**

Confidential**:** Application Form

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| **Post Applied for:** |   |
| **How did you hear about this post?** |   |
| **Preferred First Name:** |   |
| **Surname:** |   |

Thank you for your interest in working at Witham Hall School Trust (the “School”). In order to assist the recruitment process please refer to the following documents:

* the relevant Job Description (noting its Person Specification, where applicable); and
* the School’s *Child Protection and Safeguarding Policy* (available on the School’s website).

Please complete this Application Form; failure to do so may result in your application being rejected. If any section is not applicable mark it as “NA” rather than leaving blank. We regret that a *Curriculum Vitae* (CV) cannot be accepted as a replacement for any part of this form.

If you are short-listed for interview, you will be contacted directly by telephone or email. Due to the volume of applications, we are not always able to acknowledge all applications; if you do not hear from us within 21 days of the closing date for applications, please assume that your application has been unsuccessful on this occasion.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Please note that any employer being contacted for a reference, may be asked to declare if you have been subject to any substantiated allegations or concerns, as defined by the DfE, that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people and, if so, the outcome. Online searches may be carried out on shortlisted applicants as part of the due diligence checks.

The School is exempt from the *Rehabilitation of Offenders Act 1974* and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. The amendments to the Exceptions Order 1975 (amended 2013 and 2020) provide that certain spent and unspent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website at <https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>. Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.

The form can be completed electronically. However, if completing in hardcopy, please complete clearly in black ink or typescript. If you run out of room in any section please continue on a separate continuation sheet, clearly indicating the relevant section numbers at the top of the continuation page.

Please submit the completed Application Form:

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| ideally electronically to: hr@withamhall.com(Where submitting electronically you are declaring that the information stated is true and accurate; you will be asked to sign this form if you are invited to an interview.) | or as a signed hardcopy to: The HR Manager, Witham Hall School Witham-on-the-Hill, nr Bourne Lincolnshire, PE10 0JJ |

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| --- |
| Personal Details |
| Surname: |   | All previous surnames:  |   |
| Your Title:  |   | *e.g.* Mr, Mrs, Dr *etc.* | Forename: |   |
| Middle Names: |   | Contact Numbers *(please tick your preferred number)* |
| Current Address: |   | Mobile telephone: |   |[ ]
|  |  | Home telephone:  |   |[ ]
| Postcode: |   | Work telephone: |   |[ ]
| Email: |   |
| Are there any restrictions on you taking up employment in the UK? | Yes |[ ]  No |[ ]
| If yes, please give details: |   |
| Are you related to, or do you maintain a close relationship with, an existing employee, volunteer or Governor of the School?  | Yes |[ ]  No |[ ]
| If yes, please give details:*A candidate who fails to disclose their relationship to the School may have their application rejected. If appointed they may be subject to disciplinary action or dismissal.* |   |
| Driving Licence |
| Only complete this section if the role you are applying for requires (*e.g.* driver) – or would benefit from (*e.g.* teacher) – a current valid driving licence. |
| What driving licence do you hold? | None | Full | Provisional | HGV | PSV |
| *(Please tick one)* |[ ] [ ] [ ] [ ] [ ]
| Do you have the use of a car? | Yes |[ ]  No |[ ]
| Do you have a Category D1 (minibus) licence? | Yes |[ ]  No |[ ]
| Employment Details |
| Current or most recent Salary: |   | Current Notice Period: |   |
| *Please start with your current employment; if you are not currently employed please start with your most recent employment. Please list all employments since leaving full-time education. In accordance with ‘safer recruitment’ practices, any gaps in employment must be explained.* |
| Current or most recent Job Title: |   |
| Name & address of current/most recent employer: | Reason for leaving or for contemplating leaving: |   |
|   |  |  |
|  | Start Date (MM/YY): |   |
|  | End Date (MM/YY): |   |
| Brief summary of your current or most recent role and responsibilities |   |
| **Previous employments** |
| Job Title: |   |
| Name & address of employer: | Reason for leaving: |   |
|   |  |  |
|  | Start date (MM/YY): |   |
|  | End date (MM/YY): |   |
| Brief summary of role and responsibilities |   |
| Job Title: |   |
| Name & address of employer: | Reason for leaving: |   |
|   |  |  |
|  | Start date (MM/YY): |   |
|  | End date (MM/YY): |   |
| Brief summary of role and responsibilities |   |
| Job Title: |   |
| Name & address of employer: | Reason for leaving: |   |
|   |  |  |
|  | Start date (MM/YY): |   |
|  | End date (MM/YY): |   |
| Brief summary of role and responsibilities |   |
| Job Title: |   |
| Name & address of employer: | Reason for leaving: |   |
|   |  |  |
|  | Start date (MM/YY): |   |
|  | End date (MM/YY): |   |
| Brief summary of role and responsibilities |   |
| Job Title: |   |
| Name & address of employer: | Reason for leaving: |   |
|   |  |  |
|  | Start date (MM/YY): | Click here to enter text. |
|  | End date (MM/YY): |   |
| Brief summary of role and responsibilities |   |
| *If necessary, please continue on a separate sheet of A4 (entitled ‘Continuation – Section 3: Employment Details’) and attach.*  |
| Gaps in Employment History |
| Explanations for any periods not in employment, self-employment or further education / training must be provided.  |
| Start Date (MM/YY) | End Date (MM/YY) | Reason |
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| *If necessary, please continue on a separate sheet of A4 (entitled ‘Continuation – Section 4: Gaps in Employment History’) and attach.* |
| Referees |
| Please give details of at least two referees. * If you are, or have been, employed one **must** be your current or last employer.
* If you have worked with children in the past, one referee **must** be able to make reference to your work with children.
* If your current or last employment was within a school, one referee **must** be the head teacher.
* If you are a student, one referee should be a senior staff member from your place of study.

References will not be accepted from relatives or partners, or from referees writing solely in the capacity of friends.The School reserves the right to take up references from any previous employer. Additional details or additional references may be required if any information is insufficient. Referees will be contacted to verify the reference. |
|  | First Referee (required):**Must be current or most recent employer** | Second Referee (required): |
| Name: |   |   |
| Job Title: |   |   |
| Address: |   |   |
| Phone Number: |   |   |
| E-mail: |   |   |
| Capacity in which known to you: |   |   |
|  | Third Referee (optional): | Fourth Referee (optional): |
| Name: |   |   |
| Job Title: |   |   |
| Address: |   |   |
| Phone Number: |   |   |
| E-mail: |   |   |
| Capacity in which known to you: |   |   |
| *References will be taken up after shortlisting and before interview. Please tick this box if you do not wish us to approach your Referees from your current employer at this stage.* |[ ]
| Education, Qualifications & Professional Memberships |
| In chronological order, please list below all the educational establishments you have attended, **including secondary schools**, and any qualifications you have gained. Documentary evidence of relevant qualifications/ memberships must be presented at interview; these must be originals. |
| Secondary, Higher & Further Education; Organising Body; Professional Association | QualificationAchieved | Level and Grade | From (MM/YY) | To (MM/YY) |
|  | *Teaching roles: if relevant include key stage training, subject specialisms, specialist training or special studies (publications or research dissertations)* |  |  |  |
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| In chronological order, please list below any courses or CPD you have completed which are required for or are relevant to the position. Supportive documentary evidence may be required at the School’s discretion.  |
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| *If necessary, please continue on a separate sheet of A4 (entitled ‘Continuation – Section 6: Education, Qualifications & Professional Memberships’) and attach.* |
| Interests |
| Please note below your leisure interests, hobbies, pastimes, *etc*. |
| Click or tap here to enter text. |
| Personal Statement |
| While referring to the Job Description and (if applicable) Person Specification, explain how your education, training and experiences (including those not related to employment) make you a good candidate for this position. |
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| *If necessary, please continue on a separate sheet of A4 (entitled ‘Continuation – Section 8: Personal Statement’) and attach.* |

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| Privacy Notice, Consents & Declaration |
| The information that you provide on this Application Form will only be processed for the purposes for which it has been requested. It will not be used for other reasons without your consent. All personal data, including special categories of personal data, is collected and processed in compliance with the principles of the General Data Protection Regulations (GDPR) and you have certain rights in respect of your information. These rights and further information regarding how the School uses your personal data can be seen in full in the School’s *Recruitment Privacy Notice* which is available on the School’s website (paper copies are available upon request to the HR Manager). By signing this Application Form you are confirming the following: * I declare that the information I have given on this form is true, accurate and complete to the best of my knowledge.
* I have read and understood all the questions on this form.
* I understand that providing false information is an offence, which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal, and may amount to a criminal offence.
* I understand that evidence of my qualifications will be required during the selection interview process.
* I understand that satisfactory references, a DBS check, medical clearance and evidence of the right to work in the UK are required before any employment can commence.
* I understand that any offer of employment is conditional upon the School obtaining an Enhanced Disclosure from the Disclosure and Barring Service (DBS) that the School considers to be satisfactory. The School applies for an Enhanced Disclosure check from the DBS including a Children’s Barred List check for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School.
* I understand that the information that I provide on this form (together with any attachments) will be used to process my application for employment. The personal information that I provide will be stored and used in a confidential manner to help with the School’s recruitment process. If my application is successful and I take up employment with the School, the information will be used in the administration of my employment. The School may check the information provided by me on this form with third parties. I consent to the processing of relevant sensitive personal data for the purposes of recruitment and employment. The School may have a legal obligation and/or legitimate interest to retain this data. If my application is unsuccessful, all documentation relating to my application will be confidentially destroyed after 12 months.
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| **Sign Name:** |   |
| **Print Name:** |   |
| **Date:** |  | *Where submitting this form electronically you are declaring that the information stated is true and accurate; you will be asked to sign this form if you are invited to an interview.* |

Equal Opportunities Monitoring Form

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| This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form is anonymous and will be kept separately from your application.The School recognises the importance of and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, sex, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.We welcome applications from all sections of the community.You are not obliged to complete this form but it is helpful to the School in monitoring how successfully it maintains equal opportunities.All information provided will be treated in confidence and used as set out in the School’s *Staff Recruitment Privacy Notice* and *GDPR Data Protection Policy*.Please complete the form as you feel is most appropriate for you. |
| **Position applied for:** |   |
| **Ethnicity** | White | British |[ ]  Any other white background |[ ]
|  | Mixed | White and Black Caribbean |[ ]  White and Black African |[ ]
|  |  | White and Asian |[ ]  Any other mixed background |[ ]
|  | Black or Black British | Caribbean |[ ]  African |[ ]
|  |  |  |  | Any other Black background |[ ]
|  | Asian or Asian British | Indian |[ ]  Pakistani |[ ]
|  |  | Bangladeshi |[ ]  Any other Asian background |[ ]
|  | Chinese or other Ethnicity | Chinese |[ ]  Other Ethnic Group |[ ]
| **Gender** | Please specify |   | Prefer not to say |[ ]
| **Sexual Orientation** | Please specify |   | Prefer not to say |[ ]
| **Religion** | Please specify |   | Prefer not to say | [ ]  |
| **Date of Birth** |   | (dd/mm/yyyy) |
| **Do you consider yourself to have a disability?** | Yes |[ ]  No |[ ]
|  | If yes, please state nature of disability: |   |
|  | The *Equality Act* defines disability as “A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal daily activities”. |
| **How did you become aware of this vacancy?** |   |