**Wandle Learning Trust**

**Application Form** (Confidential)

**Please use black ink or typescript.**

Position applied for:

**1. Personal details**

Surname/Family Name:       Title:

Forename/s:

Previous names/surnames/family names:

Address:

Postcode:

Mobile number:       Email address:

Home telephone number:

Work telephone number:       May we call you at work? [ ]  YES [ ]  NO

National Insurance Number:

Please give dates/times when you will NOT be available for interview e.g. holidays.

Please give details of any pension scheme to which you belong.

**2. Current or most recent employment**

Please give details of your present or most recent employment.

Job title:

From: DD/MM/YY To: DD/MM/YY

Notice required:       Current salary and grade:

Employer’s name and address:

Telephone number:

Brief description of current duties and responsibilities:

Reason for leaving (if applicable):

**3. Employment history**

Please list below your employment history starting with the most recent. Include details of voluntary work, employment on a temporary contract or via an employment agency. **You must account for all your time since leaving school and give details of any gaps in employment below**. Please continue on a separate sheet if necessary and attach it to your form.

From: DD/MM/YY Position:

To: DD/MM/YY Duties:

 Employer’s name and address:

 Telephone number:       Reason for leaving:

 Salary (on leaving):

From: DD/MM/YY Position:

To: DD/MM/YY Duties:

 Employer’s name and address:

 Telephone number:       Reason for leaving:

From: DD/MM/YY Position:

To: DD/MM/YY Duties:

 Employer’s name and address:

 Telephone number:       Reason for leaving:

From: DD/MM/YY Position:

To: DD/MM/YY Duties:

 Employer’s name and address:

 Telephone number:       Reason for leaving:

From: DD/MM/YY Position:

To: DD/MM/YY Duties:

 Employer’s name and address:

 Telephone number:       Reason for leaving:

**Periods of non-Employment**

**Please indicate nature/reasons for any periods of non-employment including relevant dates (DD/MM/YY)**

**4. Education, training and qualifications**

Starting with the most recent, please provide accurate details, dates and grades for the educational establishments you have attended and qualifications relevant to the job you are applying for. Please note that shortlisted applicants may be required to bring to the interview or selection process the original certificates of all qualifications listed. Alternatively, you will be asked to provide them if a conditional offer is made to you. *(Please continue on a separate sheet if necessary and attach it to your form).*

Name of School, Name of Date taken/ Qualification level/

College/University Course/Studies to be taken grade obtained

            DD/MM/YY to DD/MM/YY

            DD/MM/YY to DD/MM/YY

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            DD/MM/YY to DD/MM/YY

**5. Membership of professional bodies/professional qualifications**

Please provide details of your DfES, GTC, GSCC or other relevant membership number.

 Qualification

 of membership Membership Date Gained by Still

Name of body (class/grade) number obtained examination? Current?

                  DD/MM/YY [ ]  Y [ ]  N [ ]  Y [ ]  N

                  DD/MM/YY [ ]  Y [ ]  N [ ]  Y [ ]  N

                  DD/MM/YY [ ]  Y [ ]  N [ ]  Y [ ]  N

                  DD/MM/YY [ ]  Y [ ]  N [ ]  Y [ ]  N

                  DD/MM/YY [ ]  Y [ ]  N [ ]  Y [ ]  N

**I understand that I must provide original evidence of all qualifications listed above.** [ ]  (Please tick) **6. 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 supply evidence of your strengths and 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.*

***Please do not attach a CV as it will not be considered***

**7. 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.**

**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 referee:

Job title:

Organisation:

Address:

Date of employment/study. From: DD/MM/YY To: DD/MM/YY

Relationship with referee (e.g. line manager):

Telephone number:       Email address:

Name of referee:

Job title:

Organisation:

Address:

Date of employment/study from: DD/MM/YY To: DD/MM/YY

Relationship with referee (e.g. line manager):

Telephone number:       Email address:

**8. Relationship**

Are you related to, or do you have a friendship with or close personal/business association with, any Trustee, Committee member 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/Committee member’s name:

Relationship:

Employee’s name & name of school:

Position:

Relationship:

**9. Employment Restrictions**

If you are a non EU citizen are there any restrictions or conditions affecting your ability to take up or remain in employment in the UK? e.g. 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)

If you are an EU citizen with a non-British passport, have you applied and received confirmation of your settled status?

 [ ]  YES [ ]  NO

If you are offered this job will you have any other paid work? [ ]  YES [ ]  NO

If YES, please give the following details:

Employer(s):

Address:

Telephone number:

Nature of work:

Date employed from: DD/MM/YY To: DD/MM/YY

Number of hours per week:       Working times/days:

Are these arrangements subject to change e.g. shifts? [ ]  YES [ ]  NO

If YES please give details:

**10. Declaration**

This Trustees are 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 Trustees, Committee members or staff of the Trust directly or indirectly 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 employer, Wandle Learning 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:

**Please note: if you are completing this application electronically, you will be asked to sign the form if you are invited to an interview.Wandle Learning Trust Application**

**Equal Opportunities: Recruitment Monitoring Form**

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

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

Position applied for:

Surname/Family name:

Forename/s:

Gender: [ ]  Male [ ]  Female Date of birth: DD/MM/YY

Please state how you found out about this post:

1.Publication (please state which one):

2.Internet (please state which site or search engine):

Are you currently employed by the Trust [ ]  YES [ ]  NO

**1. White**
[ ]  British [ ]  Irish [ ]  Any other White background e.g. European:

 (Please specify)

**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 [ ]  Any other Asian background:

[ ]  Bangladeshi (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)

**DISABILITY**

The Trust is keen to encourage disabled people to apply for jobs. The following information is sought for three reasons:

1. 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;
2. for monitoring purposes; and
3. to determine any help you may require at the selection stage.
	1. 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 persons’s ability to carry out normal day-to-day activities’?
	 [ ]  YES [ ]  NO

	If YES please indicate the nature of your disability:
	2. Is there anything we need to know about your disability in order to ensure that the selection process is fair for you? [ ]  YES [ ]  NO

	If YES please give details:

Please return the completed form together with your application form.

**EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY**

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 Trust that there be equal opportunity for employment in its service and equable 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 Trust instructs the Headteacher and all members of staff carrying out duties on behalf of the Trust as employer:

1. 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.
2. to ensure a positive attitude towards equality of opportunity and the administration of staff policies to that end.