



APPLICATION FORM

This form is designed to help us assess your application, and to conform with DfE guidance. Please complete this form by typing in the boxes or writing clearly in black ink. If necessary, please provide further information on a separate sheet.

If you are typing on this form, TAB will take you to the next box. Where tick boxes are provided, click in them to enter an X.

Your supporting statement (see page 5) should be no more than 2 sides of A4, Arial font size 12.

Post applied for:	School:
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PERSONAL DETAILS

FORENAME(S):	<input type="text"/>	SURNAME:	<input type="text"/>
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TITLE:	<input type="text"/>
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ADDRESS & POSTCODE:	<input type="text"/>
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TELEPHONE (day/mobile):	<input type="text"/>	TELEPHONE (evening):	<input type="text"/>
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EMAIL:	<input type="text"/>
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We will normally send all correspondence by email unless you ask us not to.

EDUCATION and TRAINING

Proof of qualifications will be required.

SECONDARY EDUCATION (11 – 18 years)

School(s) attended:

School Name	Dates

A-levels or equivalent:

Level and subject	Grade	Level and subject	Grade

GCSEs or equivalent:

Level and subject	Grade	Level and subject	Grade

HIGHER EDUCATION - including teacher training (earliest first)

From month/year	To month/year	Universities/ Colleges attended – including part time	Title and class of degree and grade e.g. BA (Hons) 2 (i)	Subject or course title

TEACHER TRAINING (if applicable)

Age range:

Main Subject:

Subsidiary subject(s):

DfE Number:

ANY OTHER PROFESSIONAL QUALIFICATIONS

Title	Organising body	Duration	From month/year	To month/year

RELEVANT PROFESSIONAL DEVELOPMENT

Courses attended in the last three years

Title	Organising body	Duration	From month/year	To month/year

EMPLOYMENT HISTORY**PREVIOUS TEACHING / SCHOOL POSTS HELD (earliest first)**

From mm/yy	To mm/yy	Name of local authority (if relevant) and status e.g. Foundation, Community, Academy trust etc	Name of school or college (including location)	Post title	B, G or mixed	No. on roll	Age range	Reason for leaving

Details of any non-teaching / non-school employment - including any temporary, unpaid and voluntary work (earliest first)

From mm/yy	To mmy/y	Employer	Job title	Reason for leaving

Please explain any periods not in employment since the end of full-time education:

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CURRENT EMPLOYER*If you are not currently in employment, please leave this section blank.*

Name and address of current employer:

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School details
(if applicable)

Type of school:	Age range:	No. on roll:
B/G/mixed:	Age range taught:	
Name of LA, Academy Trust (if relevant) or Independent institution:		

Date of appointment:

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Job title:

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Current salary:

£

Notice required:

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SUPPORTING STATEMENT

Please provide, as a separate document, an accompanying letter of support written to the Principal, maximum two sides of A4 font 12, addressing the following points:

- why you are interested in this post and how you have prepared yourself so far
- what contributions you feel you can make to students' development within our school
- any particular areas of strength and expertise you feel you may have

REFERENCES

Please supply the names, addresses and telephone numbers of two referees, one of whom must be your present employer. Close relatives are not accepted as referees, **and two referees from the same school or organisation will not be accepted.** Please be aware references will be called for prior to interview.

	Referee 1	Referee 2
Name:		
Position:		
Address:		
Tel:		
Email:		
In what capacity does this person know you?		
How long has this person known you?		
Are you related to, or the partner of, this person?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

CHILD PROTECTION

The Wade Deacon Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

REHABILITATION OF OFFENDERS ACT 1974 (Exceptions Order, 1975)

The provisions of the above legislation allow for a person who has been convicted of a criminal offence involving a sentence of not more than two and a half years imprisonment and who has since lived trouble-free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence has never occurred. This is known as spent conviction. However, the provisions of the Act relating to the non-disclosure of spent convictions do not apply to certain categories of employment offered by the school. Briefly these categories are as follows:

1. Employment in connection with the provision of social services, being employment which is of such a kind as to enable the holder to have access to any of the following classes of persons in the course of his/her normal duties, namely,
 - a) Persons under the age of 18 or over the age of 65.
 - b) Persons suffering from serious illness or mental disorders of any description.
 - c) Persons addicted to alcohol or drugs.
 - d) Persons who are blind, deaf or dumb.
 - e) other persons who are substantially and permanently handicapped by illness, injury or congenital deformity
2. Any employment which is concerned with the promotion of leisure or recreational activities for persons under the age of 18, being employment which is of such a kind as to enable the holder to have access to such persons in the course of his/her normal duties.
3. Any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his/her normal duties.

As you have applied for a post in one of the above categories you must give information concerning any previous convictions whether or not they are "spent" within the meaning of the Act. Failure to disclose any conviction could lead to an application being rejected or may later lead to the dismissal of a successful applicant. Any information disclosed will, of course, be kept in strict confidence and used only in consideration of this application.

Have you had any previous convictions?	YES/NO (Delete as applicable)
If YES, please give details of offence and sentence:	

Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment.

DECLARATION BY THE APPLICANT*Please complete as applicable*

- Are you related to any senior member of staff or governor? YES NO
- Do you have right to work in the UK? YES NO
- Have you been the subject of a reference to any teacher regulatory body? YES NO
- Are you prepared to undergo a medical examination? YES NO
- Do we have your permission to contact your current employer? YES NO
- Can you produce the original documents of your qualifications? YES NO
- Can you confirm that the information given in this application and any attachments is factually correct and complete and that you understand that any false information may, in the event of employment, result in disciplinary action or dismissal?
YES NO
- As part of our 'Commitment to Excellence', we regularly review our practices and seek the views of stakeholders to ensure the best possible outcomes for our students. Do we have your permission to contact you for the purpose of reviewing our recruitment practices?
YES NO

Where did you first find out about this post?

- | | | |
|---|--|---|
| <input type="checkbox"/> School Website | <input type="checkbox"/> School/Trust Email (Recruitment Mailing List) | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> TES Jobs Website | <input type="checkbox"/> TES Jobs printed paper | <input type="checkbox"/> Fish4jobs |
| <input type="checkbox"/> Halton Council Website | <input type="checkbox"/> Sefton Council Website | <input type="checkbox"/> Knowsley Council Website |
| <input type="checkbox"/> Ednet / Liverpool City Council Website | <input type="checkbox"/> St Helens Council Website | <input type="checkbox"/> Warrington Council Website |
| <input type="checkbox"/> NASBM Website | <input type="checkbox"/> Jobsgopublic | <input type="checkbox"/> ZOEK |
| <input type="checkbox"/> Other (please specify): | | |

By submitting this application, I consent to the Wade Deacon Trust holding and using personal information about me for personnel reasons and to enable the school to contact me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

SIGNATURE*:

DATE:

**Please leave blank. Shortlisted candidates will be asked to sign the form at interview.*