

WIZARD EDUCATION – Job Application Form



Position applied for: _____

PERSONAL DETAILS:

NAME:	Title:	Forename:	Surname:
ADDRESS:		Date of Birth:	
		National Insurance No:	
		Are you eligible to work in UK? <i>(if no give details):</i>	
Telephone No(s):		Are you registered with the GTC for England?	
		Do you have Qualified Teacher status?	
Email address:			

EDUCATION:

Name of school / college / University	From – To <i>(dd/mm/yy)</i>	Dates of attendance			
		Subject	Result	Date	Awarding Body

OTHER VOCATIONAL QUALIFICATIONS, SKILLS or TRAINING:

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EMPLOYMENT/ACTIVITIES since leaving secondary education:

Dates From – To (dd/mm/yy)	Name and address of employer	Position held and duties	Reason for leaving

INTERESTS: Please give details of any interests, hobbies, skills that you could bring to the School for the purposes of extra-curricular activity:

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SUITABILITY:

Give reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and the job specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of this post.

HEALTH:

The school is committed to being an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure the school complies with its obligations under the Discrimination Act 1995, 'The Act'. For the purposes of the act, disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled Y / N?
If you wish, please give further details here:

Are there any special arrangements you might require to attend an interview? Y /N
If yes please give details here:

If offered the position applied for (on the basis of the job description provided) are there any arrangements or adjustments that the school would need to make to enable you to carry out the role?

In accordance with the guidance published by the Dcsf, any offer of employment made by the school will be conditional upon the school verifying the successful applicants medical fitness for the role therefore if your application is successful you will be required to complete a medical questionnaire, the responses to which may be assessed by the schools medical advisor before any offer of employment is confirmed. There may be circumstances when it will be necessary for the schools medical advisor to seek access to your medical records and/or for you to be referred to a specialist clinician.

CRIMINAL RECORDS:

An offer of employment is conditional upon the school receiving an enhanced disclosure from the CRB which the school considers to be satisfactory. If you are successful in your application you will be required to complete a Criminal Records Bureau (CRB) disclosure application form. Any information disclosed will be handled in accordance with the code of practice published by the Criminal Records Bureau a copy of which can be obtained from the school on request. The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those that would normally be considered spent under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment, instead each case will be considered fairly by reference to the schools objective assessment procedure (a copy of which is available from the school on request)

Have you been convicted by the courts of any criminal offence?	
Is there any relevant court action pending against you?	
Have you ever received a caution, reprimand or final warning from the police?	
Do you have a current CRB disclosure (<i>ie: within last 3 mths</i>)	

If yes to any of the above please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' along with your application form.

REFERENCES:

Please supply the names and contact details of two people that we may contact for reference details. One of these must be your current or most recent employer. If your current / most recent employer does/did not involve work with children, then your second referee should be from an employer or organisation where you most recently worked with children if possible. Neither referee should be a relative or someone known solely to you as a friend.

	REFEREE 1	REFEREE 2
Name		
Occupation/position		
Organisation		
Address		
Tel No(s)		
Email Address		
May we contact prior to interview?		

RECRUITMENT:

It is the schools policy to employ the most suitable qualified personnel, provide equal opportunity for the advancement of employees and not to discriminate against any person because of their national or ethnic origin, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

All new posts within the school are subject to a probationary period. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the schools Recruitment Policy and a Child Protection Policy Statement are enclosed with this application form (or available online from our website) please take time to read them.

If you are successful with your application the school will retain any information given in this form (*including any attachments*) on your personal file. If your application is unsuccessful all documentation relating to your application will normally be confidentially destroyed after 6 months.

DECLARATION:

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on either the ISA Children’s Barred List or the ISA Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body
- I understand that providing false information is an offence which could result in my application being rejected or (*if the false information comes to light after my appointment*) summary dismissal and may amount to a criminal offence.
- I consent to the school processing the information given on this form including any sensitive information as may be necessary during the recruitment and selection process.
- I consent to the school making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position
- I consent to the school making direct contact with the people specified as my references to verify the reference

Signature: _____ Date: _____