



Walsall Academy

Lichfield Road, Bloxwich, Walsall WS3 3LX

CONFIDENTIAL

Application Form for Non-Teaching Post

Please complete in full – CVs will not be accepted

Post for which you wish to be considered:

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1. Personal Details

Title:	Surname:
Forename(s):	Middle Name(s):
Address:	
Daytime Tel No.:	Evening Tel No.:
Email:	Mobile No.:
N.I. No.:	
Are you in receipt of an Occupational Pension:	

2. Education and/or Training

Please provide details of your education and/or training from secondary school through to adult training. Please name any institute or professional body in full, rather than using initials.

School / College / University	Course	Dates

3. Qualifications

Please provide details of your qualifications gained, including grades, from secondary school to current time.

Qualifications	Grade / Level	Date of Award

4. Employment

Please provide details of ALL your full employment profile, commencing with your current position and including any part-time and unpaid work.

Title of post held	Employer (Organisation name & full address)	From (Date)	To (Date)	Salary including allowances	Reason for leaving

Please continue on a separate sheet if necessary

5. Relevant Courses attended during the last three years

Course	Organised by	Dates	Duration

6. Additional Information

Please provide a separate statement explaining how your education and experience meet the requirements of this post, and adding any further information which supports your application.

7. References

Please give the name, address and status of two persons who can support your application and who have agreed to their names being used. Unless there are good reasons to the contrary, **one of the referees should represent your present employer.**

If you are currently employed in a School, one referee **must** be the Headteacher.

References will be obtained prior to an interview date.

Reference 1

Name:

Job Title:

Relationship to referee:

Organisation Name and Address:

Postcode:

Tel:

Email:

Reference 2

Name:

Job Title:

Relationship to referee:

Organisation Name and Address:

Postcode:

Tel:

Email:

I give consent for references to be requested from the above-named people:-

Signed

Date

8. Protection of Children

Please note that applicants will be subject to a Disclosure and Barring Service (DBS) Check in the event of the individual being offered the position.

Only those who pass a DBS Check will be able to take up the post. Please check our recruitment policy statement on the employment of ex-offenders.

Please Tick for Yes

I confirm that I understand I will need to pass a DBS Check

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Keeping Children Safe in Education (KCSiE) 2023 refers to the role of online searches as part of due diligence within the recruitment process. In response, all short-listed candidates will undergo an online search prior to interview.

By signing this declaration I confirm that I have read and understood the General Privacy Notice which can be found at <https://www.walsallacademy.com/wp-content/uploads/General-Privacy-Notice.pdf> and consent to my personal data being processed for the purposes of recruitment, in line with the General Data Protection Regulation.

I declare that the information I have given on this form and additions is correct.

Signed

Date

Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise they may assume that, on this occasion, their application has been unsuccessful. However, career opportunities may emerge in the future within the Thomas Telford Multi Academy Trust. If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies **and** happy for us to share your completed application within our family of schools: Madeley Academy, Sandwell Academy, Thomas Telford UTC and Thomas Telford School.

Please Tick

YES

☐

NO

☐

For marketing purposes only, how did you find out about this vacancy (please tick):-

	Local newspaper
	Local newspaper website
	Search engine
	Walsall Academy website
	Thomas Telford Leadership & Teaching Opportunities website (https://schoolvacancies.net/)
	"Word of mouth" friend/colleague/relative
	Other, please state:

Please return completed Application Form and attached Monitoring Form to:

Mr S Topper – Headteacher
Walsall Academy
Lichfield Road, Bloxwich, Walsall, West Midlands WS3 3LX
Email to: applications@walsallacademy.com



Walsall Academy

Lichfield Road, Bloxwich, Walsall WS3 3LX

Monitoring Form

This information is kept separate from the rest of your Application Form and is not seen by anyone involved in the selection process.

Please complete in BLOCK CAPITALS

Post Title:	
Full Name of Applicant:	
Previous Name(s):	
Preferred Title:	
Date of Birth:	

Please tick as appropriate:

Age	16-18		19-35		36-49		50-59		60-65		Over 65	
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Disabilities:

Do you consider yourself to be disabled? **Yes** **No**

If **Yes** please provide details:

Ethnic Origin:

Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Any other Asian Background	

Black or Black British	
Caribbean	
African	
Any other Black Background	

Mixed	
White & Black Caribbean	
White & Black African	
White & Asian	
Any other Mixed Background	

White	
British	
Irish	
Any other White Background	

Other Ethnic Group (Please specify)

How did you find out about this vacancy?