

The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects our staff and volunteers to share this commitment.



**Application Form
CONFIDENTIAL**

Please complete in black ink

Job Reference No: Job Title: Scale: Closing Date:	Please Return To: Mrs J Westwell Head Teacher's PA The Westwood Academy Mitchell Avenue Coventry CV4 8DY 024 7642 6901 admin@thewestwoodacademy.co.uk
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Personal Details

Title: Mr Mrs Miss Ms

Last name: _____ First Name(s): _____

Address: _____

Post Code: _____

Daytime Telephone Number: _____ Evening Telephone Number: _____

Mobile Telephone Number: _____

E-mail Address: _____

Please indicate if you are happy to receive correspondence via your email address, e.g. invite to interview letter? Yes No

National Insurance Number: _____

Are you eligible to work in the UK? Yes No Do you require a work permit? Yes No

Please provide two referees, one of whom must be your current or most recent employer. Family members may not be used as referees. Any offer of appointment will be subject to references which are satisfactory for our purposes.

First Reference (Current or most recent employer) Name: Job title: Organisation: Address: Postcode: Telephone No: E-mail Address: Relationship to you:	Second Reference Name: Job title: Organisation: Address: Postcode: Telephone No: E-mail Address: Relationship to you:
Do you wish to be consulted before this referee is approached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you wish to be consulted before this referee is approached? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please state any dates you are unavailable for interview:

Present or most recent employment

Name:

Job Title:

Address:

Postcode:

Telephone number:

Date from:

Date to (if applicable):

Salary and benefits:

Notice Required:

Reason for leaving (if applicable):

Please provide brief details of duties and responsibilities:

Employment history**References may be sought from your previous employers. Please indicate if you wish to be consulted before they are approached:** Yes No

Date from:	Date to:	Name and address of employer:	Job Title:	Reason for Leaving:

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Relevant education and qualifications		
Relevant qualification:	Result/grade:	Date obtained:

Relevant training		
Date:	Course title:	Organising body:

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Relevant skills and experience

Please demonstrate below how you meet the criteria on the person specification. You can include experience or knowledge you have gained through paid or unpaid work. Please ensure that your personal statement has been fully aligned to the requirements of the job, otherwise we will be unable to consider you for the post. This statement will be used to assess whether you will be invited to interview/assessment.

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Working Time Directive - Are you intending to hold additional jobs?

Yes No

If yes, please state the number of hours you will be working in other jobs in this box
This information is required to ensure we comply with Working Time Regulations.

Are you related to a Councillor, School or Trust Governor or employee of this organisation?

Yes No

If yes, please provide details. Name:

Relationship to you:

If you fail to disclose such information, you may be disqualified from consideration or, if appointed, liable to dismissal without notice. Canvassing of Councillors, Governors or employees in relation to this application will disqualify any applicant.

Convictions/Disqualifications

If you have a conviction, which is **not spent** under the terms of the Rehabilitation of Offenders Act 1974, you must indicate below. However, if you are applying for a post which requires a CRB check all convictions **remain unspent** and you must declare them.

I have convictions or disqualifications which are **unspent**: Yes No

If yes, please give details and dates of any **unspent*** criminal convictions, disqualifications, cautions or driving offences:

*Please note unspent convictions will only be taken in to account if thought relevant to the job and would preclude you from being considered.

Criminal Records Bureau checks (CRB)

If you are applying for a post where a CRB check is requested you will be required to declare all convictions whether they are **spent** or **unspent**. **CRB checks are required where a post is in contact with children and vulnerable adults. Please note ALL school posts require an enhanced CRB check.**

Disability

Do you consider yourself to have a disability within the terms of the Disability Discrimination Act 1995 (as amended)?

Yes

No

This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.

Please specify any arrangements we can make to assist you if you are invited to attend for interview/assessment (e.g. wheelchair access, BSL interpreter or information in alternative format):

Declaration

I confirm that the information contained in this application is, to the best of my knowledge, correct and understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 1998 and subsequent legislation.

Signature:

Date:

Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it.

Please complete in black ink

1) Equal Opportunities Monitoring Form

The Westwood Academy is committed to equal opportunities in employment and service delivery. To help us do this, **it is mandatory that all applicants complete this monitoring form. Failure to do so will result in your application being withdrawn from the recruitment process.**

The information contained in the form is for **monitoring purposes only** and is **not** provided to the short listing panel.

Job Ref:		Job Title:	
Gender			
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth	/ / DD/MM/YYYY
Ethnic Group (These groups are from the 2001 National Census)			
1) Choose one section from a) to f) 2) Then select the box that best describes your cultural or ethnic background. 3) If you select the last box within any category, please detail your ethnicity in the space provided underneath.		a) White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other Please state	b) Mixed <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background Please state
c) Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background Please state	d) Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Please state	e) Chinese or other ethnic group <input type="checkbox"/> Chinese <input type="checkbox"/> Other Please state	
f) Prefer not to state ethnicity <input type="checkbox"/> Prefer not to state ethnicity			

2) Disability Discrimination Act 1995

The Academy is required by the government to record numbers of applicants protected by the Disability Discrimination Act 1995. This information is also important in monitoring the success of school policies and initiatives that aim to attract more applications from people with disabilities.

- The Disability Discrimination Act 1995 protects people who:
 - have an impairment
 - are disabled
 - have long-term health conditions

This is providing that this has a "substantial and long term* adverse effect on a person's ability to carry out normal day-to-day activities". Long term is defined as 12 months or longer (or, if the condition is a new one, the expectation that it will be 12 months or longer).

<p>Disability Discrimination Act</p> <p>Do you think that you have a disability in accordance with the terms of the Disability Discrimination Act 1995?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If yes, please indicate which category best describes your disability:</p> <p><input type="checkbox"/> Hearing impairment</p> <p><input type="checkbox"/> Visual impairment (not corrected by spectacles or contact lenses)</p> <p><input type="checkbox"/> Physical impairment</p> <p><input type="checkbox"/> Mental health</p> <p><input type="checkbox"/> Learning difficulties</p> <p><input type="checkbox"/> *Other (please specify)</p> <p><input type="checkbox"/> Prefer not to state</p>	
<p>Media: Where did you hear about this vacancy?</p> <p><input type="checkbox"/> School / College / Careers Service</p> <p><input type="checkbox"/> Job Centre</p> <p><input type="checkbox"/> Casual Enquiry</p> <p><input type="checkbox"/> Advertisement *</p> <p>*Please specify where the advert was seen</p>	<p><input type="checkbox"/> Information from existing employee</p> <p><input type="checkbox"/> Job Vacancy Circular</p> <p><input type="checkbox"/> Website</p> <p><input type="checkbox"/> Recruitment Event</p> <p><input type="checkbox"/> Open Day</p>
<p>Data Protection Act 1998 - The personal data that you provide will be used in connection with your application for vacancies at the Council. Your information will not be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidate's application forms will be destroyed after 6 months.</p> <p>I agree to the processing of the information that I have provided.</p> <p>Signature: _____ Date: _____</p>	