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Application Form

Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process. **Please call 024 7642 6901 if you have any questions on how to complete this form or if you require it in a different format.**

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| **Role** | | | |
| Role applied for: | **School Receptionist and Administrator** | Grade: | Grade 3 |
| Closing Date for Applications: | Friday 29 April 2022: 10:00 | Job Ref No: | WW/SSR/4/22 |
| School/Location: | The Westwood Academy | | |

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| **Personal Details** | | | | |
| Title: |  | Surname: |  | |
| First Name(s): |  | | | |
| Former Name (s): |  | | | |
| Home Address: |  | Mobile: |  | |
| Work Phone: |  | |
| Home Phone: |  | |
| Postcode: |  | Email: |  | |
|  |  | Please indicate if you are happy to receive correspondence via email; e.g. invitation to interview | | YES/NO |
| NI Number:  (National Insurance) |  | (You can get this from the Department of Work & Pensions) | | |
| DFE Teacher Number |  | (if applicable to post applying for) | | |
| Current Employment Status: Employed Unemployed Redeployee | | | | |

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| Please state below any dates that you are unavailable for interview: |
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| **Your current or most recent (last) Employment** | | | | |
| **Note:** If you are applying for your first job, please provide any voluntary work / work experience in the “Previous employment or experience” section | | | | |
| Employer Name: |  | Job Title: | |  |
| Employer Address: |  | Salary: | |  |
| Start Date: | |  |
| Leave Date: (if applicable) | |  |
| Reason for Leaving: |  | | | |
| Local Authority or Qualifying Continuous Service Date:  (Proof required upon appointment) | | | Salary Point & Salary: | |
| Any additional allowances (e.g. teaching TLR, SEN, R&R): | | | | |
| Main duties and responsibilities | | | | |

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| **References** Please provide **two** references. Do not use friends or relatives, we will ask for references before interview. | | | | | | | | | |
| **Reference 1**: This **must** be your current or most recent employer or, if you do not have any previous employment most recent tutor (school, college or university). | | | | | **Reference 2**: | | | | |
| Full Name: |  | | | | Full Name: | |  | | |
| Job Title: |  | | | | Job Title: | |  | | |
| Employer: |  | | | | Employer: | |  | | |
| Address: |  | | | | Address: | |  | | |
| Postcode: |  | | | | Postcode: | |  | | |
| Email: |  | | | | Email: | |  | | |
| Telephone Number: |  | | | | Telephone Number: | |  | | |
| Relationship to you: |  | | | | Relationship to you: | |  | | |
| Did this role involve working with children, young people and/or vulnerable adults? | | | | Yes / No | Did this role involve working with children, young people and/or vulnerable adults? | | | | Yes / No |
| Please provide brief details of duties/responsibilities | | | | | Please provide brief details of duties/responsibilities | | | | |
| Reference 1 - Do you wish to be consulted before this referee is approached? YES/NO | | | | | Reference 2 - Do you wish to be consulted before this referee is approached? YES/NO | | | | |
| **Qualifications:**  **Please note you will be required to bring original documents as proof of qualifications if selected for interview.** | | | | | | | | | | |
| **Age 11 – 16 Qualifications achieved from Secondary, Higher and Further Education** | | | | | | | | | | |
| School / College attended (with dates) and location | | Level and number of qualifications  (e.g. 10 x GCSE’s and subjects) | | | | Grade Awarded | | Month/Year Achieved | | |
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| **Post 16 Education - Below degree level:** | | | | | | | | | | |
| School / College attended (with dates) and location | | | Qualifications achieved with subjects | | | Grade Awarded | | Month/Year Achieved | | |
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| **Education at degree level relevant to role** | | | | | | | | | | |
| Type of Qualification (BA, BSc, B.Ed., Hons, MA, PH. D etc) | | | University / College & subject title of qualification | | | Class or Grade | | Month/Year Achieved | | |
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| **Teaching Qualification (if applicable)** | | | | | | | | | | |
| Name of Qualification, age range, subjects qualified to teach | | | Name of Training Provider | | | Grade | | Month/Year Achieved | | |
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| **Training and other Non-award bearing professional development undertaken in last five years** | | |
| Name of Provider | Title of course / training (e.g. First Aid at Work, Child Protection, risk assessments, etc.) | Qualification / Level of Training |
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| **Previous Employment or Work Experience** | | | | |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel, childcare responsibilities etc.). Please list all previous positions; including any voluntary work, work placements etc) | | | | |
| Dates  (dd/mm/yy) | | Name of Employer and Address  **or**  Reason for gap in employment | Job Title, Duties and Responsibilities  If employer is a school please include: type/status of school; number on roll; key stage(s taught) etc. | Reason for Leaving |
| From | To |
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| **Safeguarding Children, Young People & Adults** | |
| You will be required to complete an Enhanced Disclosure and Barring Service (DBS) check and a Self-Declaration Form as a condition of any offer of employment.  We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society.  This responsibility applies to all Trust employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of The Westwood Academy/KMAT.  From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect. | |
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| **Supporting Statement** | |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the job description and person specification supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result. If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, voluntary work in the community etc. Please continue on a separate sheet (s) if necessary. | |
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| **Disclosure of Interest** | |
| Have you ever received a redundancy payment or pension from a local authority? | Yes / No |
| If yes, please give details including month and year: | |
| Are there any restrictions to you living and working in the UK (e.g. needing a work permit/visa)? | Yes / No |
| If yes, please provide details:  Please confirm that you are eligible to work in the UK Yes/No  Do you require a work permit? Yes/No  STATEMENT: I have/have not lived or worked outside of the UK in the last 5 years (delete as applicable)  Signed: Date: | |
| Have you applied for either settled or pre-settled status under the EU Settlement Scheme? | Yes / No |
| If yes, please provide date you were awarded settled or pre-settled status: Insert Date: | |
| The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence. | |
| If needed, do you have access to transport? | Yes / No |
| If needed, do you have a full current and clean (without penalty or endorsement) UK driving licence? | Yes / No |
| The Working Time Regulations (1998) require us to check the hours worked by employees.  Would this role be your only employment? | Yes / No |
| If no, please provide details of your other role(s) and the days and hours you work: | |
| Canvassing of our employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of The Westwood Academy/KMAT your application may be disqualified and, if appointed, you may be dismissed without notice. | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee of The Westwood Academy/KMAT or School Trustee/Governor? | Yes / No |
| If yes, please give details: | |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? (For example, interest in a company which provides a service or supplies to a KMAT Trust academy) | Yes / No |
| If yes, please give details: | |
| Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment? | Yes / No |
| If yes, please give full details: | |
| **Selection Requirements** | |
| We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know. | |
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| **How we protect your Personal Information** | |
| We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months; anonymised data will be kept for monitoring purposes.  I give my consent to the processing of data contained or referred to in this application in accordance with data protection Act 1998 and subsequent legislation. | |

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| **Convictions/Disqualifications** |
| You will be required to complete an enhanced Disclosure and Barring Service (DBS) check and a Self-Declaration Form as a condition of any offer of employment. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  IF YOU ARE APPLYING FOR A POST WHICH REQUIRES AN ENHANCED DBS CHECK ALL CONVICTIONS REMAIN UNSPENT AND YOU MUST DECLARE THEM |
| I HAVE CONVICTIONS WHICH ARE UNSPENT: YES NO DELETE AS APPLICABLE |
| If YES please give details and dates of any unspent~ criminal convictions, disqualifications, cautions or driving offences |
| * Please note unspent convictions will only be considered if thought relevant to the job you are applying for and would preclude you from being considered. |

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| **Your Declaration** | | | | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. I therefore confirm that the information contained in this application is, to the best of my knowledge, correct and understand that my application may be rejected or that I may be dismissed without notice for withholding or giving false information. | | | | | | |
| **Signature** (applicant): | |  | | **Date:** | |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details: | | | | | | |
| Name (printed): |  | | Contact Number: | |  | |

**Thank you** for taking the time and effort to complete this application form.

Please make sure you complete the **equal opportunities monitoring form.**

Statements in this document refer to employment law as governed by England and Wales.

Equal Opportunities Monitoring Form

Please complete the Equal Opportunities Monitoring Form and return it with your application form.

The Westwood Academy is committed to the principle of the development of policies to promote equal opportunities in employment regardless of gender, marital status, race, colour, nationality (including citizenship), ethnic or national origins, disabilities, age, sexual orientation, responsibility for dependants, religious or political affiliation and trade union activities. Applicants can obtain a copy of our Equality Policy on request. The following questions are used solely for the purpose of monitoring equal opportunities and are in accordance with the criteria identified in Racial Equality guidelines. This information will not be used when deciding on a shortlist or making an appointment, but your co-operation in completing the following would be very much appreciated.

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| **Application Details** | | | | | | | | | | |
| Full Name: | | |  | | | | | | | |
| Any previous names used: | | |  | | | | | | | |
| Post Applied For: | | |  | | | | | | | |
| Closing Date: | | |  | | | | | | | |
| Vacancy Type: | | | Permanent  Temporary  Fixed Term  Full Time  Part Time  Full Year  Term Time | | | | | | | |
| **Personal Details** | | | | | | | | | | |
| Marital Status: | | Single  Married  Separated  Divorced  Widowed  Civil Partnership  Prefer not to declare | | | | | | | | |
| Gender: | | Male  Female  Prefer not to declare | | | | | | | | |
| Date of Birth: (DD/MM/YY) | |  | | | | | | | | |
| Age Group: | | 16-20  21-30  31-40  41-50  51-60  61-65  65+ | | | | | | | | |
| **Disability Status** | | | | | | | | | | |
| The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. | | | | | | | | | | |
| Do you consider yourself under this definition to be disabled? | | | | | | | Yes  No | | | |
| If Yes, please give details: | | | | | | |  | | | |
| Is there any other information which you would like us to consider with regard to your disability? | | | | | | |  | | | |
| **Vacancy Advertisement** | | | | | | | | | | |
| Where I saw the Vacancy advertised: | | | | | | | | | | |
| Westwood or KMAT Website | | | | TES | | | | | WM Jobs | |
| DFE Vacancies Portal | | | | Internal Advert | | | | | Word of Mouth | |
| Indeed Website | | | | Recruitment Event | | | | |  | |
| Other  please provide further information: | | | | | | | | | | |
| **Ethnic Origin** | | | | | | | | | | | |
| Please describe your ethnic origin by placing an X in the appropriate box. The categories have been taken from the School Workforce Census. | | | | | | | | | | | |
|  | **Nationality** | | | | **Culture** |  | | **Nationality** | | **Culture** | |
|  | Bangladeshi | | | | Asian |  | | White British | | White | |
|  | Indian | | | | Asian |  | | White Irish | | White | |
|  | Pakistani | | | | Asian |  | | White Other | | White | |
|  | Asian Other | | | | Asian |  | |  | |  | |
|  | Black African | | | | Black |  | | Chinese | | Other inc Chinese | |
|  | Black Caribbean | | | | Black |  | | Any Other | | Other inc Chinese | |
|  | Black Other | | | | Black |  | |  | |  | |
|  | Mixed White/Asian | | | | Mixed |  | | Unknown | | Other | |
|  | Mixed White/Black African | | | | Mixed |  | |  | |  | |
|  | Mixed White/Black Caribbean | | | | Mixed |  | | Prefer not to declare | | Other | |
|  | Mixed Other | | | | Mixed |  | |  | |  | |

**Thank you** for taking the time and effort to complete this form.

Please return this form, together with all other related documents including the completed **application form** to the email address provided on the advertisement – [admin@thewestwoodacademy.co.uk](mailto:admin@thewestwoodacademy.co.uk)

Or post to;

Mrs J Westwell

Personal Assistant to Head of School

The Westwood Academy

Mitchell Avenue

Coventry

CV4 8DY

Telephone Number: 024 7642 6901

ADVICE TO CANDIDATES

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| **Equal Opportunities** It is the Academy’s policy to recruit, train and promote its employees on the basis of their suitability for the job, and to ensure that its recruitment selection procedures and criteria support this policy. The Academy’s policy will not discriminate directly or indirectly through applying conditions or requirements that cannot be show to be justified. It will not discriminate on the grounds of race, gender, nationality or national origin, marital status, disability, economic status, sexual orientation, age, trade union membership, political or religious belief, or responsibility for dependants. The policy ensures that selection and other employment decisions are operated in a non-discriminatory manner without reference to any factor that is not related to the job concerned. All employees are positively encouraged to participate in Equal Opportunities training. |
| **Guidance and explanatory note regarding disclosure of criminal background**  An enhanced Disclosure and Barring Service (DBS) check will be required, which will reveal both spent and unspent convictions, cautions and bind-overs, as well as pending prosecutions, which are not ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Barred list checks are required for those working in regulated activity.  It is an offence to apply for a post in regulated activity if you are on the barred list.  It is an offence to apply for a post regulated by the Childcare Disqualification Regulations if you are disqualified.  The work for which you are applying involves substantial opportunity for access to children. It is, therefore, exempt from the Rehabilitation of Offenders Act 1974 (Section 4(2)). You are therefore, required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as “spent” under this Act, and any cautions or bind-overs. The information you give will be treated in confidence and will only be considered in relation to an application where the exemption applies. If you have convictions this will not mean that you will automatically be rejected but it is important that you tell us about them.  The Academy is also entitled, under the arrangements introduced for the protection of children, to check with the Police for the existence and content of any criminal record of the successful applicant. The disclosure of criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for the appointment. In making this decision the Academy will consider the nature of the offence, how long ago and what age you were when it was committed, and any other factors which may be relevant, including appropriate considerations in relation to the Academy’s published Equal Opportunities Policy.  Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light. If you do not agree to the check being made it will not be possible to consider you application. |
| **How to apply**  The advertisement will explain where to obtain further details of the vacancy, where to make application, and the closing date. In completing the application form, you should refer to any information provided on the duties or nature of the post.  The application form has been designed to provide you with the opportunity to express your views and also to ensure each application is considered by the shortlisting panel in a consistent manner. If there is insufficient space on the form you may wish to attach additional sheets. Please, note however, that CVs may not be copied to the shortlisting panel. Your form will be copied for each member of the shortlisting panel. To ensure satisfactory copies can be produced from the original, it is important to use **black** ink. Your application will only be acknowledged on receipt of a stamped, self-addressed envelope. The method of advising candidates of the outcome of their application will be explained in information from the school or unit. |
| **How to complain** An applicant who believes he/she had been treated unfairly, or is dissatisfied with any aspect of the recruitment process should raise their grievance (in writing) in the first instance with the Head Teacher. |