



## APPLICATION FORM

Please return completed forms by email to: [hr@wishford.co.uk](mailto:hr@wishford.co.uk)

<b>Position applied for:</b>			
<b>Section 1 - Personal Details</b>			
Title			
Forename(s)			
Surname			
Former name(s)			
Address			
Telephone Numbers			
E-mail address			
Date of birth			
NI Number			
Teacher Reference Number (if applicable)			
How did you hear about this role?			
<b>Section 2 - Education (most recent first)</b>			
<b>School/college/university</b>	<b>Dates attended</b>	<b>Subject</b>	<b>Exam Result</b>
<b>Section 3 - Other vocational qualifications, skills or training</b>			
<b>Section 4 - Current / Most Recent Employment</b>			
Employer:			
Employer's address:			

Job title	
Responsibilities	
Date started	
Date left employment (if applicable)	
Current salary	
Reason for leaving	
Notice period	

**Section 5 - Previous employment since leaving secondary education**

Dates From/To (DD/MM/YY)	Name / address of employer	Position held and/or duties	Reason for leaving

Please provide details of any gaps in employment:

**Section 6 - Interests** (Please give details of any interests, hobbies or skills)

**Section 7 - Suitability** (Please use this section to explain in detail why you are suitable for the position, including how your experience to date relates to the requirements set out in the job description)

**Section 8 - Health**

Wishford Schools is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (“the Act”). For the purposes of the Act a 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?

Are there any special arrangements you might require to attend an interview?

If offered the position applied for, are there any arrangements or adjustments that the School would need to make to enable you to carry out the role?	
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In accordance with the guidance published by the DfE any offer of employment made by the School will be conditional upon verification of the successful applicant’s medical fitness for the role. If your application is successful, you will be required to complete a medical questionnaire.

**Section 9 - References**

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from the employer with whom you most recently worked with children. If you have never worked with children, the second reference should be from a previous employer or can be a character reference. Neither referee should be a relative or someone known to you solely as a friend. Wishford Schools will typically take up references from all shortlisted candidates before interview.

	Referee 1 (current employer)	Referee 2
Name:		
Organisation:		
Address:		
Occupation:		
Telephone number:		
Email Address:		
May we contact prior to interview?		

**Section 10 - Recruitment**

It is Wishford Schools policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period. Wishford Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants who are invited to interview will be required to bring the following evidence of 1) Identity, 2) Address and 3) Qualifications with them in the form of any of these examples:-

- Passport or full birth certificate or Current driving licence (including counterpart) and
- Two utility bills or statements (from different sources) showing their name and home address (less than 3 months old) and
- Documentation confirming their National Insurance Number (P45, P60 or National Insurance Card) and
- Documents confirming any relevant educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed.

*Special requirements (care sector)*

Because the position involves the care of children employment is dependent on the following:

1. Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service
2. Such disclosure being acceptable to us
3. Proof of identity - birth or marriage certificate (where appropriate) and passport (if available).
4. Two satisfactory written references

Evidence of physical or mental suitability for your work

### Section 11 - Declaration

I declare that to the best of my knowledge the information on this application form is correct and understand that any misleading statements or deliberate omissions may be sufficient grounds for cancelling my appointment or terminating my contract and may amount to a criminal offence.

I understand that I will be asked to apply for a Criminal Records Disclosure and consent to do so. I understand that the information contained in this application form and in the Disclosure may be disclosed where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues. I give my assurance that I will willingly self-disclose any changes in my circumstances that might affect Safeguarding and Child Protection.

I consent to Wishford Schools processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature	
Date	

### CONNECTIONS

Do you have any connection to the school, or any member of staff of the school or group?	
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### ADDITIONAL INFORMATION

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