be considered only in relation to the job for which you are applying.  Please note that any offer of employment will be subject to a satisfactory disclosure certificate from the Disclosure and Barring Service (DBS) (previously known as CRB). |

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| **Convictions** | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.  For further information on the Rehabilitation of Offenders Act go to:  [www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\_20131198\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)  [www.gov.uk/government/news/disclosure-and-barring-service-filtering](http://www.gov.uk/government/news/disclosure-and-barring-service-filtering) | | 🞸 |
| If "Yes", please give details including the offence and the date: | | |
| **Details** | **Date (dd/mm/yyyy)** | |
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| **Prosecutions pending** | |
| Do you have any prosecutions pending? | 🞸 |
| If "Yes", please give details and proposed date of hearing: | |
| **Details** | **Date of hearing**  **(dd/mm/yyyy)** |
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| **Data Protection Statement** |
| Lord Williams’s School will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above**.  If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes.   Under the Data Protection Act 1998 you have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact the Headteacher, Lord Williams’s School, Oxford Road, Thame, OX9 2AQ Tel: 01844 210510. |

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| **Declaration** | | | |
| **You cannot sign this form on screen.** By entering your full name and submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge.  **You may be required to sign your application at a later stage of the selection process**.  The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document. | | | |
| Full Name |  | Date | /     / |
| Signed |  | Date |  |

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| **Equal opportunities** |
| Lord Williams’s School is an equal opportunity employer and is committed to promoting equality and social inclusion. Lord Williams’s School operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help Lord Williams’s School monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.  This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment. |

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| **Personal details** | |
| Surname (family name) | 🞸 |
| First name | 🞸 |
| Age Range | 🞸 |
| Gender | 🞸 |
| Sexual Orientation | 🞸 |
| Do you consider that you have a disability? | 🞸 |
| Religion and/or belief | 🞸 |
| Are you employed by Lord Williams’s School ? |  |
| To which of the following groups do you consider you belong? | 🞸 |

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| Where did you see this post advertised, please specify the name of the publication/website |

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| **Information for candidates with a disability** |

Lord Williams’s School welcomes applications from all sectors of the community, including candidates with a disability.

Oxfordshire Employment Service (an Oxfordshire County Council Service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 815809 or email oes@oxfordshire.gov.uk.

The Equality Act 2010 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

You can obtain further advice from the Equality and Human Rights Commission [www.equalityhumanrights.com](http://www.equalityhumanrights.com) Tel: 0808 800 0082

**Arrangements if selected for interview**

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| Please give details below of any adjustments which would need to be made in order for you to attend if you are selected for interview  e.g. Interview information on audio tape, in large print format, wheelchair accessible location |

**Arrangements if appointed**

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| Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed. |