**Woodchurch High School**

**A Church of England Academy**

 **Application for Appointment to a Teaching Post**

*Please complete all sections in full & in* ***Black Ink*** *in Block Capitals*

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| **1.** | **Post Information** |  |
| Position applied for: |  |
| Name of School: | Woodchurch High School |
| **2.** | **Personal Details** |  |
| Title: |  | First Name(s): |  |
| Surname: |  | Previous Surname(s): |  |
| Address: |  |
|  | Post Code: |  |
| Tel: |  | Mobile: |  |
| National Insurance No: |  | Teacher Ref No: |  | Email: |  |
| **3.** | **Current Post Details** |
| Present Post: |  | Present Salary & Pay Spine: |  |
| Present School: |  |
| Present Local Authority: |  |
| Date from: |  | Date to: |  | Full or Part Time: |  |
| No on Roll: |  | Boys/Girls/Mixed: |  |
| Subject(s) or Key Stage: |  |
| **4.** | **School Academic Qualifications**  |
| **(a)** | **GCSE / ‘O’ Level** |
| Subject | Grade | Date | Subject | Grade | Date |
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| **(b)** | **GCE ‘A’ Level / ‘S’ Level / AS Level / Other e.g. Access Course** |
| Subject | Grade | Date | Subject | Grade | Date |
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| **5.** | **Higher Education Qualifications (including PGCE)** most recent listed first |
| University/College | Dates | Subject(s) | Qualification & Division e.g. BSc Hons 2/2 | Date of Award |
| From | To |
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| **6.** | **Employment Teaching History** |
|  | In chronological order please, starting with the most recent.  |
| Name of School/Employer | No on Roll (Boys/Girls/Mixed) | Ages & Subjects | Reason for Leaving | Dates |
| From | To |
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| **7.** | **Other Full Time Employment and/or Voluntary Work** |
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| Employer’s Name | Address | Job Title and Reason for Leaving | Dates |
| From | To |
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| **If there are any gaps in your employment or education history, please explain them below.** |
| **8.** | **Training Courses** |
|  | Courses attended other than initial training in the last 3 years, including short courses & seminars. |
| Name of Course | Provider | Dates | No of Sessions | Duration of Sessions | Details |
| From | To |
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| **9.** | **Personal Statement** |
|  | Using the person specification that you have been sent with your application pack, please use examples to demonstrate your suitability for the position you are applying. Please include your reasons for applying for and interest in this position by using no more than two sides of A4 at font size 12. |
|  |  |
| **10.** | **Referees** |
|  | Please supply the names and contact details of at least two referees who can comment on your suitability for this positon. One should be your current or most recent employer. (N.B. if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend). |
| Referee No1 (Current Employer) | Referee No 2 |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Tel No |  | Tel No |  |
| E-Mail |  | E-Mail |  |
| Name of Employer |  | Name of Employer |  |
| In what capacity does the referee know you |  | In what capacity does the referee know you |  |
| Please note that, if you are shortlisted, we will contact these referees and will request references prior to interview. We will seek information about the nature of any live warnings due to disciplinary or capability proceedings and any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. We will also ask your referees if they are aware of any reason why you would be unsuitable to work with children or vulnerable adults.Please indicate if your referees can be contacted at this stage:Yes: □ No: □ |
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| **11.** | **Advertisement** |
| Where did you see this post advertised? |  |
|  |  |  |  |
| **All sections on this page must be completed and signed.** |
| **12.** |  |
| Canvassing members of the Governing Body of the school, both directly or indirectly, is forbidden and will disqualify applicants. |
| Are you related to any employee/Governor of Woodchurch? – (please tick) | Yes | No |
|  |  |
| What is the relationship? |  |
| **13.** | **Application Validation** |  |  |  |
| I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information or to omit information could result in the withdrawal of any offer of appointment or my dismissal at any time in the future and possible criminal prosecution. I also agree to obtain an Enhanced Level DBS Disclosure when necessary |
| Signed: |  | Name |  | Date |  |
| **All candidates applying for employment via email accept this electronic copy as their signature if successful will be required to sign and date the form** |
| **14.** | **Guaranteed Interview Scheme** |  |  |
| Woodchurch High School is positive about disabled people and committed to their employment. The Academy’s policy is that any disabled applicant who meets the minimum (essential) criteria for the job will be interviewed. |
| Do you wish to apply under the Guaranteed Interview Scheme? ☐ Yes ☐ No |

**15. Interview**

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| If you do not hear from us within six weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement. |

Thank you for your application. This should be returned, returned via email to whsrecruitment@woodchurchhigh.com or returned by post to:

**Personnel Dept.**

**Woodchurch High School**

**Carr Bridge Road**

**Woodchurch**

**Wirral**

**CH49 7NG**

**MEDICAL FITNESS STAFF DECLARATION**

With reference to your application for this post with this Academy. In order to assist us in establishing that you are medically suitable and satisfy the health standards required, I should be grateful if you would kindly answer the questions set out below. The information provided will be treated with the strictest confidence and used only to determine whether it will be necessary to refer you for a medical examination prior to confirming your appointment with this Academy.

\*- delete as appropriate

|  |  |
| --- | --- |
| Name in Full (Mr/Mrs/Miss) |  |
| 1. | Has there been any cause for concern regarding your health during the period of employment with your present or most recent employer? | Yes / No \* |
| 2. | Has a medical examination been required at any time in connection with this employment? | Yes / No \* |
| 3. | If the answer was “YES” to question No 2 above, was the medical requested on: |
| 1. Appointment
 | Yes / No \* |
| 1. Following a Special Referral during your appointment
 | Yes / No \* |
| 4. | What was the result of such an examination? |  |
| 5.  | Are you aware of any illness / condition that would prevent you from carrying out your duties, as per the job description? |  |
|  6.6666. | If you have answered yes to any of these questions, please confirm that you consent to a call from our HR Manager prior to interview (if shortlisted) to discuss  |  Yes/No \* |
| I declare to the best of my knowledge and belief, all statements contained in the above answers are correct and I understand and acknowledge that should I conceal any material fact I will be liable to the termination of my contract of service, with such notice as may be appropriate and may be refused benefits under the sickness payments and superannuation schemesI consent to undergo a medical examination or examinations if required to do so and have no objection to the Academy’s Occupational Health Consultant communicating with my own doctor or obtaining any hospital records concerning my health or medical history. |
| Signed |  | Date |  |

**MONITORING OF APPOINTMENTS FOR EQUALITY**

Woodchurch High School is committed to eliminating discrimination and encouraging diversity amongst our workforce.

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability, however to assist with equality monitoring and for that purpose only, please provide the following details.

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| SEX |  | DATE OF BIRTH |  | MARITAL STATUS |  | NATIONALITY |  |
| ETHNIC ORIGIN – PLEASE TICK ONE |
| White | British |  | Mixed | White & Black-Caribbean |  |
| Irish |  | White & Black-African  |  |
| Other\* |  | White & Asian |  |
|  | Other\* |  |
| Asian or Asian-British | Indian |  | Black or Black-British | Caribbean |  |
| Pakistani |  | African |  |
| Bangladeshi |  | Other\* |  |
| Other\* |  |  |  |
| Chinese | Chinese |  | \* - Other Definition |  |
| Other\* |  |
| RELIGION OR BELIEF – PLEASE TICK ONE |
| Buddhist |  | Christian |  |
| Hindu |  | Jew |  |
| Muslim |  | Sikh |  |
| No Religion |  | Prefer Not To Say |  |
| Other\*  | \* please state |
| SEXUAL ORIENTATION – PLEASE TICK ONE |
| Bisexual |  | Gay / Lesbian |  |
| Heterosexual |  | Prefer not to say |  |
|  |
| Are you disabled? | Yes / No | Details |  |
| If Registered Disabled | Registration No: |  | Expiry Date: |  |

## Disclosure of Criminal Records

**Introduction**

Woodchurch High School in liaison with Atlantic Data have access to criminal records for those potential employees whose posts would involve responsibility for children and/or other vulnerable groups or posts which are also exempt from the Rehabilitation of Offenders Act 1974. This is referred to as a Disclosure.

If a post is subject to a Disclosure, it will be stated in the vacancy advertisement and which level applies. A Disclosure Application form will only be given to individuals who are offered an appointment. The Policy in relation to Disclosure will indicate what candidates for employment must disclose; how disclosed information will be considered and how it will affect employment; and who will consider this information. It also indicates how Disclosed information will be handled and destroyed.

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing access to ‘privacy notices’ to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school. Please access this notice via the following link: <http://www.woodchurchhigh.com/docs/Policies/PrivacyNoticeForJobApplicants.pdf>

**Employment Reference Consent**

In order for us to seek employment references from the two referees named on your application form, we need to provide your referees with evidence that you have consented for a reference to be supplied.

Please therefore read the information overleaf and sign to confirm that you understand and consent for you information to be used.

This information will be requested prior to interview wherever possible.

We may also make follow up contact with your referees before or after an offer of appointment is made should we require further clarity on the information supplied.

**Employment Reference Consent**

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| --- | --- |
| **Name and address of recruiting School:** | Woodchurch High School |
| **Post applied for:** |  |

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| **Applicant’s declaration**  |
| I hereby authorise Woodchurch High School to contact the referees I have named on my application form and I give my consent for information to be requested and supplied. I understand that a copy of this declaration will be provided to the individuals who are contacted. |
| Signed: |  |
| Print Name: |  |
| Date: |  |