

**WOODBROOK VALE SCHOOL**

Non Teaching Application Form

**CONFIDENTIAL**

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| Pre-employment screening checks may be undertaken on recruitment applications and applicants for the purposes of confirming information requested and provided within this application form.  |
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| **1. POST DETAILS** |
| Post applied for:  |       |
| Post ref:  |       |

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|  **2. PERSONAL DETAILS** |
| Surname:  |       | Other Names:  |       |
| Previous Names:  |       | National Insurance Number:  |       |
| Title:  |       | Contact Telephone Number:  |       |
| Address:  |       | Do you have use of a vehicle? | [ ]  Yes[ ]  No  |
| Postcode:  |       |  |  |
| Email:  |       |

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| **3. PRESENT EMPLOYMENT****(If you are not currently in employment please leave blank)** |
| Job Title:  |       | Telephone Number: May we contact you on this number? |       |
| Employer’s Name:  |       | May we contact you on this number? | **[ ]** Yes[ ]  No |
| Address:  |       | Basic Pay/Grade:       | Other Pay:      | Date Started:      |
| Postcode: |       | Period of Notice:  |       |
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| Outline of key duties and responsibilities:      |
| **4a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first.** |
|  |  |  |  |  |
| Organisation | Role | Salary | Date Employed | Reason for leaving |
|  |  | (If Applicable) | FromMM/YYYY | ToMM/YYYY |  |
|       |       |       |       |       |       |
|  |  |  |  |  |  |
| **4b. Please specify all time not accounted for above with dates and reasons** |
|       |
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| **5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES** |
| Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfill the Person Specification. Please use additional paper if necessary.       |

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| **6. RELATIONSHIPS** |
| Are you related to any governor/ employee of the Woodbrook Vale School? |
| YesNo  | **[ ]** **[ ]**  |
| If yes, please give details      |

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| **7. CRIMINAL CONVICTIONS**  |
| A relevant check with the Disclosure and Barring Service is required for this post. The disclosure may reveal convictions regarded as “spent” under the Rehabilitation of Offenders Act 1974. By signing this application form, you provide your approval for an appropriate DBS check to be conducted. We undertake this on appointment and may do so periodically thereafter.Do you have any criminal convictions? [ ]  Yes [ ]  NoIf yes, please provide details of all convictions we are legally entitled to know about. You must include any relevant youth offences, military offences and police cautions.

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| **8. EDUCATION** |
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| Qualifications gained or pending. Please state subject(Please be prepared to provide evidence at interview) | Grade | Date Achieved(MM/YYYY) | School/College/University |
|       |       |       |       |

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| **9. MEMBERSHIPS OF RELEVANT ORGANISATIONS**  |
|  |  |  |
| Professional Body/Association | Qualification/ Membership Level | Dates of Qual/ Membership (MM/YYYY) |
|       |       |       |

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| **10. RELEVANT COURSES/ AWARDS (e.g. short courses attended/certificates/awards)**  |
|  |  |  |
| Organising Body | Brief Details of Course | Duration |
|  |  | From | To |
|       |       |       |       |

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| **11. DISABILITY/ HEALTH CONDITIONS** |
| Woodbrook Vale School encourages people with disabilities to apply for jobs and uses the ‘Two Ticks’ Disability Symbol. This means that Woodbrook Vale School is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities. |
| **The Equality Act 1995 defines disability as:***‘A physical or mental impairment which has a substantial and long-term negative adverse effect on the ability to carry out normal day-to-day activities.’*Please see notes of guidance for further clarification of this definition. |
| **I consider myself to be:** Disabled **[ ]** Non Disabled **[ ]**  |
| Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.  |
| [ ]  | Interview information on audio tape |
| [ ]   | Interview information in large print format |
| [ ]   | Sign language interpretation or other assistance with communication at interview |
| [ ]   | Induction loop in interview room |
| [ ]   | Wheelchair-accessible location for interview |
| [ ]  | Car parking space for interview (for people with mobility problems only) |
| [ ]  | Facility for Personal Carer, assistant or other person to accompany you at interview |
| **Please specify any other support, which you would like to be made available on the day:** |
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| **12. DATA PROTECTION ACT** |
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| The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract. When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information may be used by Woodbrook Vale School for the purposes of equality monitoring, compiling statistics and maintaining other employment records. If you are a Jobcentre Plus or Connexions client we will disclose information to them for performance and monitoring purposes. |
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| **13. INTERVIEW ARRANGEMENTS** |
| Please indicate below any dates when you would not be able to attend for interview:      |

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| **14. REFERENCES** |
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| Name:  |       | Name:  |       |
| Address:  |       | Address:  |       |
| Postcode:  |       | Postcode:  |       |
| Email Address:       | Email Address:       |
| Telephone Number:  |       | Telephone Number:  |       |
| Title/ Position:  |       | Title/ Position:  |       |
| Relationship to applicant:  |       | Relationship to applicant:  |       |
| \* Please tick this box if this referee is not to be contacted prior to interview without your permission. | [ ]  | \* Please tick this box if this referee is not to be contacted prior to interview without your permission. | [ ]  |
|  |  |  |  |
| Please note that an offer of employment cannot be made without prior receipt of satisfactory references, one of which should be your present or most recent employer.  |

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| **15. DECLARATION** |  |
| * I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.
* By signing this form I agree to Woodbrook Vale School using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.
* I also confirm that I have not directly or indirectly approached a Governor or employee of Woodbrook Vale School or Governor of a school/college to support me in making this application as this would disqualify me as a candidate.
* I understand that if I don’t tell you about any relationships with any governors or employees of Woodbrook Vale School, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.
* I also understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.
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| Signature:        | Date:       |

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| **16. MONITORING SECTION** |
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| It would be really helpful if you could complete this section for us. Woodbrook Vale School is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process. |

Application for post of:

**EQUAL OPPORTUNITIES MONITORING FORM**

We promote a working environment in which diversity is recognised, valued and encouraged. We seek to ensure employees are treated fairly and without favour or prejudice. Please could you provide us with the information requested below to help us monitor equal opportunities within our organisation?

Information you provide is anonymous and remains strictly confidential. We will store and use it in accordance with data protection principles. It will only be used for the purpose of monitoring equal opportunities. You are under no obligation to answer any particular question.

**Age**

Please state your date of birth

**Gender**

Please tick the appropriate box: [ ]  Female [ ]  Male [ ]  Transgender

**Ethnic Monitoring**

How would you describe your ethnic origin?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Asian/Asian British** |  | **Mixed/multiple ethnic group** |  | **White** |
| [ ]  Indian |  | [ ]  White and Black Caribbean |  | [ ]  English/Welsh/Scottish/Northern Irish/British |
| [ ]  Pakistani |  | [ ]  White and Black African |  | [ ]  Irish |
| [ ]  Bangladeshi |  | [ ]  White and Asian |  | [ ]  Gypsy or Irish Traveller |
| [ ]  Chinese |  |  |  |  |
| [ ]  Any other Asian background. Please specify:      |  | [ ]  Any other mixed / multiple ethnic background. Please specify:      |  | [ ]  Any other white background. Please specify:      |
|  |  |  |  |  |
| **Black/African/Caribbean/Black British** |  | **Other Ethnic Group** |  |  |
| [ ]  African  |  | [ ]  Arab |  |  |
| [ ]  Caribbean |  |  |  |  |
| [ ]  Any other Black / African / Caribbean background. Please specify:      |  | [ ]  Any other ethnic group. Please specify:      |  |  |

**Disability**

The Equality Act 2010 defines disability as *“a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities*”. Do you consider yourself to have a disability or a long-term health condition based on this definition?

[ ]  Yes [ ]  No

 ***Thank you for your time and co-operation in completing our form.***