

|  |  |
| --- | --- |
| **O:\Logo\New School Badge bmp.bmp** |  |

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

|  |  |
| --- | --- |
| **1. Job Details** | *Please provide details of the job for which you are applying* |
| Job Title:  |  |
| In the department of:  |  |
| Post Number/Job Reference:  |  | Closing date:  |  |
|  |
| **2. Personal details**  |
| Title First Name(s):  |   | Surname:Previous Name(s): |  |
| Address: |  | Contact Details: |
|  |  | Daytime: |  |
|  |  | Mobile: |  |
| Post Code: |  | Email address: |  |
| National Insurance Number:  |
|  |
| **3. Present or Most Recent Employer / Employment** |
| Name: |  | Period From:  | *(state month/year)* |
| Address: |  | Period To:  | *(state month/year)* |
|  |  | Telephone Number: |  |
|  |  | Basic salary: |  |
| Post Code: |  | Notice period:  |  |
| Nature of business: |  |
| Position held: |  |
| Nature of responsibilities: |  |
| Reason for leaving: |  |

|  |
| --- |
| **4. Education, Training & Development** |
| **Please tell us about your education, beginning with the most recent.** *You must complete this* *section if some kind of educational attainment is stated as an essential or desirable attribute on the**employee specification (M23). You may include relevant training courses.* |
| Date From | Date To | Name of School, College, University or Training Provider | Course Details, Qualifications Gained (specifygrade/level) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| **5. Membership of Professional Organisations** |
| Date Joined | Institute/Organisation | Grade of Membership (where required) |
| **6. Previous employment (in date order, starting with most recent) -** *Please state all employment**including voluntary work. Please account for any gaps in employment. Failure to do so may result in**your application not being considered – particularly if you are applying for a job which is exempt from**the Rehabilitation of Offenders Act 1974. Please continue on a separate sheet if necessary.* |
| Name of Employer andType of Business: | From | To | Job Title, Grade &Salary | Brief summary of dutiesand reason for leaving (if applicable): |
|  | (state month, year) |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |
| **7. Previous Employment with Woodchurch High School** |
| Have you ever been employed by Woodchurch High School?*(If you answered ‘yes’ please complete questions below)* | **Yes** **☐ No** **☐** |
| Date of leaving: | Reason for leaving: |
| Have you ever accepted Voluntary Severance, Early VoluntaryRetirement or discretionary compensation from Wirral Council?  | **Yes ☐ No ☐** |

|  |
| --- |
| **8. Essential and desirable criteria – see enclosed employee specification (M23)**  |
| *The employee specification which was enclosed with this application form gives details of the****essential*** *and* ***desirable*** *attributes of our ideal candidate. Please use this opportunity to state clearly**how you meet* ***each*** *of the criteria set out in the employee specification. Give a brief summary of your**reasons for applying for this post. Please continue on a separate sheet if necessary.* |
|  |

|  |
| --- |
| **9. Reference details** |
| *Please give the names and addresses of two people who would be willing to provide a reference**concerning your application.* ***One*** *of the referees* ***must be*** *your current/last employer who will be**asked specifically about your attendance record.* |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
|  |  |  |  |
|  |  |  |  |
| Post Code: |  | Post Code: |  |
| Daytime contact number: |  | Daytime contact number: |  |
| Email address: |  | Email address: |  |
| Is this person your presentor previous employer?  | ☐ Yes ☐ No | Is this person your presentor previous employer?  | ☐ Yes ☐ No |
| If you answered ‘no’ to the above question, inwhat capacity does the referee know you?  | If you answered ‘no’ to the above question, inwhat capacity does the referee know you?  |
| ***References will normally be taken up prior to******interview. Please indicate if your referee can******be contacted at this stage.*** | ***References will normally be taken up prior to******interview. Please indicate if your referee can******be contacted at this stage.*** |
|  | ☐ Yes ☐ No |   | ☐ Yes ☐ No |
|  |
| **10. Relationship to existing academy employees / governors** |
| *If you have any personal relationship to any Academy employee/Governor, please give their name**and relationship. Any approach to Governor or other employees to influence a selection decision will**disqualify you. This does not stop a Governor or employee giving a reference* |
|  |

|  |
| --- |
| **11. Your availability**  |
| *Please tell us when you are* ***not*** *available for interview in the 6 weeks following the closing date for**this post. This does not guarantee that we will be able to accommodate your needs, particularly**where an interview date has already been indicated.* |
|  |

|  |
| --- |
| **12. 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 |

|  |
| --- |
| **13. Driving or car ownership status** |
| *If the job for which you are applying requires you to drive or carries an Essential Car User allowance**please answer the following questions.*  |
| Are you a vehicle owner? |  | ☐ Yes ☐ No |
| Do you hold a full clean current licence? |  | ☐ Yes ☐ No |
| If No, please give details of any penalties or endorsements  |
| Please state any other type of licence you hold (e.g. HGV) |  |
|  |
| **14. Declaration**  |
| *I certify that the information contained on this application form is accurate and true. I give my consent**to the processing, transfer and disclosure by the Academy of all the information submitted by me**during the recruitment process and throughout my subsequent periods of employment for**pre-employment checks, equal opportunities monitoring, payroll operations, training and absence**records (Data Protection Act 1988).**(N.B. Deliberate falsification or withholding of information will lead to disciplinary proceedings and may**result in dismissal.)**I understand that canvassing will automatically disqualify my application.* *If you return this form without a signature you will be assumed to have accepted the above**declaration.* |
| Signature:  | Date:  |

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>

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**