

**JOB APPLICATION FORM**

Please return this application form to us by either email or post to:

**Email:** hr\_recruitment@wstraining.co.uk

**Please read the enclosed Guidance Notes carefully before completing this form.**

**Data Protection notice**

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

* You have given us your consent
* We must process it to comply with our legal obligations
* We need to process it for our legitimate interests

You will find more information on Privacy and Data Protection Policies on our website.

**About the job you are applying for:**

|  |  |
| --- | --- |
| **Job Title:** | **Name of Centre:** |
| **Job Reference No:** | **Closing date:** |

**Where did you see the job advertised or hear about it?** **(Please put one answer only, stating name of publication, or define ‘other’ as applicable)**

Indeed WS Training Website Word of mouth Newspaper Other

**Section 1 – Personal information**

First name(s)

Title:

Preferred name:

Last name:

Any former names used (in full):

If you have previously worked as a teacher, please give your Teacher Reference no:

N.I. no:

Address:

Postcode:

Email address:

Mobile no:

Contact telephone numbers:

Daytime:

Evening:

**Flexible Working**

Are you applying to do this job on a part time / job share basis? Yes No

If Yes, please give details of the number of hours/days per week that you wish to apply for:

…………………………………………………………………………………………………………………

If you wish your application to be considered on a joint basis with somebody else also wishing to job share, please give his / her name and contact details:

**Section 2 - How you meet the Selection Criteria**

Please use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person profile and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

You should also use this section to include other information about why you want the job and anything else you wish to say.

If you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your National Insurance number and the job for which you are applying on each separate sheet).

**Section 3 - Work and Other Relevant Experience**

Please:

* List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children or other relatives etc, whether or not you feel these are relevant to the post you are applying for).
* Photocopy these pages if you need to, in order to provide a full and unbroken record.
* Start with your current or most recent post and work backwards.
* Detail the circumstances of your leaving each post under ‘reason for leaving’ and the way your employment ended e.g. to care for relatives, accepted voluntary redundancy etc)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (inc months as well as years)From:To: | Name and address and type of school / establishment: | Post held | Salary details : |
| Brief description of duties  | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates inc months as well as years)From:To: | Name and address and type of school / establishment: | Post held | Salary details  |
| Brief description of duties | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (inc months as well as years)From:To: | Name and address and type of school / establishment: | Post held | Salary details: |
| Brief description of duties  | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (inc months as well as years)From:To: | Name and address and type of school / establishment: | Post held | Salary details  |
| Brief description of duties  | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (inc months as well as years)From:To: | Name and address and type of school / establishment: | Post held | Salary details: |
| Brief description of duties: | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (inc months as well as years)From:To: | Name and address and type of school / establishment: | Post held | Salary details  |
| Brief description of duties  | Reason for leaving: |

**Section 4 - Qualifications and Training**

**Secondary Education (CSE, GCE, GCSE, RSA, A/AS level etc or other equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (mm/yyyy)** | **Examination type** | **Subject(s) – List in box** | **Grade achieved – List in box** |
|  | GCSE |  |  |
|  | AS / A Level |  |  |
|  | Other |  |  |

**Further and Higher Education (Degree, Diploma, BTEC, NVQ etc or other equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (mm/yyyy)** | **Qualification and examining body** | **Subject(s)** | **Pass level or grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Other relevant qualifications or training including membership of professional bodies, relevant courses attended recently and driving licence(s) held (if relevant to post applied for).

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. **Do not send anything now.** Further information will be sent to you should you be invited to interview.

Personal Interests / Hobbies (if relevant to post applied for):

**Section 5 – Declarations**

**Entitlement to Work in the UK**

Are you currently eligible to work in the UK? Yes No

If **Yes**, are there conditions attached (e.g. time limits)? Yes No

If **Yes**, please give details:

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.** One operates a policy of equal opportunities. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.

**Canvassing of Trust/Board Members, School Governors, Senior Employees or other members of the college community**

Canvassing of Trust/Board Members, Governors, Senior Employees or other members of the college community by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to any Trust/Board Members, Governors, Senior Employees or other members of the college community, giving their name. **Please state None if appropriate.**

……………………………………………………………………………………………………………………………

**Transferable Service**

The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you please provide the date from which your continuous service commences and the name of the organisation.

Date…………………………………….. Organisation……………………………………………..

………………………………………………………………………………………………………………………….

**Criminal Conviction and Police Involvement:**

**As part of our recruitment process we are required to ask applicants for any information about any criminal convictions or police involvement –**

1. Disclosure of Criminal Convictions

Have you ever been convicted of a criminal offense (other than a spent conviction under applicable law)?

☐ Yes ☐ No

If yes, please provide details of the offense(s), including the date(s) and any penalties (e.g., fines, community service, imprisonment):

(Note: Please include only convictions that are relevant or required to be disclosed by law.)

2. Pending Criminal Charges

Are you currently facing any criminal charges or under investigation by the police?

☐ Yes ☐ No

If yes, please provide details of the charges or ongoing legal proceedings:

3. Police Involvement (Arrests or Cautions)

Have you ever been arrested or received a police caution, even if no formal charges were filed?

☐ Yes ☐ No

If yes, please provide details:

4. Rehabilitation and Spent Convictions (if applicable)

Do you have any criminal convictions that are considered "spent" under rehabilitation or record-expungement laws in your jurisdiction?

☐ Yes ☐ No

(Note: If you are unsure whether a conviction is spent, please refer to local laws or guidance.)

5. Consent for Criminal Record Check

Do you consent to a police and criminal record check being conducted as part of this application process?

☐ Yes ☐ No

(This may include any required checks or background verifications through relevant authorities.)

6. Additional Information or Explanation (Optional)

If you have answered "Yes" to any of the above questions, would you like to provide any additional context or explanation regarding the conviction(s) or police involvement?

(This section is optional and may help us understand the circumstances better.)

7. Declaration and Acknowledgment

I confirm that the information I have provided in this section is true, accurate, and complete to the best of my knowledge. I understand that providing false or misleading information could result in my disqualification from the application process or, if hired, termination of employment.

☐ Yes ☐ No

**Section 6 – References**

Please give the names and contact details for the HR department at your 2 most recent employers.

**The references must cover all employment and/or any voluntary work in the past five year period**. One Personal reference can be provided only where your last employment has exceeded 5 years.

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |
| **Name**  |  |  | **Name** |  |
| **Address** |  |  | **Address** |  |
| **Postcode** |  |  | **Postcode** |  |
| **Email** |  |  | **Email** |  |
| **Tel no.** |  |  | **Tel no.** |  |
| **Relationship** | Employer Educational Personal  |  | **Relationship** | Employer Educational Personal  |
| **School/ Organisation** |  |  | **School/ Organisation** |  |

**It is normal practice to take up references before interview.** Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

**Reference 1:** Yes No **Reference 2:** Yes No

WS Training operates a policy of open references. This means that you may read any references received in relation to you, on written request.

**Section 7 - Declaration and Data Protection Statement**

I consent to WS Training carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children.

I understand that the company will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I understand that it is an offence to make a statement which is false or misleading in an application for registration.

I give consent for the company to carry out checks and use the information from the declaration and consent form and third-party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to the company carrying out on-line status checks using the DBS Update Service as and when required.

I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct.

I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal.

I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

I consent to the company conducting online searches in accordance to the KCSiE 2022 legislation.

Signed: …………………………………………… Date: …………………………………………….

Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).