

Job Application Form



Section 1: Personal Details

Vacancy Job Title

Surname/Family Name

Forename/s

Title

Previous names/surnames/family names

Address

Postcode

Home telephone number

Mobile telephone number

Email

Work telephone number

May we call you at work? **Yes** **No**

National Insurance Number

If applying for a teaching position do you hold QTS? **Yes** **No**

Teacher Number

Section 2: Employment History

From (MM/YYYY) To (MM/YYYY) Full or Part time
M M Y Y Y Y M M Y Y Y Y

Position Employer's name and address

Telephone number A brief description of duties and responsibilities

Salary on leaving Reason for leaving

Section 2: Employment History

From (MM/YYYY) M M Y Y Y Y	To (MM/YYYY) M M Y Y Y Y	Full or Part time
Position	Employer's name and address	
Telephone number	A brief description of duties and responsibilities	
Salary on leaving	Reason for leaving	

Section 3. Education

Starting with the most recent, please provide accurate details, dates and grades for the educational establishments and qualifications relevant to the job you are applying for, and include any listed in the person specification. Please note that shortlisted applicants may be required to bring to the interview or selection process the original certificates of all qualifications listed (please continue on a separate sheet if necessary and attach it to your form).

Further Education

From (MM/YYYY)	To (MM/YYYY)
M M Y Y Y Y	M M Y Y Y Y
Name of college/university	Qualifications details and grades obtained

From (MM/YYYY)	To (MM/YYYY)
M M Y Y Y Y	M M Y Y Y Y
Name of college/university	Qualifications details and grades obtained

Secondary Education

From (MM/YYYY)	To (MM/YYYY)
M M Y Y Y Y	M M Y Y Y Y
Name of school	Qualifications details and grades obtained

Section 5. Further information on knowledge, skills, abilities and experience

Please use this space, with separate sheets attached as necessary, to tell us how you meet the job requirements that are listed in the person specification. You must address ALL the items in the list to enable us to assess your suitability to be shortlisted and put forward for the selection process.

You must give clear, relevant examples of your experience, skills and knowledge when addressing each requirement. Your evidence may include skills and experience gained in employment, voluntary work, community or leisure activities.

Do not attach a CV as it will not be considered.

Section 6. Referees

Please provide full details of two referees: one must be your present or most recent employer and the other should be a previous employer. If you have not been in paid employment please give the name of the head of education or training establishment that you attended and/or the manager of a voluntary group for whom you have worked. Please note: The Trust reserves the right to seek a reference from any previous employer / school/ college or university and take up more than two references. We may wish to take up references prior to interview.

If you are shortlisted:

May we contact your first referee prior to interview? **Yes** **No**

May we contact your second referee prior to interview? **Yes** **No**

Name of first referee

Organisation

Job Title

Address

Relationship with referee (eg line manager)

From (MM/YYYY)

To (MM/YYYY)

M M Y Y Y Y

M M Y Y Y Y

Telephone number

Email

Name of second referee

Organisation

Job Title

Address

Relationship with referee (eg line manager)

From (MM/YYYY)

To (MM/YYYY)

M M Y Y Y Y

M M Y Y Y Y

Telephone number

Email

Section 7. Relationship

Are you related to, or do you have a friendship or a close personal/business association with any Trustee or any employee of the Wandle Learning Trust?

Yes **No**

If YES please complete this section. You may attach an additional sheet if necessary.

Trustee/Employee name	Relationship
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Section 8. Employment Restrictions

a. Visa

Are there any restrictions or conditions affecting your ability to take up or remain in employment in the UK? Eg do you require a work permit? Are you a highly skilled migrant or a working holidaymaker?

Yes **No**

If YES, please give details (including, if you are already in the UK, details of your current employer, visa/leave to remain, expiry date, certificate of sponsorship number and tier under which you are employed), or if you are an EU citizen please provide your Right to Work number.

Section 9. Declaration

The Trust is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Providing any misleading or false information to support your application or canvassing Trust or employees of The Wandle Learning Trust for an appointment will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph.

DATA PROTECTION ACT 1998

I understand that the information given on this form will be used by The Trust for:

- The purpose of processing my application for employment
- Monitoring the Trust's employment policies; and if my application is successful,
- Recording information relevant to my employment

I understand that any information given relating to racial or ethnic origin, physical or mental health and criminal convictions constitutes sensitive data as defined by Section 2 of the Data Protection Act 1998.

I hereby consent to the processing by The Trust for the purposes set out above of all information given by me including such information as constitutes sensitive data.

Signature of Applicant

Date (DD/MM/YYYY)

D D M M Y Y Y Y

Please note: if you are completing this application electronically, you will be asked to sign the form if you are invited to an interview

Section 10. Equal Opportunities: Recruitment Monitoring Form

To ensure that recruitment and selection is being carried out fairly and to help check that The Trust's Equal Opportunities in Employment policy is working, the Trust records the race, gender, disability and age of people who apply for its jobs.

You are asked to answer the following questions. Thank you for your assistance.

Post applied for

Family Name

Forename

Date of Birth (DD/MM/YYYY)

Gender

D D M M Y Y Y Y

Male Female Prefer not to say

Please state how you found out about this post

Publication (please specify)

Internet (please specify)

Are you currently employed by Wandle Learning Trust? **Yes** **No**

Ethnicity

1. White British Irish

Any other White background, please specify eg European

2. Mixed White and Black Caribbean White and Black African White and Asian

Any other mixed background, please specify

3. Asian or Asian British Indian Pakistani Bangladeshi

Any other Asian background, please specify

4. Black or Black British Caribbean African

Any other Black background, please specify

5. Chinese or other ethnic group

Chinese Any other, please specify

Section 11. Disability

The Trust is keen to encourage disabled people to apply for jobs within its schools, the following information is sought for three reasons:

- i. to underpin our commitment to the 'Disability Symbol' – in particular we need to make sure that disabled applicants are shortlisted if they meet the minimum criteria – those listed as 'essential' on the person specification;
- ii. for monitoring purposes; and
- iii. to determine any help you may require at the selection stage

Do you consider yourself to have a disability which is defined in the Equality Act 2010 as a 'physical or mental impairment and the impairment has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'?

Yes **No**

If YES please indicate the nature of your disability:

Is there anything we need to know about your disability in order to ensure that the selection process is fair to you?

Yes **No**

If YES please give details:

Equal Opportunities In Employment Policy

Please return the completed form together with your application form.

This Trust operates the following Equal Opportunities in Employment policy which has been jointly agreed with representatives of its staff:

“It is the policy of the School that there be equal opportunity for employment in its service and equitable terms and conditions for all staff, and that all employees be recruited, trained and promoted on the basis of their ability, their fitness for the work and the requirements of the job.”

The Governing Body instructs the Headteacher and all members of staff carrying out duties on behalf of the Governing Body, and as an employer:

- a) To ensure that the terms of the Equality Act 2010 and this Policy are observed, and that no unlawful discrimination is permitted on grounds of religion or belief, colour, race, nationality or ethnic or national origins, marital status, sex, sexual orientation, disability or age.
- b) To ensure a positive attitude towards equality of opportunity and the administration of staff policies to that end.