



# JOB APPLICATION FORM - ASSOCIATE STAFF

See 'Guidance' section for completing this form

Job Title: \_\_\_\_\_

## 1. Guaranteed Interview for People with Disabilities

Are you registered disabled? Yes  No

Do you require any support or adjustments to enable you to take part in the selection process for this job? Yes  No

If so, please give details .....

Only disabled candidates who meet all the essential criteria on the person specification are guaranteed an interview.

## 2. Personal Details

Date of Birth: .....

Full Name: ..... (must be provided for any post working with children)

Mr/Mrs/Ms/Miss: ..... Home Tel Number: .....

Address: ..... Mobile Number: .....

..... Email Address: .....

Postcode: ..... National Insurance Number: .....

## 3. Education/Training/Qualifications (to be verified at interview) Continue on a separate sheet if necessary

School/ College/ University/ Placement	Dates From	Dates To	Courses Taken/ Qualifications	Grade	Date

Are you currently a member of any professional bodies? Yes  No

If yes, please state name of body: .....

Level of membership attained: .....

Are you registered for CPD (Continuous Professional Development)? Yes  No

#### 4. Present Employment

Name and Address of Present Employer	Job Title
	Gross Salary /Wage
	Date of Appointment
	Notice Required

Brief Details of Duties and Responsibilities

#### 5. Past Employment (most recent first)

Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. **For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for.** Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

Name and Address of Past Employers	Position Held	Dates From	Dates To

## 6. Relevant Training Courses Attended

Organising Body	Course Details	Dates From	Dates To

## 7. Further information

### Posts which involve driving:

Have you got a full/current driving licence?

Yes

No

If obtained, please state category of your LGV/PCV licence .....

## 8. Pension

If you are in receipt of a pension, gaining employment may affect your eligibility to receive your payments at the full amount. Please check with your pension provider before submitting this application form.

## 9. Relationships

Are you related to any member of the governing body/school?

Yes

No

If yes, please state who .....

**Please note:** Canvassing of members of CLPT directly or indirectly in connection with this post will disqualify your application.

## 10. Eligibility to work in the UK

We are legally obliged to ask you to provide evidence of your right to live and work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate and National Insurance Number to confirm this.

(Further details are available from the UK Border Agency website).

Are you able to immediately legally work in the UK?

Yes

No

To legally work in the UK, do you require a visa or work permit?

Yes

No

## 11. Disclosure & Barring Service

In the event of a successful application where this post meets the definition of Regulated Activity (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked. You must disclose details of all unfiltered reprimands, formal warnings, cautions and convictions as these will be disclosed by the DBS. Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered. Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form at interview will be entirely confidential and will be considered only in relation to this application.

## 12. References

To comply with Keeping Children Safe in Education, we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.

Please advise if you do not want us to take up references at this stage and provide reasons.

(Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history then please provide a character/personal reference. This should not be a friend or family member.

Present/most recent employer: .....

Name: .....

Job Title: .....

Address: .....

Postcode: .....

Telephone Number: .....

Email: .....

Status/Relationship to you: .....

Please tick this box if you would prefer us not to contact this referee prior to interview

Previous employer: .....

*(If no employment history, use teacher or similar)*

Name: .....

Job Title: .....

Address: .....

Postcode: .....

Telephone Number: .....

Email: .....

Status/Relationship to you: .....

Please tick this box if you would prefer us not to contact this referee prior to interview

We reserve the right to take up references with any previous employer.

Notes: (i) Referees will be contacted before interviews unless otherwise requested

(ii) If any of your referees knew you by any other name, please write the name in the space

## 13. Declaration

I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

**Complete this section only if completing the form by hand.**

(If completing the form electronically you will be asked to sign the form if selected for interview).

I hereby certify that all the information given by me on this form is correct to the best my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature: ..... Date: .....

Once you have completed the application form along with the recruitment monitoring form, please return to Gale Brindle at [gbrindle@westcroftschoo.co.uk](mailto:gbrindle@westcroftschoo.co.uk) or post it to Westcroft School, Greenacres Avenue, Underhill, Wolverhampton, WV10 8NZ.

Our registered Head Office is Central Learning Partnership Trust, Prestwood Road, Wolverhampton, West Midlands, WV11 1RD.

#### **14. Personal Statement**

(To assess your suitability for the position, based on the personal specification and job description please provide supporting information and examples from your personal, educational or work/career demonstrating your skills and experience).

## Guidance completing your application form

- All sections of the application form must be completed. Incomplete applications will not be accepted. The application must then be forwarded to the School.
- Use black ink or type (alternative formats, such as CVs or taped applications are acceptable if you have a disability which prevents you from completing the standard application form).
- Write your initial and surname on any additional sheets and clip them to your application form.
- Return your completed application form to the address shown on the front of this form by the stated closing date.

## Tips for completing Personal Statement

- The decision to select you for interview will be based on how closely you meet the essential criteria shown on the Personnel Specification. Use this as a guide to what skills and experience you need to have. These may have been gained from paid work, voluntary or leisure activities, work in the home, training and education. If you feel you meet any of the desirable criteria, highlight these too.
- You might find it helpful to do a rough draft first.
- Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.
- Accurate spelling, punctuation and grammar help to make a good impression.
- Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.

## Recruitment Monitoring Form

The information you provide on the Recruitment Monitoring Form is CONFIDENTIAL and will NOT BE SEEN by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes ONLY, in order to measure the effectiveness of the CLPT equal opportunities and recruitment policies. We look forward to receiving your application.

## Rehabilitation of Offenders Act 1974

All posts will be subject to an enhanced criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Governors or LA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.

If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The Academy also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

## Data Protection Act 2018

CLPT will use the information on this form to process your job application which will remain confidential and protected. The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. To apply to see a copy of the information held by CLPT please write to James Plant Data Protection Officer at Services 4 Schools Waterloo House, 4 Waterloo Road, Wolverhampton, WV1 4BL, james.plant@services4schools.org.uk.

CLPT may contact you in the near future for the purpose of completing a questionnaire with a view to improving the recruitment process. Please tick the following box if you do not agree to your data being used for this purpose.

Full information regarding GDPR can be found at [www.gov.uk/data-protection](http://www.gov.uk/data-protection)

## Recruitment Monitoring Form

This section forms an integral part of the application form and must be completed in full and accurately.

This form is confidential and will not be seen by the selection panel. The information provided on this tear-off slip will be used by the council only to monitor the effectiveness of its equal opportunities and recruitment policies, and will be used only as part of aggregated statistics. Please complete the following boxes as appropriate (use black pen).

### Ethnic Group

To which ethnic group would you say you belong?

Mark one box only please.

#### White

British	<input type="checkbox"/>	01
Irish	<input type="checkbox"/>	02
Any other White background	<input type="checkbox"/>	09

#### Mixed

White and Black Caribbean	<input type="checkbox"/>	10
White and Black African	<input type="checkbox"/>	11
White and Asian	<input type="checkbox"/>	12
Any other Mixed background	<input type="checkbox"/>	19

#### Asian or Asian British

Indian	<input type="checkbox"/>	20
Pakistani	<input type="checkbox"/>	21
Bangladeshi	<input type="checkbox"/>	22
Any other Asian background	<input type="checkbox"/>	29

#### Black or Black British

Caribbean	<input type="checkbox"/>	30
African	<input type="checkbox"/>	31
Any other Black background	<input type="checkbox"/>	39

#### Chinese or Other Ethnic Group

Chinese	<input type="checkbox"/>	40
Any other ethnic group	<input type="checkbox"/>	49
Prefer not to say	<input type="checkbox"/>	

### Sex

Which pronouns best reflect your identity?

She/her	<input type="checkbox"/>
He/him	<input type="checkbox"/>
They/their	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

### Disability

Do you consider yourself to be a disabled person?

Yes  No

### Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Vacancy (mark only one)

I became aware of this vacancy through:

Advert / Newspaper

Express & Star

Indeed

National Press (TES)

Other specialist publication\*

Teacher Vacancies (DfE)

University

Website (council)

Website (other)\*

\* Please specify publication / website:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

### Present Employment Situation

Are you currently employed by CLPT

Yes  No

### For Office Use Only

Shortlisted  Appointed