



Part 1: Employment Application Form

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Position Applied For:	
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1. Personal Details

Title:	Surname:	Forename:
Date you are able to commence duty (DD/MM/YYYY):		
Home Address:		Contact number:
		Mobile: Home:
		Email address:

Eligibility to work in the UK

Are you free to remain and take up employment in the UK? **Yes** **No**

Do you require a work permit to work in the UK? **Yes** **No**

Are you a Swiss/EEA citizen? **Yes** **No**

If "Yes" to the above, do you have settlement or pre-settlement status?* **Yes** **No**

**Please note UK and Irish citizens are not required to obtain settlement status.*

If you are selected for an interview, and before you can commence employment, you will need to provide documentary evidence that you are entitled to work in the UK.

2. Work History

Current/Most Recent Employment:

Name, address and telephone number of employer:	
Job title and summary of responsibilities:	



Start date and end date (if applicable) of this post:	
Salary (include payscale if school based):	
Notice Period, if appointed:	
Reason for leaving:	
If you are/were in a school based role, please answer the following:	
Type of school:	Pre-School <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> College <input type="checkbox"/> Boys: <input type="checkbox"/> Girls: <input type="checkbox"/> Mixed: <input type="checkbox"/> Age range: _____ Number on Roll: _____
Type of school: (E.g. Community, Local Authority, Aided, Academy, Foundation, Free School, Independent, etc.)	
Subjects/age groups taught, if applicable:	

Other Employment History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title or position	Name and Address of Employer and brief summary of duties	Number on roll and type of school, if applicable	Full or part-time	Dates (DD/MM/YYYY)		Reason for Leaving & Salary on leaving (£)
				From	To	

Please enclose a continuation sheet if necessary.

Please account for any gaps in your employment record:

Have you lived or worked outside of the UK for a continuous period of 3 months or more in the last 5 years? If you have, please provide dates, locations and purpose of your stay.

3. Education & Training

Secondary & Higher Education

Please provide a full history in date order, most recent first, of your education and qualifications obtained, including your secondary education. Your qualifications will be reviewed in line with the person specification of the role applied for.

Name and address of Institution	Dates (DD/MM/YYYY)		Full or part-time	Courses/subjects taken and passed	Date of examination and qualifications obtained	Age groups for which trained (if applicable)
	From	To				

If any course you have taken has been extended beyond the normal period, state reason and period of extension. Please also account for any gaps in your education.



If applicable, in line with your educational history above, confirm:	
Name of Teacher Training Institute	
Date of QTS Qualification	
Teacher Reference No	

In Service Training and/or Other Qualifications Obtained

Please supply details of In Service Training and other relevant qualifications undertaken in the last five years and list on a separate sheet then attach to this form.

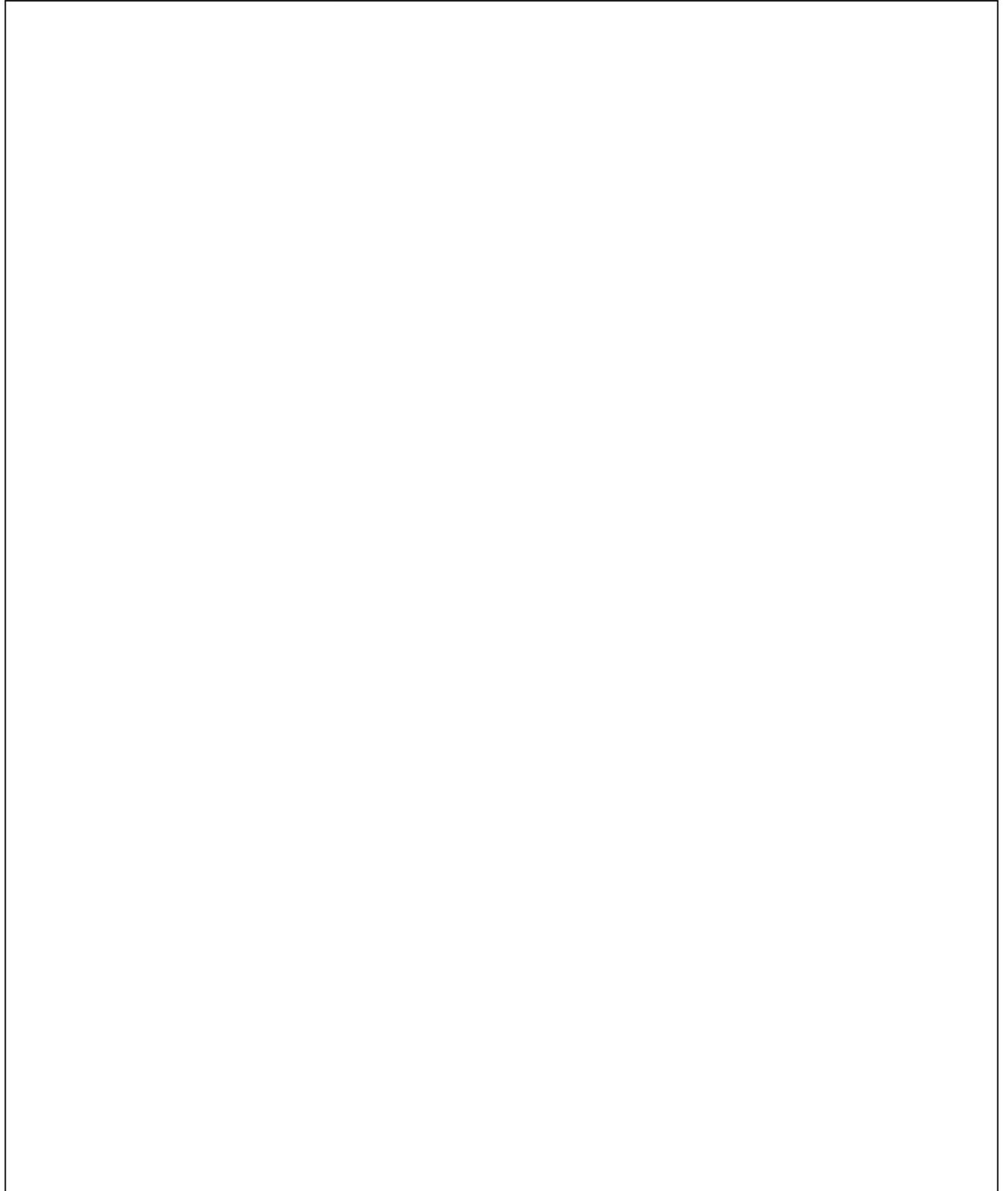
Subject	Organising body	Date(s)	Duration

4. Supporting Statement

<p>In addition, you are asked to provide a supporting statement of no more than 1000 words (1-2 pages maximum) using the space below, detailing:</p> <ul style="list-style-type: none"> • Why this particular post attracts you? • How your skills and experience fit you to the post and the contribution you could make • Refer to the School's and/or Trust's Ethos and how you meet the requirements set out in the person specification in your answer, where possible.



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5. References

Please provide details of two people to whom reference may be made. The first referee should be your present or most recent employer, be it the Headteacher or equivalent person. If any of your references relate to your employment at a school or college, your referee must be the Headteacher or Principal. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry.

References will not be accepted from relatives or people writing solely in the capacity of friends. We may request references on shortlisted candidates prior to interview.

Referee 1

Title and full name:		Telephone number:	
Address and postcode:		Email address:	
Job title:		Relationship to applicant:	
I consent to this reference being requested before interview. Yes: <input type="checkbox"/> No: <input type="checkbox"/>			

Referee 2

Title and full name:		Telephone number:	
Address and postcode:		Email address:	
Job title:		Relationship to applicant:	
I consent to this reference being requested before interview. Yes: <input type="checkbox"/> No: <input type="checkbox"/>			

Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate.
- Details of the applicant's current post and salary.
- Performance history.
- All formal time-limited capability warnings which have not passed the expiration date.



- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns.
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

6. Additional Information

Equalities and Diversity

The Wandle Learning Trust values the diversity of our students and is proud to inspire them through representative teaching and support staff. We aim to select all staff on merit, irrespective of race, sex, disability, age, gender reassignment, sexuality or other protected characteristics under the Equality Act 2010. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete the monitoring form in Part 2 of this form and return it with their application; however, completion is optional.

The Academy welcomes applications from disabled candidates. If you have a disability, please indicate any adjustments we might make in order to ensure that the shortlisting process is fair and meets your needs.

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Where did you learn of this vacancy?	
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7. Other Key Information

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the Trust’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice.

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into



consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

Online Searches Following Shortlisting

In line with the statutory guidance document Keeping Children Safe in Education (2022) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

The purpose of the online search is to uncover any information that may suggest the candidate is:

- a potential safeguarding risk
- their appointment may damage the reputation of the school or;
- they are unqualified for the role they have applied for

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who not involved in any other aspect of the recruitment process. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:

- A Google search of the candidate’s name linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles

Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in the Trust’s Privacy Notice and Data Retention Policy. Details of the Data Protection in our organisation is available on our website and you can contact them with any questions relating to our handling of your data.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website .

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

Notes

Last revised: January 2022



- a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

8. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in the post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with the data protection guidelines above, and in particular that checks may be carried out to verify the contents of my application form.

By signing the below I consent to my named referees being contacted in accordance with section 5 above.

Signature of applicant:	
Print name:	
Date:	

If you do not hear from us within two weeks of the closing date, please assume that your application has not been successful on this occasion.

It is the Trust's policy to retain all applications forms for unsuccessful applicants for a period of six months after which time they are securely destroyed.

All information you send to us is strictly confidential and will be used for the purposes of this recruitment process only. It will be processed and held in accordance with the principles of the Data Protection Act 2018 and GDPR statutory guidance.



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PLEASE SCROLL DOWN TO OUR EQUALITIES AND DIVERSITY FORM



Part 2: Equality and Diversity Monitoring

This section will be separated from part 1. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Completion of this form is entirely optional and any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR).

Full Name		Role Applied for	
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Ethnicity	Workforce census code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy / Roma	
	WOTH	Any other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Any other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Any other Asian background	
Black or Black British	BCRB	Black – Caribbean	
	BAFR	Black – African	
	BOTH	Any other Black background	
Other ethnic group	ARAB	Arab	
	CHNE	Chinese	
	REFU	Refused/Prefer Not to Say	
	OOth	Any other ethnic group	

Assigned Gender	Please tick
Female	
Male	
Prefer not to say	

Gender Identity	Please tick
Female	
Male	
Transgender	
Other, please state here:	
Prefer not to say	

Do you consider you have a disability?	Please tick
Yes - Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long-standing illness	
Other	
Prefer not to say	

Religion or belief	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Please write in the box)	
Prefer not to say	