

Private and confidential

APPLICATION FORM

Please ensure that you complete every section of this form in full, as we reserve the right to not consider incomplete applications when shortlisting.

Please return this form to: the Office Manager, Woodcroft School, Whitakers Way, Loughton, Essex IG10 1SQ or trish@woodcroftschoo.net

Closing date	
Job applied for (State full time, part time, supply and/or fixed term if known)	
Available days/hours (if part time post)	

Personal details

Title	
Forename(s)	
Surname	
Former name(s)	
Preferred name	
Address	
Telephone numbers	
Email address	
Date of birth	
Nationality	
First language	
Other languages	
Do you have a valid driving licence	Yes No
Are you currently eligible for employment in England? If not, please provide details	Yes No
National insurance number	
Teacher's number (if applicable)	
Do you have qualified teacher status	Yes No
Are you related to or do you maintain a close relationship with an existing employee, volunteer or director of Woodcroft?	Yes No <i>(if yes, provide details)</i>

Education

Please start with your secondary school and list in chronological order. Please continue on a separate sheet if necessary.

Name of secondary school: (GCSE/O'Level) Date attended: From / to /				
Examination level	Subject	Result	Date	Awarding body

Name of higher education institution: (A level/BTEC) Date attended: From / to /				
Examination level	Subject	Result	Date	Awarding body

Name of college or university (Degree or equivalent) Date attended: From / to /				
Examination level	Subject	Result	Date	Awarding body

Previous employments

Please start with your earliest entry since leaving secondary education and list in chronological order. If there are any gaps in your employment history e.g. for a sabbatical year, please give details and dates.

Dates	From (MM/YY)	To (MM/YY)
Name of employer		
Address		
Position held		
Main duties		
Reason for leaving		

Dates	From (MM/YY)	To (MM/YY)
Name of employer		
Address		
Position held		
Main duties		
Reason for leaving		

Dates	From (MM/YY)	To (MM/YY)
Name of employer		
Address		
Position held		
Main duties		
Reason for leaving		

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Position held		
Main duties		
Reason for leaving		

Dates	From (MM/YY)	To (MM/YY)
Name of employer		
Address		
Position held		
Main duties		
Reason for leaving		

Dates	From (MM/YY)	To (MM/YY)
Name of employer		
Address		
Position held		
Main duties		
Reason for leaving		

Current employment

Dates	From (MM/YY)	To (MM/YY)
Name of employer		
Address		
Position held		
Main duties		
Reason for leaving		
Current salary		
Please detail any employee benefits		
Reason for seeking other employment		
Please state when you would be able to take up employment at Woodcroft School if offered		

Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied (200 words maximum).

Interests

Please give details of any interests or hobbies that you could bring to Woodcroft (200 words maximum).

Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the *Job description* and *Person specification* and describe any experiences you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

Continue on a separate document if necessary using no more than one side of A4 paper.

Health

In accordance with the guidance published by the DfE any offer of employment made by Woodcroft School will be conditional upon the school verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the school's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the school's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

Criminal records

An offer of employment is conditional upon Woodcroft School receiving a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). If you are successful in your application, you will be required to complete a *DBS disclosure application form*. Any information disclosed will be handled in accordance with the *Code of practice* published by the DBS (a copy of which is available from Woodcroft on request). The school is exempt from the Rehabilitation of Offenders Act 1974, therefore all convictions, cautions, reprimands and final warnings (including those normally considered 'spent under the Act') must be declared subject to the DBS filtering rules (enclosed). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. If you have a criminal record this will not automatically debar you from employment. Each case will be assessed fairly by reference to the school's *Policy on the recruitment of ex-offenders*.

Are you currently barred from working with children or on the Children's DBS barred list?	Yes No
Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?	Yes No
Is there any relevant court action pending against you?	Yes No
Have you recently returned from living/working overseas? <i>Note: If appropriate, we will carry out overseas police checks</i>	Yes No
If so, is there anything you need to declare relating to any overseas police records?	
If Yes to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked 'Confidential' with your <i>Application form</i>	

References

Please supply details of two people who the school may contact for references. One of these must be your current or most recent employer. If this employment does or did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. Where you have worked with children, relevant employers will be asked about disciplinary offences relating to children (including any in which the penalty is time expired), whether you have been the subject of any child protection concerns, and the outcome of any relevant enquiry or disciplinary procedure.

The school intends to take up references from all shortlisted candidates before interview. We reserve the right to contact and seek information from previous employers who you have not listed as a referee. As part of our process to seek references we will ask whether they know of any concerns as to your suitability to work with children.

REFEREE 1:

Name	
Organisation	
Address	
Occupation	
Telephone number	
Email	
May we contact prior to interview	Yes No

REFEREE 2:

Name	
Organisation	
Address	
Occupation	
Telephone number	
Email	
May we contact prior to interview	Yes No

Recruitment

It is Woodcroft School's policy to employ the best qualified staff and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation. All new posts within the school are subject to a probationary period. Woodcroft School is committed to safe-guarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the school's *Appointment, selection and disclosure policy* is available on request. Please note that on-line checks may be sought on shortlisted candidates. If your application is successful, Woodcroft School will retain the information provided in this form (together with any attachments) in your personnel file. If your application is unsuccessful, all related documentation will normally be confidentially destroyed after six months.

If you would like Woodcroft School to retain your details for longer than six months if your application is unsuccessful, mark here.

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Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on the DBS children’s barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to Woodcroft School processing the information given on this form, including any sensitive information, as may be necessary during the recruitment and selection process.
- I consent to Woodcroft School making direct contact with the people specified as my referees to verify the reference.

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Signature (please initial)

.....
Date