**Job Vacancy Application Form**

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary. Please ensure you use the correct postage as this will cause a delay.**

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| --- | --- |
| Post applied for: | Job reference: |
| School: | Closing date: |

1. PERSONAL DETAILS

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| --- | --- |
| First name/s: | Last name: |
| Date of birth: | Previous or other name(s): |
| Address: | Contact telephone numbers: |
|  | Daytime: |
|  | Evening: |
|  | Mobile: |
| Postcode: | Email address: |
| Teacher No.:  You may know this as your GTC or DFES Number | National Insurance Number: |

2. EMPLOYMENT HISTORY - Present or most recent employment

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| --- | --- | --- | --- |
| School and LA (if applicable): | | Age range and number on roll: | |
| Job title: | |  | |
| Subject and areas taught and any responsibilities: | | | |
| Dates from/to: | | | |
| Salary spine point: |  | Salary amount: | £ |
| TLRs: | 2 / 1 \* | Amount: | £ |
| SEN: | 1 / 2 \* | Amount: | £ |
| Recruitment & Retention payment: | | Amount: | £ |
| Salary safeguarding: | | Amount: | £ |
| *(\*delete as appropriate)* | | Total: | £ |
| Reasons for leaving: | | | |

NB. If you have more than one current employment, please provide the same information for each job, if necessary on a separate sheet.

3. PREVIOUS EMPLOYMENT from age of 18

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

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| --- | --- | --- | --- |
| Job title including, if applicable, subject and areas taught and any responsibilities | Employer/School and LA (if applicable) including age range and number on roll | Dates  From - to  (month & year) | Reason for leaving |
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Please give details and an explanation for any gaps in your employment history:

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4. EDUCATION, TRAINING AND DEVELOPMENT

**Secondary school/college/university** *including current studies, with the most recent first.*

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| --- | --- | --- | --- |
| Name of institution | Dates  From - to  (month & year) | Courses/subjects taken | Qualifications/ grade |
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NB. We will require sight of original certificates relating to academic qualifications.

We reserve the right to contact employers or educational establishments to verify details given.

**Details of any recent relevant professional development (non-award bearing).**Please include dates.

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**Professional membership**

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| --- | --- |
| Name of professional body | Grade of membership |
|  |  |
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5. SUPPORTING STATEMENT

Please read the job description. Using examples, **show how your knowledge, skills and experience meet each of the requirements of the job description.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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6. ADDITIONAL INFORMATION

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| **Equality Act** | | | | |
| We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has, ‘a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities’. | | | | |
| Do you have a disability? | Yes |  | No |  |
| We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job. If you require assistance please contact the Appointing Officer or Human Resources Adviser or provide details below: | | | | |
| **Redeployment** | | | | |
| Are you a Westcountry Schools Trust employee with redeployment status? | Yes |  | No |  |
| **Permit to Work** | | | | |
| In order to prove evidence of your eligibility to work in the UK, as required by the Immigration and Asylum Act, you will be required to provide two of the following documents if you are shortlisted for this post: Birth Certificate or Extract, Passport, evidence of National Insurance Number. If applicable you will also be required to produce your Work Permit. | | | | |
| Are you eligible to work in the UK? | Yes |  | No |  |
| Do you require a Work Permit? | Yes |  | No |  |
| **Data sharing** | | | | |
| The Trust currently advertises roles within its schools & settings. Occasionally roles within another Trust school may become available within six months of your application. In this case are you happy for your information to be shared with other Trust schools and settings? | | | | |
| I am happy for my information to be shared for this purpose. | Yes |  | No |  |
| **Affiliations** | | | | |
| A candidate for any appointment with Westcountry Schools Trust who knows he or she is related or has a close relationship to any Member or officer of the Trust or Governor of the School is required to disclose that relationship when submitting an application. In educational establishments, this includes Headteachers, Principals, Directors, Vice-Principals and Heads of Department. Please note that soliciting support or information to give an unfair advantage may disqualify your application. | | | | |
| Are you, your partner or family related, have a close relationship or have any interests (financial, professional or otherwise) that may conflict with your employment?  If yes, please provide details below: | Yes |  | No |  |
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7. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

**Rehabilitation of Offenders Act**

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us.  As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for an enhanced DBS Disclosure, you are required to declare information on any convictions or conditional cautions which would not be filtered by the DBS in line with current guidance if shortlisted for interview.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **References** | | | | | | | |
| Please give details of two referees, one of whom should be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.References are usually taken up before an interview or offer of employment, unless you request otherwise. | | | | | | | |
| Name: | | | | Name: | | | |
| Address: | | | | Address: | | | |
| Tel no: | | | | Tel no: | | | |
| Email: | | | | Email: | | | |
| Occupation/Relationship: | | | | Occupation/Relationship: | | | |
| How long have they known you? | | | | How long have they known you? | | | |
| I agree to this reference being taken up before an interview or offer of employment is made. I understand that I can withdraw consent at any time should I wish: | | | | I agree to this reference being taken up before an interview or offer of employment is made. I understand that I can withdraw consent at any time should I wish: | | | |
| Yes |  | No |  | Yes |  | No |  |
| We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write ‘none’: | | | | | | | |

8. DECLARATION

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| I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate. I understand that the information on this form may be used for purposes registered by the Trust under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the police. I give consent for Westcountry Schools Trust to process the personal data contained on this form to carry out pre-employment checks, including references, to assess my suitability for the position I have applied for. I understand that pre-employment checks will be carried out in the event that I have been provisionally offered and have accepted the position. I understand that the exception to this is where I have indicated above that references can be sought prior to interview and offer when they may be sought once I have been offered an interview. I understand that I have the right to withdraw consent for the Trust to process my personal data at any time but that if I do this it may result in the Trust being unable to assess my suitability for this position and therefore withdrawing any offer of employment. | |
| Signed: | Date: |
| Where did you see this post advertised? | |

**DATA PROTECTION ACT 2018.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY WESTCOUNTRY SCHOOLS TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE WESTCOUNTRY SCHOOLS TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL REQUIREMENT TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS. FURTHER INFORMATION ON HOW WESTCOUNTRY SCHOOLS TRUST PROCESS YOUR PERSONAL DATA, INCLUDING PRIVACY NOTICES, CAN BE FOUND ON THE GDPR PAGE OF OUR [WEBSITE](https://www.westst.org.uk/page/?title=General+Data+Protection+Regulation+%28GDPR%29&pid=50).

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| **FOR TRUST USE ONLY** | | | |
| Application received: | / / 20 | Application acknowledged: | / / 20 |
| Diversity questionnaire removed and recorded anonymously: / /20 | | | |
| **Shortlisting** | | | |
| Interview date: | / / 20 |  | |
| Shortlisted - Notified of interview date: | / / 20 | Not shortlisted - Informed of decision: | / / 20 |
| **Selection** | | | |
| Yes: offered employment: | / / 20 | No: Informed of decision: | / / 20 |
| **Employment checks** | | | |
| Evidence of QTS status | / / 20 |  |  |
| Evidence of qualifications received: | / / 20 | Evidence of eligibility to work in the UK received: | / / 20 |
| References requested: | / / 20 | References received: | / / 20 |
| References satisfactory? | Y / N |  |  |
| Online DBS check: | / / 20 | DBS check received: | / / 20 |
| DBS check satisfactory? | Y / N |  |  |
| Medical check sent: | / / 20 | Medical check received: | / / 20 |
| Medical check satisfactory? | Y / N |  |  |
| **Appointment** | | | |
| Start date: | / / 20 | Statement of Particulars sent: | / / 20 |