**Wribbenhall School**



SCHOOL APPLICATION FORM

***Completing the Application Form***

Please read these notes carefully and keep for future reference. They are designed to help you in completing your application form. We want to try and make sure that everyone applying for a job with Wribbenhall School has a fair chance. Completing an application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

* It is important that you complete all sections of the application form as clearly and fully as possible.
* Please ensure that you have given your name and address accurately so that we are able to contact you.
* We are interested in your experience and any skills or training which show that you meet the requirements of the job for which you are applying. Include non-work activities which are relevant.
* We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
* Please do not forget to sign the form.
* If you attach additional sheets to your application form, make sure you put your name and the title and location of the post for which you are applying at the top of each page.
* We ask everyone to complete an application form so please do **not** send a C.V.

***Remember we can only decide whom we should interview based on what is written on your application form.***

JOBS WORKING WITH CHILDREN

The job for which you are applying involves substantial opportunity for access to children and your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of children. These checks will include a check by the Disclosure and Barring Service on Police Records for **all** criminal convictions, cautions and any impending cases. A more detailed explanation is attached to this application form.

PRIVACY NOTICE UNDER THE DATA PROTECTION ACT

(General Data Protection Regulations from 26th May 2018)

Wribbenhall School is collecting Personal Identifiable Information to enable it to process your job application and to monitor against statutory requirements e.g. Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1)b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2)b).

If you are successful and subsequently appointed this information will be use for the purpose of:

* contractual obligations as an employer
* to keep you informed on matters relating to your employment
* detection and prevention of fraud and over payments from the public purse
* completion of statutory returns
* improving the management of its workforce data across the sector
* enabling development of a comprehensive picture of the workforce and how it is deployed
* informing the development of recruitment and retention policies
* allowing better financial modelling and planning
* enabling monitoring of protected characteristics to support compliance with the Equality Act 2010
* supporting the work of the School Teachers’ Review Body, if you are a teacher

This information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. If you are successful in obtaining employment with the School, the School will retain this information for the period of your employment and the following 7 years following the termination of your employment.

If you are unsuccessful in obtaining employment your data will be retained for 6 months from the time of applying, once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

Wribbenhall School will not share any Personal Identifiable Information collected with external organisations unless required to do so by law. For further details on the school’s privacy arrangements please view the Data Policy and the Records Management Policy on the policies page on the school’s [website page](http://www.wribbenhallschool.co.uk) or by request from the school.

**By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.**

**EQUAL OPPORTUNITY MONITORING**

***What does this mean?***

Wribbenhall School asks that read the Equal Opportunities Policy and the Equality and Diversity Policy on the policies page on the school’s [website page](http://www.wribbenhallschool.co.uk) or by request from the school. It would help us greatly if you would complete the Monitoring Form attached to the application form fully.

* When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
* Those involved in shortlisting and interview will not view the information that is on the Monitoring Form.

THE RECRUITMENT PROCESS

***What will happen next?***

If you require any help or have any questions about the recruitment process, or you are unhappy about the way you are treated or have any suggestions as to how we can do better, please contact the school and ask to speak to the proprietor.

Whatever the outcome of your application, thank you for the interest you have shown in working for Wribbenhall School.

COMMITMENT TO EQUAL OPPORTUNITIES

Wribbenhall School is committed to equality of opportunity in all aspects of their activities. We recognise that people suffer discrimination, disadvantage and exclusion, both in employment and in the delivery of services, for many reasons including:

* race
* gender
* orientation
* gender re-assignment
* religion or belief
* age
* disability
* pregnancy or maternity

We are committed to combating inequality and striving to ensure that all people in all parts of the community are treated fairly.

ESSENTIAL Additional Information for posts which involve

working with Children.

The post for which you are applying will involve working with children. In order to ensure the safety of children, your application will be subject to rigorous pre-employment checks.

**Please read this information carefully, detach and keep these notes.**

1. The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.
2. We will also take into consideration relevant information received from **any** source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.
3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
4. You will be asked to submit original proof of identification, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
5. You will have to complete a medical questionnaire and may be required to provide information from you GP/specialist etc.
6. You will be subject to a six month probationary period. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.
7. **Criminal Record Checks**
8. This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
9. A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities Charter. There are, however, certain offences which will debar you from working with children under the regulations made under the Children’s Act, including Schedule 1 offences such as sexual and violent offences.
10. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or dismissal once appointed.
11. Prior to any offer of employment being made you will be required to complete a **Disclosure application form**. On this form you will need to declare **ALL** CAUTIONS, BIND OVER ORDERS & CONVICTIONS. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record.

**All information given will be treated as strictly confidential and will be stored securely.**

Once completed this disclosure form will be sent to the Disclosure and Barring Service. The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and they will also send a copy of the result to Wribbenhall School. This information will enable the School to make its decision on possible employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

For disclosure information and services please visit the DBS homepage on their web site **www.homeoffice.gov.uk/dbs**.

If you do take up employment it is necessary for you to inform the Proprietor of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to your dismissal.**

**IMPORTANT**

**WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN.**

Top of Form



EMPLOYMENT APPLICATION FORM FOR SCHOOL SUPPORT STAFF

## Please complete the relevant parts of this form

|  |
| --- |
| **Job Title :** **Application to be returned to the school by the closing date.**    **Closing Date:**    **or alternatively email it to** |
| **ewells@wribbenhallschool.co.uk** |

**1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)**

|  |  |  |
| --- | --- | --- |
| Surname/Family name | Initials | Contact Tel No .  Email Address |
| Correspondence Address    Postcode | | Please list any former names you have had. |
| Under the Equalities Act 2010, do you consider yourself to have a disability?  If you are shortlisted for this post, you will be given the opportunity to tell us about any reasonable adjustments that need to be made during the recruitment process. This information should be provided separately from the application form. | | |

**2. EDUCATION AND TRAINING**

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/University/Professional Body/Institution | Period of study or Membership | Subject and type of qualification or course | Grade/Membership Number |
|  |  |  |  |

\*The Equality Act 2010 states that the protected characteristic of disability applies to a person who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities **3. CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Post Title | |
| Employer and Address:    Tel. No.  May we contact you on this number? | Date appointed:  Date left (if applicable):  Reason for leaving: |
| Present wage/salary £  Please specify type and value of any allowance included in the above | Notice required/date available for employment |

**4. PREVIOUS EMPLOYMENT/EXPERIENCE**

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of Employer | Post Title/Brief outline of duties (including Salary/Grade) | Dates | Reason for leaving |
|  |  |  |  |

**5. DETAILS OF CURRENT EMPLOYMENT AND SUPPORTING STATEMENT**

Please set out below any further information which you feel supports your application. This should include a description of your duties and responsibilities in your current or most recent post, and an organisation chart showing your post in relation to others. Include any other experience that you feel is relevant to your application. In completing this section take as a guide the contents of the job description and person specification of the post for which you are applying.

Use a separate sheet if necessary, ensuring that each additional sheet bears your name, and the title and location of the post for which you are applying. C.V.’s are not accepted and if included will not be forwarded to the shortlisting panel.

|  |
| --- |
|  |

**6. REFERENCES**

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

Please note that if this is a post working with children or vulnerable adults, references **will** be taken up prior to interview. If you have any questions regarding this please contact the school directly. If you inform your referees that you have put their details forward it may reduce delays if references are requested.

\*Please indicate if this is a work or personal referee.

|  |  |
| --- | --- |
| 1. Name  Address      Tel. No.  Email:  Occupation  Work/Personal\* | 2. Name  Address        Tel. No.  Email:  Occupation  Work/Personal\* |

**7. OTHER INFORMATION**

|  |
| --- |
| Are you, to your knowledge, related to any Wribbenhall School employee or Govenor?  If yes, please give details:  **Name**       **Relationship** |

|  |
| --- |
| **Rehabilitation of Offenders Act 1974**  This post involves working with children, vulnerable groups or is a position of trust and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, reprimands, final warnings and convictions, including 'spent convictions' no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.  We will only take this information into account if we consider them relevant to the post for which you have applied. Any failure to disclose such information could result in withdrawal of any job offer or disciplinary action by the organisation.  Successful applicants for this post will be subject to an enhanced check carried out through the Disclosure and Barring Service.  **Declaration**  Have you at any time received, or do you have pending, a caution, reprimand, final warning or conviction?  If yes, please give details:  Date  Nature of summons/charge/caution/allegation  Court  Sentence or order  Please continue on a separate sheet if necessary |

**8. YOUR SIGNATURE**

|  |
| --- |
| I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation. |
| **Signature of applicant       Date** |

|  |
| --- |
| **For office use only**  Reason for not shortlisting  Reason for not appointing |

EQUAL OPPORTUNITIES

Wribbenhall School recognise that within our society there is widespread disadvantage. Members of black or minority ethnic communities, women, those who care for dependants, people with disabilities, older people, people with criminal convictions and those whose sexuality is different from that of the majority often do not get a fair deal in employment matters because of direct or indirect discrimination, either intentional or unintentional. They are therefore prevented from making the most of their potential. This is damaging to those who discriminate and to those who are discriminated against and to organisations which fail to benefit to the full of the skills and talents which such people may have to offer. The School is committed to opposing discrimination and promoting equality of opportunity by taking such appropriate steps as are within its power and within statutory provision. Wribbenhall School recognises its obligations under various pieces of legislation relating to equality of opportunity.

## Wribbenhall School’s Employment Equality Promise

Wribbenhall School gives an undertaking that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity, regardless of race, colour, gender, sexuality, marital status, gender re-assignment, care of dependants, age, disability, religious or political beliefs, pregnancy or maternity or unrelated criminal conviction. The School will therefore:-

1. Publicise this commitment to all of its employees and within the community at large.
2. Encourage job applications from all sections of the community.
3. Ensure that its employees receive appropriate training so that they can both understand and actively promote equal opportunity policies.
4. Ensure that the School’s existing and future personnel policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
5. Ensure that medical fitness requirements are determined having regard to the demands of particular posts, are applied fairly and consistently and do not discriminate against those with particular medical conditions.
6. Measure the effectiveness of its policies by regular monitoring of both existing employees and of job applicants and the publication of an annual equal opportunity report.
7. Ensure that any allegation of discrimination contrary to the provisions of this Charter is thoroughly investigated and that appropriate action is taken.

##### IN ORDER FOR US TO MONITOR OUR EQUALITY OPPORTUNITIES POLICY PLEASE COMPLETE THE FORM OVERLEAF



**Equality and Diversity Monitoring Form**

We work proactively to identify and remove barriers in our education opportunities and in our work. We do this in part through monitoring.

As part of our overall commitment to equality for a diverse school and workforce, we aim to create a culture within which all staff have the right to be treated with dignity and respect and a culture that ensures that no one receives less favourable treatment on the grounds of race, ethnic origin, religion or belief, age, gender, sexual orientation, disability, or marital status.

Diversity monitoring helps us to achieve these goals by helping us understand the profile of the candidates who apply for our roles and our workforce in respect of these characteristics.

We therefore ask and encourage all applicants and our staff to complete our equality and diversity monitoring forms. The information provided will help us to:

* develop and improve our practices;
* build and maintain equality of opportunity and diversity across our organisation; and
* demonstrate our commitment to promoting equality and valuing and respecting diversity in all that we do as an employer and as a champion for children.

We would like to reassure you that this form will be handled separately from your application when it is received by the Office and will not be used to assess your suitability for education or employment at Wribbenhall School. If you would prefer you can return this form separately by post rather than on line in order to guarantee your anonymity.

1. **How would you describe your national identity:**

I would prefer not to say ☐

English ☐ Welsh ☐ Scottish ☐ Irish ☐ British ☐

or I prefer to describe my national identity in another way (please describe) --------------------------------------

1. **How would you describe your ethnic origin:**

Please choose one section, then tick one box to best describe your ethnic group or background.

I would prefer not to disclose my ethnic origin 🖵

White ethnic origins:

White - English 🖵 White – Welsh 🖵 White- Irish 🖵 White –Northern Irish 🖵 White - Scottish 🖵

White - British 🖵 Irish or Gypsy Traveller 🖵

Other - I prefer to describe my white ethnic origin as (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asian and Asian British origins:

Asian - Indian 🖵 Asian -Pakistani 🖵 Asian –Bangladeshi 🖵 Asian Chinese 🖵

Other - I prefer to describe my Asian or Asian British origins as (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Black/ African/Caribbean/Black British origins:

Black – African 🖵

Black – Caribbean 🖵

Other - I prefer to describe my Black or Black British origins as (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Multiple or mixed ethnic origins:

Multiple -White and Black Caribbean 🖵

Multiple - White and Black African 🖵

Multiple - White and Asian 🖵

Other – I prefer to describe my multiple ethnic origin as (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other ethnic groups:

Arab 🖵

I prefer to describe my ethnic origin as (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How would you describe your gender identity:**

Male 🞏 Female 🞏 Trans 🞏 (Trans is an umbrella term for people whose gender identity in some way differs from the gender they were assigned at birth).

I prefer to describe my gender identity in another way ..................................................................

**3. What is your age range?**

Under 20 🞏 20-24 🞏 25-29 🞏 30 -34 🞏 35-39 🞏 40-44 🞏 45-49 🞏 50-54 🞏 55-59 🞏

Over 60 🞏 Prefer not to say 🞏

The Equality Act 2010 defines disability as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out day-to-day activities.

1. **Do you consider yourself to have a disability?**

Yes🞏 No🞏 Prefer not to disclose 🞏

Please specify the nature of your disability…………………………………………………………..

1. **What is your religion or belief?**

Atheist 🖵 Buddhist 🖵 Christian (all denominations) 🖵 Hindu 🖵 Humanist 🖵 Jewish 🖵

Muslim 🖵 Paganist 🖵 Sikh 🖵 Spiritualist 🖵

No religion or belief 🖵

Other religion or belief system (please describe) …………………………

Prefer not to disclose 🖵