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|  | Whitley Academy Support Staff Application Form |



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| All applications for job share will be considered on their merit and if operationally possible. | **Return Address:**HR DepartmentWhitley Academy, Abbey Road,Coventry, CV3 4BDEmail: vacancies@whitleyacademy.com |

***Please double click the boxes where appropriate***

## Applicant Information

|  |  |
| --- | --- |
| Position Applied for: |  |
| Full Name: |  |  |  |  |
|  | Surname Former Surname | First Name | Title |

|  |  |
| --- | --- |
| Address: |  |
|  | Postcode: |  |

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| --- | --- | --- | --- |
| Home Phone: |  | Mobile:  |  |

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| --- | --- |
| Email: |  |

Please note all correspondence will be sent via email so please add vacancies@whitleyacademy.com to your safe list.

## Current Employment Status

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| --- | --- | --- | --- |
| Are you eligible to work in the UK? | Yes [ ]  No [ ]  | National Insurance Number:  |  |

## References

**Please list two professional references** one of whom must be your current or most recent employer. Family members may not be used as referees. Any offer of appointment will be subject to references which are satisfactory for our purposes. If your current or last employer is not from a post where you have worked with children, your second reference will need to be a contact from your last appointment/placement in that environment, unless you have not worked in such an environment.

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| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  | Email: |  |
| Can we take up references without contacting you beforehand? Yes [ ]  No [ ]   |

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| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  | Email: |  |
| Can we take up references without contacting you beforehand? Yes [ ]  No [ ]   |

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| How many working days have you lost due to sickness over the last 2 years? (optional at this stage but will be required at point of offer) |  |

## Current or last occupation if not currently in employment

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| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| Job Title: |  | Present or last salary: | £ |

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| Responsibilities: |  |

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| From: |  | To: |  | Notice Required: |  |

## Employment History

Please give details of all jobs held, including paid and unpaid work, up to a minimum of 10 years, starting with your current and most recent post:

Please account for all employment gaps.

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| Date from: | Date to: | Employer/Organisation: | Job Held: | Salary/Grade: | Reason for leaving: |
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| Please state if you have lived or worked outside of the UK for any length of time: |
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| Please state if you are a member of a particular institute or registered body relevant to the post applied for: |
|  |

## Education/Qualifications

Educational/Training and Academic qualifications (only if relevant to the requirements on the Person Specification). Please note that **you will be required to bring original documents as proof of qualifications if selected for the interview.**

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| --- | --- | --- | --- |
| Level: | School/College/University: | Subject/Course Title: | Result: |
|  |  |  |  |

## Personal Statement

Please give a personal statement in support of your application, with clear demonstration of how you meet the criteria on the person specification. You can use experience/knowledge/skills and abilities gained through paid, unpaid or voluntary work etc to demonstrate how you meet the criteria.

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## Driving Licence – Only complete this if a driving licence is required for job

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| Do you have a full current driving licence? | YES[ ]  | NO[ ]  |
| Do you have the use of a car? | YES[ ]  | NO[ ]  |
| What type of licence do you hold?  |  |

## Disclosure of Criminal & Child Protection Matters and Disclosure & Barring Service Checks

The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

Please confirm whether you have **ever** been the subject of any child protection concern either in your work or in your personal life, or, been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

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| YES[ ]  | NO[ ]  |

If Yes, please provide details:-

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By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as the DfE List 99): [ ]

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service (“DBS”): [ ]

## Rehabilitation of Offenders

Positions at the school are exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

The 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.

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| --- | --- | --- |
| Have you ever been convicted of a criminal offence which is not ‘protected’? | YES[ ]  | NO[ ]  |

If you have answered yes, supply details of all convictions in a sealed envelope marked ‘confidential’ and attach to this form, for the attention of the chair of the recruitment panel. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

## Disability

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| The school welcomes applications from disabled people. This means that the school is committed to interviewing all applicants with a disability who meet the minimum criteria for a job vacancy and to consider them on their abilities. |

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| Do you consider yourself to have a disability that you would like us to be aware of at this stage of the application process?  | YES[ ]  | NO[ ]  |

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| If **YES** would you welcome the opportunity to discuss any reasonable adjustments you require either during the recruitment process or to enable you to do the job? | YES[ ]  | NO[ ]  |

## Data Protection Act 1998

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| The personal data that you provide will be used in connection with your application for vacancies at the school. Your information will be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidates’ application forms will be destroyed after 12 months.By checking the box below you hereby confirm that you have read GDPR Job Applicant Privacy Notice and understand:Whitley Academy has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements. Whitley Academy will not share my data to any other third parties without my consent, unless the law requires the Academy to do so. The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties. My data is retained in line with the Whitley Academy GDPR Data Retention & Distruction Policy. Confirm [ ]  |

## Immigration, Asylum and Nationality Act 2006

The Governing Body will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested: [ ]

## Declaration of Related Parties

Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company or any current employees?

Yes: [ ]  No: [ ]

If yes, please complete the following:

|  |  |
| --- | --- |
| **Name of Governing Body / Academy Trust member/employee** | **Relationship to you** |
|       |       |
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## Signature and Disclaimer

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| I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking. I have not canvassed an employee of the school or a governor, either directly or indirectly in connection with this application and I will not do so. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 1998 and subsequent legislation. I can produce the original documents of my qualifications and eligibility to work in the UK, prior to any appointment. |

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Please note:**

* **If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it.**
* **Please ensure you have also completed and returned the Equal Opportunities Monitoring Form with this application.**