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**This form should be used to apply for a job and should be accompanied by an Equality Details Form.** This form contains important information which will be used to assess your application for the role and also to then confirm your employment and personal details and so you should ensure it is accurately completed, and that you have clearly demonstrated how you meet the requirements of the role.

This form must be received prior to the specified closing date and is available in other formats on request. For queries about the role, your application or to submit this form, please use the details provided in the advertisement.

As an employer we are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

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| **Vacancy Details** |
| Job Title | **Cover Manager and SEN Admin** |
| School | **The Westwood Academy** |
| Where did you first hear / read about this job? |  |
| Do you wish to apply for the position on a part-time or job-share basis? | [ ]  Yes | [ ]  No |  |  |
| **Personal Details** |
| Surname(s) |  |
| Forename(s) |  |
| Title  |  |  |
| NI Number  |  |  |
| Home Address |  |
| Home Tel. No. |  | Mobile Tel. No. |  |
| Email Address |  |
|  |  |
| Teaching Staff Only | Teacher Reference number (DfES) (if known) |  |
| **Employment History** |
| Provide details of your employment history, starting with your most recent / current employer and working back. Please account for any gaps. Continue on a separate sheet if necessary. |
| Employer |  |
| Job Title |  |
|  | **Current salary:** |
| Start Date |  | End Date |  |
| Reason for Leaving |  |
| Address of employer / brief details of duties and responsibilities  |  |
| Employer |  |
| Job Title |  |
| Start Date |  | End Date |  |
| Reason for Leaving |  |
| Address of employer / brief details of duties and responsibilities  |  |
| Employer |  |
| Job Title |  |
| Start Date |  | End Date |  |
| Reason for Leaving |  |
| Address of employer / brief details of duties and responsibilities  |  |
| Employer |  |
| Job Title |  |
| Start Date |  | End Date |  |
| Reason for Leaving |  |
| Address of employer / brief details of duties and responsibilities  |  |
| **Education** |
| Provide details of your education history, starting with your most recent / current experience and working back. Please account for any gaps. Continue on a separate sheet if necessary. |
| Establishment |  |
| Start Date |  | End Date |  |
| Education Type (e.g. Degree) |  |
| Establishment |  |
| Start Date |  | End Date |  |
| Education Type (e.g. Degree) |  |
| Establishment |  |
| Start Date |  | End Date |  |
| Education Type (e.g. Degree) |  |
| Establishment |  |
| Start Date |  | End Date |  |
| Education Type (e.g. Degree) |  |
| **Qualifications / Training** |
| Provide details of your qualifications which are relevant to the job. Continue on a separate sheet if necessary. |
| Type / Level | Subject | Date Obtained | Result |
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| **References** |
| Please give details of two referees, one of which must be your current or most recent employer and the second either an employment or educational reference. We will seek references when you accept a provisional job offer except in instances where the role involved children or vulnerable adults where we will seek references prior to interview. |
| Surname(s) |  |
| Forename(s) |  |
| Title  |  |  |
| Job Title |  |
| Address |  |
| Telephone No. |  |  |
| Relationship to you |  |
| Email Address |  |
| Can we seek this reference without further consent from you? | [ ]  Yes  | [ ]  No |
| Surname(s) |  |
| Forename(s) |  |
| Title  |  |  |
| Job Title |  |
| Address |  |
| Telephone No. |  |  |
| Relationship to you |  |
| Email Address |  |
| Can we seek this reference without further consent from you? | [ ]  Yes | [ ]  No |

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| **Application Questions** |
| Provide any additional information or comments you wish to bring to the attention of the selection panel. In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the person specification of the post you are applying for including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary / community work. You may find it helpful to address each of the criteria in turn. Continue on a separate sheet if necessary. |
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| **Additional Questions** |
| We positively encourage applications from disabled people who have the necessary skills and experience for the job. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require for interview and / or to help you in this job. |
| Do you consider yourself to be disabled? | [ ]  Yes | [ ]  No |
| Do you require reasonable adjustments for your interview? | [ ]  Yes | [ ]  No |
| If YES, provide details. |  |
| Do you have any cautions, warnings, convictions, orders or other determinations that would render you disqualified from working with children up to the age of 8 as per the Childcare (Disqualification) Regulations 2009, replacement or similar legislation? | [ ]  Yes | [ ]  No |
| If you have ticked YES, provide details. You may provide this information separately from your Job Application Form.  |  |
| (Teaching positions only) Are you subject to a prohibition order/interim prohibition order issued by the Secretary of State that would prevent you from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England? | [ ] Yes | [ ]  No |
| If you have ticked YES, provide details. You may provide this information separately from your Job Application Form. |  |
| Provide details of any memberships you have with any organisation that may be relevant to the job you are applying for. |  |
| Are you related to, or have a personal relationship with a Councillor, Governor or Employee of the School or Warwickshire County Council? (Failure to make proper disclosure shall disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice | [ ] Yes  | [ ]  No |
| If YES, provide details.  |  |
| In accordance with paragraph 221 of Keeping Children Safe in Education, schools should carry out online searches to identify any incidents or issues that have happened, and are publicly available online. Checks will not be carried out by the appointing manager. Only relevant information relating to safeguarding or reputational concerns will be highlighted to the appointing manager. Any matters of interest will be considered with you to establish your suitability for the role to which you applied.Please help us to fulfil this duty by providing the relevant information of your public online profiles below.

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| **Platform** | **Personal Identification****(username/handle)** | **Link to Profile** |
| e.g. LinkedIn | John Smith | www.LinkedIn.com/userjohnsmith12345 |
| LinkedIn |  |  |
| Facebook |  |  |
| Twitter |  |  |
| Instagram |  |  |
| Tik Tok |  |  |
| You Tube |  |  |
| Other (insert details) |  |  |

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| **All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock – see** [**here**](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf)**. If you are asked to complete a Self-Disclosure Form alongside your application form, this will be removed for shortlisting purposes and will be accessed by the Interview Panel if you are to be invited for interview. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.** |
| **Declaration** |
| With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes. I understand that any offer of employment is subject to the relevant pre employment checks including but not limited to satisfactory a)Verification of identity b) References, c) DBS Certificate and check of the barred list/s (if applicable), d) Medical clearance e) Proof of eligibility to work in the UK f) Proof of qualifications and registrations. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. |
| Signature\* |  | Date |  |
| \*a signature is not required if this form is emailed from your given email address. |