

Woodham Academy Application Form



Strictly Confidential

Please read the Guidance Notes before completing this form

To be completed by the Applicant

Post Title:

Closing Date:

| | | |
|---------------------------|-----------------------|----------------|
| Surname: | | Title: |
| Forename(s): | | Date of Birth: |
| Address: | Telephone No: Home | |
| | Mobile: | |
| Postcode: | Work (if convenient): | |
| E-mail address: | | |
| National Insurance Number | | |

Do you consider yourself to be a person with a disability? This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification.

Yes **No** **Prefer not to say**

If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements.

Criminal Convictions/Cautions/Reprimands/Warnings

If you have any spent or unspent convictions/cautions/reprimands/warnings to declare please either declare them here, or if you prefer, send details by post marked 'For the attention of the Headteacher, in strict confidence - only to be opened by the addressee'

Data Protection Statement

The Academy is committed to confidentiality and complies with the Data Protection Act 1998. All information will be handled and stored sensitively and used only for its intended purpose.

I have read the guidance notes including the information regarding Criminal Convictions/Cautions/Reprimands/Warnings and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.

I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview:

Signature:**Date:**

(For Office Use Only)

Candidate Ref. No:

Post Title and Ref. No:

Equal Opportunities Monitoring Form

We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for statistical purposes.

1. Are you: Male Female

2. How old are you: Prefer not to say

3. Do you consider yourself to be a person with a disability?

This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year.

Yes No Prefer not to say

4. What is your religion or belief?

| | | |
|---|-----------------------------------|--|
| <input type="checkbox"/> Christianity | <input type="checkbox"/> Judaism | <input type="checkbox"/> Baha'i |
| <input type="checkbox"/> Hinduism | <input type="checkbox"/> Sikhism | <input type="checkbox"/> No Religion |
| <input type="checkbox"/> Islam | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other – e.g. Humanist, Atheist, etc (Please state) | | |

5. How do you describe your sexuality?

Heterosexual / Straight Bisexual Prefer not to say
 Gay Man Gay Woman / Lesbian

6. Please describe your ethnic origin?

White

British
 Irish
 Any other White background

Black or Black British

Caribbean
 African
 Any other Black background

Arab or Middle Eastern

Arab
 North African
 Any other Arab or Middle Eastern Background

Travelling Community

Gypsy/Roma
 Traveller of Irish Descent
 Other member of the travelling community

Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other Asian background

Mixed

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

Other ethnic groups: Please state

Prefer not to say
 Prefer not to say

7. What is your Relationship Status?

Married/Civil Partnership Prefer not to say

A Education**Secondary Education**

N.B. appointment will only be confirmed subject to receipt of official certificates in support of below.
(Please use continuation sheets if required)

| School attended | Qualifications | Subject | Date | Grade |
|-----------------|----------------|---------|------|-------|
| | | | | |

Further and Higher Education: Please include YT, apprenticeships etc.

| School, College or University | Qualifications | Subject | Date | Grade |
|-------------------------------|----------------|---------|------|-------|
| | | | | |

Technical or Professional Membership/Qualification:

| Institute | Grade of Membership | Year of Election | Registration Number | Expiry Date (if applicable) |
|-----------|---------------------|------------------|---------------------|-----------------------------|
| | | | | |

B Employment Details**Including Work Experience, Training Schemes e.g. YT, ET, New Deal****Present post / most recent post*:**

(*If currently unemployed please give your most recent post with date of finish and reasons for this.)

| Name and address of Employer | Employer's Business | Date | | Grade and present salary |
|------------------------------|---------------------|------|----|--------------------------|
| | | From | To | |
| | | | | |

Do you have any additional employment which you intend to continue if appointed to this post?

If yes, please detail the nature of the work and the hours

Period of notice required or termination date

Reason for seeking new employment?

Person Specification:

Please use this section to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the person specification of the post for which you are applying. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. (Please use continuation sheets if required).

C Full Employment History

Please provide **full** details of all previous posts you have held, starting with the most recent first. **You will also need to include any dates (if applicable) when you have not been in employment.** (Please use continuation sheets if required).

| Name & Address of Employer | Appointment held/Grade &/or salary (if any) | Dates (dd/mm/yy) | | Reason for leaving |
|----------------------------|---|------------------|----|--------------------|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

D Referees

Give name, job title, relationship to referee and address of **TWO** people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should be the Head Teacher of your last school. Next of kin or immediate relatives should not be named as referees.

Please note that for positions in contact with children and vulnerable adults the Academy has the right to seek references from any or all previous employers and line managers prior to interview.

| | |
|--|---|
| Referee 1 Name: | Referee 2 Name: |
| Job Title: | Job Title: |
| Relationship to Referee: | Relationship to Referee: |
| Address: | Address: |
| Post Code: | Post Code |
| Telephone No: | Telephone No: |
| E-mail: | E-mail: |
| This reference can be requested prior to interview: | This reference can be requested prior to interview: |
| N.B. Appointment will only be confirmed subject to satisfactory references. | |

E Additional Information

In this space provided can you detail any other additional skills information (not already detailed in section B) which is considered relevant to this post. This may include any particular skill and qualities, which will help us assess your suitability for this post. Please use continuation sheet if necessary.