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| **Application Form** | **A close-up of a logo  Description automatically generated** |

Please submit the completed form by email to recruitment@wmatrust.co.uk by the closing date and time – late applications may not be considered.

For any information that needs to be sent under separate confidential cover please send these in an envelope marked ‘Confidential’ to Paula Elliott at Hall Green School (Southam Road, Hall Green, Birmingham, B28 0AA).

Please ensure that you complete **all** sections of Part 1, Part 2 and Part 3 of the application (Part 4 is optional but we encourage completion), completing the parts of the form that have a white background after you have considered the Job Description and Person Specification. Please complete the form in black ink or type. CVs are not accepted.

**Please enclose a letter of application along with this application form which should be no more than one side of A4, font size 11.**

Please note that providing false information may result in your application being rejected or withdrawal of any offer of employment, or disciplinary action if you are in post (which could include dismissal), as well as possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.

# Part 1: Information for Shortlisting and Interviewing

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| Job title applied for: |  |
| Where did you see this role advertised? |  |

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| **Your current or most recent employment** |
| Name and address of employer |  |
| Your job title |  |
| Brief description of main duties, especially those that are directly relevant to this post: | Please enclose a copy of your current Job Description |
| Date started this role |  |
| Date ended (if still in post write ‘current’) |  |
| Reason for leaving (if applicable) |  |
| Salary / Grade, number of hours worked per week, and number of weeks per year |  |
| Date available to begin the advertised job |  |

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| **Previous employment** |
| Starting with the most recent first, include all periods of work including placements and voluntary work since leaving secondary education. Please include explanations for any periods not in employment or education / training.  |
| Date From (mm /yy) | Date To (mm /yy) | F/T or P/T? | Employer name and address | Reason for leaving | Job Title and Brief description of post held |
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| Please continue on a separate sheet if necessary (ensuring that your name is at the top of the page) |

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| **Secondary Education** |
| Please list all educational achievements, e.g. GCSE, ‘O’ level, ‘A’ level passes, B Tec etc. You will be asked to provide documentary evidence of qualifications listed below at interview stage. |
| Date From | Date To | Name of school / college | Qualifications gained completed (Please state the date and level achieved) |
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| Please continue on a separate sheet if necessary (ensuring that your name is at the top of the page) |

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| **Further or Higher Education** |
| Please list all diploma, degree, and professional qualifications. You will be asked to provide documentary evidence of qualifications listed below at interview stage. |
| Date From | Date To | F/T or P/T? | Name of University / College | Qualifications gained completed (Please state the date and level achieved, including for teacher training the age-group for which you were trained) |
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| Please continue on a separate sheet if necessary (ensuring that your name is at the top of the page) |

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| **Professional courses attended** |
| Please list relevant courses that you have attended in the last three years |
| Subject | Organising Body | Date(s) | Duration |
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| Please continue on a separate sheet if necessary (ensuring that your name is at the top of the page) |

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| **Other information in support of your application** |
| Please outline any other relevant experience, knowledge, interests and skills which demonstrate how you meet the requirements of the role. **This section must be limited to two sides of A4 in font size 11.**  |
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| **References** |
| Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent line manager. If you have not previously been employed, then Headteachers, College Lecturers or other persons who are able to comment authoritatively on your educational background and/or personal qualities are acceptable as referees.If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends. If you are shortlisted, references may be taken up before interview. If you do not wish us to contact your current employer before interview, please indicate this below.The trust reserves the right to approach any previous employer or manager.  |
| **Reference 1** (current or most recent employer) | **Reference 2** (previous employer) |
| Name |  | Name |  |
| Position |  | Position |  |
| Relationship to applicant |  | Relationship to applicant |  |
| Employer |  | Employer |  |
| Address (including postcode) |  | Address (including postcode) |  |
| Phone |  | Phone |  |
| Email |  | Email |  |
| Do not contact before interview |  |  |

# Part 2: Information about you

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions with an asterisk after them if relevant to the job.

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| Title: |  |
| All forenames: |  |
| Surname:  |  |
| All previous surname(s): |  |
| Current address (including full postcode): |  |
| Resident at this address since: |  |
| Phone number(s): (home and mobile) |  |
| Email address: |  |
| Date of Birth: |  |
| DfE reference number: (if applicable) |  |
| National Insurance Number: |  |
| Do you have a current full driving license?  |  |
| Did you qualify as a teacher after May 1999?  | Yes |  | No |  | N/A |  |
| If yes, in which school was induction completed? |  |
| Have you ever been subject to a child protection investigation by your employer or the General Teaching Council or Independent Safeguarding Authority? | Yes |  | No |  |
| If Yes, please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview. |
| Are you related to or have a close personal relationship with any student, employee, or Governor of Hall Green School, Kings Norton Girls’ School or Swanshurst School? | Yes |  | No |  |
| If yes, please give details separately under confidential cover. This will not be opened unless you are called to interview. |
| Do you have the right to work in the UK? | Yes |  | No |  |
| If no, please provide details under separate cover. |
| Are there any special arrangements which we can make for you if you are called for an interview and / or work based assessment? | Yes |  | No |  |
| If yes, please specify (i.e. ground floor venue, sign language, interpreter, audiotape etc) |
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# Part 3: Declaration

COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND‑OVERS

If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

DATA PROTECTION

The information collected on this form will be used in compliance with data protection legislation, and will be used to manage your application. If you are shortlisted online searches may be carried out as part of due diligence checks. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date. If you are appointed, your personal information be retained whilst you are an employee and used for payroll, pension and employee administration. Information will not ordinarily be disclosed to anyone outside the School without first seeking your permission, unless there is a statutory reason for doing so.

NOTES

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

(b) Canvassing, directly or indirectly, an employee, School Board member or trustee will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

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| I certify that, to the best of my knowledge and belief, all information included in this application is correct. I understand and accept that providing false information may result in my application being rejected or withdrawal of any offer of employment, or disciplinary action if I am in post (which could include dismissal), as well as possible referral to the police. I understand and accept that the information I have provided may be used in accordance the Data Protection paragraph above, and that checks may be carried out to verify the contents of my application form. |
| Signature: |  |
| Print Name:  |  |
| Date: |  |

# Part 4: Equality and diversity monitoring (optional)

This section will be separated from parts 1 - 3. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection legislation.

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| **Religion**Please tick the appropriate box |  | **Disability**Do you consider that you have a disability? |
|  |
| No religion |  |  | Prefer not to say |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |  | No |  |
| Buddhist |  |  | Yes (please complete the section below) |  |
| Hindu |  |  | If yes, my disability is… |
| Jewish |  |  | Physical Impairment |  |
| Muslim |  |  | Sensory Impairment |  |
| Sikh |  |  | Mental Health Condition |  |
| Other (please specify) |  |  | Learning Disability / Difficulty |  |
| Prefer not to say |  |  | Long standing illness |  |
|  |  |  | Other |  |
|  |  |  | Prefer not to say |  |
|  |  |  |  |  |
| **Sexual orientation**Please tick the appropriate box |  | **Personal relationship**Please tick the appropriate box |
|  |
| Bi-sexual |  |  | Single |  |
| Gay or lesbian |  |  | Living together |  |
| Heterosexual |  |  | Married |  |
| Other |  |  | Civil Partnership |  |
| Prefer not to say |  |  | Prefer not to say |  |
|  |  |  |  |  |
| **Gender**Please tick the appropriate box |  |  |  |
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| Female |  |  |  |  |
| Male |  |  |  |  |
| Transgender |  |  |  |  |
| Prefer not to say |  |  |  |  |

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| **Ethnic Group**Please tick either the ethnic group that you belong to or ‘Prefer not to say’  |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
| WIRI | Irish |  |
| OOTH | Irish Traveller |  |
| OOTH | Gypsy |  |
| WOTH | Other White background including European |  |
| Mixed | MWBC | White and Black Caribbean |  |
| MWBA | White and Black African |  |
| MWAS | White and Asian |  |
| MOTH | Other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
| APKN | Pakistani |  |
| ABAN | Bangladeshi |  |
| CHNE | Chinese |  |
| AOTH | Other Asian background |  |
| Black or Black British | BCRB | Caribbean |  |
| BAFR | African |  |
| BOTH | Other Black background |  |
| Other ethnic group | OOTH | Arab |  |
|  | Write in:  |  |
| Prefer not to say | REFU |  |  |