

**For office use:**Application Reference No:
Date received:
Shortlisted for interview: Yes No

**Wickersley Partnership Trust (WPT) Employment Application Form**

Please ensure you complete ­all section of the application form. Please note that providing false information will result in your application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the Police. Checks may be carried out to verify the contents of your application form. WPT has a safer recruitment policy; to adhere to this, each Offer of Employment is subject to satisfactory Reference Background checks, an Enhanced DBS Check, medical checks and evidence of the Right to Work in the UK. All appointments are subject to a 6-month probationary period. Canvassing, directly or indirectly, an employee or Governor will disqualify the application.

WPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| **VACANCY DETAILS:** |
| **Vacancy Job Title:** |  |
| **Location:** |  |
| **Closing Date:**  |  |
| **How did you find out about this vacancy?** |  |
|  |
| **APPLICANT DETAILS:** |
| **Title:** |  |
| **Forename(s):** |  |
| **Surname:** |  |
| **Address:****Postcode:** |  |
| **Home telephone number:** |  |
| **Mobile number:** |  |
| **Email address:** |  |
| **National Insurance Number:** |  |
| **Do you require sponsorship? (previously a work permit)** | Yes [ ]  No [ ]  |
| **Name and address ofcurrent/most recent employer:** |  |
| **Type of educational establishment:**(if applicable) |  |
| **Subject/Key Stage taught**: (if applicable) |  | **Number of pupils on roll:**(if applicable) |  |
| **Current Job Title:** |  |
| **Date appointed to post:** |  |
| **Current Salary:** |  |
| **Date available to commence employment with WPT:** |  |
| (Please provide any contractual notice period(s) if applicable) |  |

**EMPLOYMENT HISTORY:** Please provide a full history in date order (most recent first), including your current/most recent employment, since leaving secondary education of part time and full time employment, any work experience and unpaid voluntary work. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. Please enclose a continuation sheet if required.

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| **Job Title** |  |
| **Name and address of employer** |  |
| **Employment dates:** | **From:** |   | **To:** |  |
| **Reason for leaving:** |  |
| **Type of educational establishment:** (if applicable) |  |
| **Number of pupils on roll:**(if applicable) |  |
| **Type of employment:** (Part/Full Time etc.) |  |
| **Brief description of duties/experience gained:** |  |
|  |
| **Job Title** |  |
| **Name and address of employer** |  |
| **Employment dates** | **From:** |  | **To:** |  |
| **Reason for leaving:** |  |
| **Type of educational establishment:** (if applicable) |  |
| **Number of pupils on roll:**(if applicable) |  |
| **Type of employment:** (Part/Full Time etc.) |  |
| **Brief description of duties/experience gained:** |  |
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| **Number of pupils on roll**(if applicable) |  |
| **Type of employment** (Part/Full Time etc.) |  |
| **Brief description of duties/experience gained** |  |

**EDUCATION AND TRAINING** (please use extra sheets if necessary)
(All relevant certificates will be checked at interview)

**SECONDARY EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of School** | **From** | **To** | **Subject** | **Qualification**(e.g. GCSE or equivalent etc.) | **Grade achieved** |
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**FURTHER OR HIGHER EDUCATION:** (Please provide details of any recognised qualifications or courses attended which are relevant to the job application.)

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| **Name of College/ University/ Awarding Body** | **Date From** | **Date To** | **Subject/Course:**(Please indicate if full or part time.) | **Qualification achieved** | **Date of Award** |
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**RELEVANT PROFESSIONAL DEVELOPMENT:** (Please list relevant courses attended/delivered in the past 3 years)

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| **Other Relevant Professional Development e.g. Courses, Programmes** (Other than above) | **Trainee/Trainer** | **Length of Course/Programme** | **Qualification achieved** (if applicable) | **Date of award** |
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**TEACHER AND HEADTEACHER POSTS ONLY:**

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| **DfE Teacher Number:** |  | **Date of Award of QTS:** |  |
| **Date of completion of statutory induction (Newly Qualified Teachers) or number of terms completed:** (if applicable) |  |
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| **National Professional Qualification for Headship – Please give details:** (From 8th February 2012 the NPQH became optional for appointments as a Headteacher in a School. However, prospective employees are entitled to prefer candidates with NPQH.) |
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**INFORMATION IN SUPPORT OF APPLICATION:** (Please enclose a continuation sheet if required.)

Please include:

* Why you are applying for this position
* Any information which you consider relevant that you have not already mentioned
* How you meet the competencies for the role

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**REFEREES**

**It is normal practice to take up references on shortlisted candidates prior to interview. This is in in line with the most recent version of Keeping Children Safe in Education statutory guidance. If you are shortlisted and do not consent to us requesting references prior to your interview, please let us know.**

* All applicants must provide details of 2 people whom reference may be made.
* If the post you are applying for involves working with children, but you are not currently working with children, please provide a third referee from your most recent employment involving children.
* Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired”, and whether you have been the subject of any Child Protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.
* **References cannot be accepted from relatives or from people writing solely in the capacity of a friend.**

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| **First referee – this must be your current or most recent employer** |
| **Title and Name:** |  |
| **Address:****Postcode:** |  |
| **Telephone number:** |  |
| **Email address:** |  |
| **Job title:** |  |
| **Relationship to applicant:** |  |
| **Reference type:** | **Employer / Personal / Academic (delete as appropriate)** |
| **Second referee:** |  |
| **Title and Name:** |  |
| **Address** **Postcode:** |  |
| **Telephone number:** |  |
| **Email address:** |  |
| **Job title:** |  |
| **Relationship to applicant:** |  |
| **Reference type:** | **Employer / Personal / Academic (delete as appropriate)** |
| **Third referee: You must provide a third referee if your current role does not involve working with children**  |
| **Title and Name:** |  |
| **Address:** **Postcode:** |  |
| **Telephone number:** |  |
| **Email address:** |  |
| **Job title:** |  |
| **Relationship to applicant:** |  |
| **Reference type:** | **Employer / Personal / Academic (delete as appropriate)** |

**COMPULSORY DECLARATION OF ANY CONVICITIONS, CAUTIONS, REPRIMANDS, WARNINGS OR BINDOVERS:**

This post is exempt from the Rehabilitation Offenders Act (1974) (amended 2013). You are therefore, required to provide details of any unspent convictions, cautions, reprimands and final warnings you may have and any unprotected spent convictions.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](https://www.gov.uk/search?q=filtering&tab=detailed-results)

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| 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 (amended 2013)?**Yes** [ ]  **No** [ ]  |
| Do you have any unspent convictions?**Yes** [ ]  **No** [ ]  |

 **If you have answered ‘Yes’ to either of the above and are invited for an interview, a statement of any spent convictions that are not protected and any unspent convictions should be submitted in a sealed envelope marked 'Private and Confidential' and handed to the Chair of the interview panel only. The information you disclose may be discussed with you during the interview.**

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’.

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| Are you on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body?**Yes** [ ]  **No** [ ]  |

 **DECLARATION**

WPT is under a duty to protect the public funds it administers, and to this end may use the information you 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.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of WPT’s Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview. By signing below, you give explicit consent for us to process your data for these purposes and these purposes only. WPT reserves the right to verify any of the data supplied in your application.

**As far as I know, the information I have given is true and correct. I understand and accept that providing false or misleading statements, or withholding any relevant information, will result in my application being rejected or withdrawal of any off of employment, or summary dismissal if I am in post, and possible referral to the Police.**

Signature:

Date:

Please give details of any dates when you are not available for interview within the next 2 months.

**Please ensure you complete the equality and diversity monitoring form and return with your application form.**

**EQUALITY AND DIVERSITY MONITORING**

Collection of equality is solely for monitoring purposes to ensure that our policies and procedures are effective. Any data you enter on this monitoring form will only be used for monitoring purposes and will not be used in assessing or scoring your application, or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with GDPR and Data Protection regulations.

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| **Date of Birth:**  |  |

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| **Age Group:** |
| 16-24 |[ ]  25-39 |[ ]  40-59 |[ ]  60-64 |[ ]  65+ |[ ]

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| --- | --- |
| **Ethnic Group** | Please select |
| **White** | British (English, Welsh, Scottish, Northern Irish) |[ ]
|  | Irish |[ ]
|  | Other White background |[ ]
| **Multiple Heritage** | Black Caribbean and White |[ ]
|  | Black African and White |[ ]
|  | Asian and White |[ ]
|  | Other mixed background |[ ]
| **Asian or Asian British** | Indian |[ ]
|  | Pakistani |[ ]
|  | Bangladeshi |[ ]
|  | Kashmiri |[ ]
|  | Any other Asian background |[ ]
| **Black or Black British** | African |[ ]
|  | Caribbean |[ ]
|  | Any other Black background |[ ]
| **Chinese, Yemeni** | Chinese |[ ]
|  | Yemeni |[ ]
| **Gypsy or Traveller** | Gypsy/Roma |[ ]
|  | Irish Traveller |[ ]
|  | Any other Gypsy or traveller background |[ ]
| **Any other Ethnic background** (please state) |  |[ ]
| **Prefer not to say** |  |[ ]

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| **Religion/Belief** |
| Buddhism |[ ]  Christianity |[ ]  Hinduism |[ ]  Humanism |[ ]
| Islam |[ ]  Judaism |[ ]  Sikhism |[ ]  Other (please specify below) |[ ]
| None |[ ]  Prefer not to say |[ ]  Other: |

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| **Gender** |
| Male |[ ]  Female |[ ]  Transgender |[ ]  Prefer not to say |[ ]

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| **Sexual Orientation** |
| Heterosexual |[ ]  Gay/Lesbian |[ ]  Bi-sexual |[ ]  Prefer not to say |[ ]

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| **Are you disabled or do you have a long term limiting illness or condition?**We require this information as all disabled applicants who meet the essential shortlisting criteria are guaranteed an interview. |

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| --- | --- |
| Yes [ ]  | No [ ]  |

**If ‘yes’ please indicate which best describes your disability/condition**

|  |  |
| --- | --- |
| Physical or mobility impairment |[ ]  Sensory impairment |[ ]
| Mental health condition |[ ]  Learning difficulty or cognitive impairment |[ ]
| Long standing illness |[ ]  Other |[ ]