|  |  |
| --- | --- |
| SWHS-logo-(CMYK).jpg | South Wigston High SchoolSt Thomas’ RoadSouth WigstonLeicesterLE18 4TA |

|  |
| --- |
| **Application Form** |

|  |
| --- |
| **Please read guidance notes before completing this form. It explains how to complete the form and contains some advice which may help you to submit a better application.** |

**Pre-employment screening checks may be undertaken on recruitment applications and applicants for the purposes of confirming information requested and provided within this application form.**

|  |
| --- |
| **1. Post Details** |
| **Post applied for:**  |
| **2. Personal Details** |
| **Family Name:** | **Address:** |
| **Other Names:** |  |
| **Previous Names:** |  |
| **Title:** |  |
| **Contact telephone no:** | **Postcode:** |
| **Email:**  | **National Insurance No:** |
| **3. Present Employment (if you are not currently in employment please leave blank)** |
| **Job Title:** | **Tel No:** |
| **Employer’s Name:** | **May we contact you on this number?****YES 🞏 NO 🞏** |
| **Address:****Post Code:** | **Basic Pay/Grade:****Other Pay:** |
| **Date Started:** | **Period of Notice:** |
| **Outline key duties and responsibilities:** |

|  |
| --- |
| 4a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc.) Please list most recent post first. |
| **Organisation** | **Role** | **Salary****(if applicable)** | **Date Employed** | **Reason for Leaving** |
|  |  |  | **From****(MM/YYYY)** | **To****(MM/YYYY)** |  |
| **4b. GAPS IN EMPLOYMENT****Please specify all time not accounted for above with dates and reasons.** |
|  |
| **5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES** |
| **Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfil the person specification. Please use additional paper if necessary.** |
| **6. RELATIONSHIPS** |
| Are you related to any member of the Governing Body or employee of the school? **YES 🞏 NO 🞏**If yes, please give details: |
| **7. CRIMINAL CONVICTIONS AND CAUTIONS** |
| **All work with schools and colleges is defined as a ‘regulated activity’ under the Safeguarding of Vulnerable Groups Act 2006 and as such an enhanced CRB Disclosure Check will be undertaken. It is a criminal offence for any individual who is named on the ISA Children’s Barred list to apply for a post in a ‘regulated activity’’. To be read in conjunction with the criminal convictions section of the application form guidance notes.**Have you ever received a caution, including conditional cautions, benne convicted by a court of any offence, been reprimanded or given a final warning? **YES 🞏 NO 🞏**Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence. |
| **8. EDUCATION** |
| Qualifications gained or pending. Please state subject (please be prepared to provide evidence at interview) | Grade | Date Achieved(MM/YYYY) | School/College/University |
|  |  |  |  |
| **9. MEMBERSHIP OF RELEVANT ORGANISATIONS** |
| Professional Body/Association | Qualification/Membership Level | Dates of Qualification/Membership (MM/YYYY) |
|  |  |  |
| **10. RELEVANT COURSES/AWARDS (e.g. short courses attended/certificates/awards)** |
| Organising Body | Brief Details of Course | Duration |
|  |  | From | To |

|  |
| --- |
| **11. DISABILITY/HEALTH CONDITIONS** |
| We encourage people with disabilities to apply for jobs and are committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities. **The Equality Act 2012 defines disability as a person has a disability if:*** They have a physical or mental impairment.
* The impairment has substantial and long-term adverse effect on their ability to perform normal day to day activities.

 **I consider myself to be: Disabled 🞏 Non-Disabled 🞏**Please indicate below if you require any reasonable adjustments, due to disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.* Interview information on audio tape.
* Interview information in large print format.
* Sign language interpretation or other assistance with communication at interview.
* Induction loop in interview room.
* Wheelchair-accessible location for interview.
* Car parking space for interview (for people with mobility problems only).
* Facility for Personal Carer, assistant or other person to accompany you at interview.

Please specify any other support, which you would like to be made available on the day:­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **12. DATA PROTECTION ACT** |
| The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract.When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. |

|  |
| --- |
| **13. INTERVIEW ARRANGEMENTS** |
| Please indicate below any dates when you would not be able to attend for interview: |
| **14. REFERENCES** |
| Name: | Name: |
| Address: | Address: |
| Post Code: | Post Code: |
| Email Address: | Email Address: |
| Telephone No: | Telephone No: |
| Title/Position: | Title/Position: |
| Relationship to Applicant: | Relationship to applicant: |

|  |
| --- |
| **Please note that an offer of employment cannot be made without prior receipt of satisfactory references, one of which should be your present or most recent employer and as this post is designated as a regulated activity, it will be necessary to approach both referees at the short-listing stage. This is in line with our recruitment policy.** |

|  |
| --- |
| **15. DECLARATION** |
| * I declare that the information I have given on this form, is to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.
* By signing this form I agree to South Wigston High School using this information to consult any third parties for external organisations for the purposes of confirming and/or clarifying such information.
* I also confirm that I have not directly or indirectly approached a Governor or employee of a school to support me in making this application as this would disqualify me as a candidate.
* I understand that if I don’t tell you about any relationships with a Governor or employee of the school, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warning detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.
* I also understand that satisfactory references, CRB disclosure (if appropriate) medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.
 |
| **Signature:** |
| **Date:** |