

Academy Ref:



Whitburn Church Of England Academy

An Academy with Specialist Status in Maths and Computing

APPLICATION FOR EMPLOYMENT

Application for the post:

Closing Date (noon):

Whitburn Church of England Academy is an Equal Opportunities Employer and operates a no smoking policy. The Academy is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the CRB, register with the ISA and will be subject to a range of other pre-recruitment checks.



Unless otherwise stated, please return your completed application form to:
Whitburn Church of England Academy, Whitburn, Sunderland, Tyne and Wear. SR6 7EF or email it to office@whitburncofeacademy.org

PLEASE READ THE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM

1. PERSONAL DETAILS (please complete in BLOCK capitals, in either black ink or typescript)

Surname:		Initial(s):	
Any previous Surname(s):		National Insurance Number:	
Address:		Home telephone no:	
		Mobile telephone no:	
		E-mail address:	
		Work telephone no:	
		May we call you at work?	
Do you have a valid full clean driving licence?			

2. DETAILS OF CURRENT OR MOST RECENT EMPLOYMENT

Name and Address of Employer:		Post title:	
		Present Gross Annual Salary / Weekly Wage: £	
		Salary Scale (where appropriate):	
Date appointed:	Notice required or date left (if appropriate):	Reason for leaving (if appropriate):	
Please give a brief description of your current duties:			

3. DETAILS OF PREVIOUS EMPLOYMENT

(Please list in chronological order, starting with the most recent first. Include **work/voluntary** experience and any periods of **unemployment** continuing on a separate sheet if necessary; please ensure there are **no gaps** in this record.)

Name of Employer	Job Title	Salary	From	To	Reason for Leaving

4. EDUCATION AND TRAINING (Please continue on separate sheet if necessary.)

School, College and/or University attended	From	To	Subject	Result/Grade Achieved

If you are a member of a Professional Body or Institute please give details:

Please give details of any training courses you have attended which will support your application:

Nature of Course	Date/s Attended	Duration of Course

5. FURTHER INFORMATION

Please give details of how, in your opinion, your training, experience, knowledge and interests make you a suitable applicant for this post, specifically in relation to the job description and person specification:

Please continue onto a separate sheet if necessary.

6. REFERENCES

Please give the details of two people to whom reference can be made regarding your experience and suitability for the post for which you have applied. At least one of these should be from your present or most recent employer (where applicable) and normally no offer of employment will be made without reference to him/her. Friends and relatives are NOT acceptable referees. **References will be requested prior to interview.** The Academy reserves the right to approach any previous employer or manager.

Name	Name
Address	Address
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Email:	Email:
Position/Occupation:	Position/Occupation:

7. OTHER INFORMATION

- (i) Please state where you learned of this vacancy
- (ii) Are you, to your knowledge, related to any member of the Governing body or any holder of senior office in the Academy? **YES / NO**

If yes, please state the person(s) and relationship(s) Name (s)

Relationship(s)

- (iii) Have you ever been the subject of formal disciplinary proceedings? **YES / NO**

If YES, please give details including dates:

8. REHABILITATION OF OFFENDERS ACT 1974

Form ROA1 must be completed and submitted with your application. Please put the completed form in a sealed envelope marked 'Confidential - For the Principal'. You are required **before appointment** to disclose any conviction, caution or binding over, including 'spent convictions', under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

9. DECLARATION

I understand that if I return the application form by email and am subsequently invited to interview, I will be required to sign a printed copy of my form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action will be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the academy.

SIGNATURE:

DATE:

NOTES TO APPLICANTS

Before signing this form please check that every section has been completed as outlined in the guidance notes. Candidates are invited to support their application with a brief letter. The form and letter should be returned as instructed in the details of the post. Enclose a stamped addressed envelope if you wish us to acknowledge your application.

You are reminded that this is an application form for a post in a Church of England Academy in which the Governing Body is the employer. If you are appointed the Contract you will be asked to sign includes the following clause:

As an employee in a Church of England Academy you are required to have regard for the Christian ethos of the academy and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.



EQUALITY AND DIVERSITY MONITORING FORM

We have a legal duty to monitor information on equality and diversity in our recruitment process.

We also want to make sure that our Equality and Diversity in Employment Policy is working, so we need you to complete this form to help us to do this. The information you provide on this monitoring form is strictly confidential Confidential

Application for the post of:	Closing Date(noon):
------------------------------	---------------------

Please Complete in Block Capitals

Surname:	Forename:	Middle Names
----------	-----------	--------------

I am:

Date of Birth:

(dd/mm/yyyy)

SINGLE <input type="checkbox"/>	MALE <input type="checkbox"/>
MARRIED <input type="checkbox"/>	FEMALE <input type="checkbox"/>

My ethnic/cultural origin is (please tick one box only):

(These categories are based on guidelines issued by the Commission for Racial Equality and were used in the 2001 Census)

Black or Black British Caribbean: <input type="checkbox"/> African: <input type="checkbox"/> Any other Black Background (please specify):	White British: <input type="checkbox"/> Irish: <input type="checkbox"/> Any other White Background (please specify):
Asian or Asian British Indian: <input type="checkbox"/> Pakistani: <input type="checkbox"/> Bangladeshi: <input type="checkbox"/> Sri Lankan: <input type="checkbox"/> Any other Asian Background (please specify):	Mixed White and Black Caribbean: <input type="checkbox"/> White and Black African: <input type="checkbox"/> White and Asian: <input type="checkbox"/> White and Arab/Middle Eastern: <input type="checkbox"/> Any other Mixed Background (please specify):
Chinese Chinese: <input type="checkbox"/> Any other Chinese Background (please specify):	Arabic or Middle Eastern/Any other Ethnic Group Arab: <input type="checkbox"/> Iranian: <input type="checkbox"/> Any other Arabic or Middle Eastern group (please specify): Any other ethnic group (please specify):

I saw this vacancy advertised in:

Signed:

Date

Thank you for taking the time to complete this form
Please ensure that it is returned with your completed application form



GUIDANCE NOTES FOR CANDIDATES WITH A DISABILITY



As a Disability Symbol user, we are showing our commitment to good practice in employing people with disabilities. We guarantee to interview all applicants with a disability who meet the essential criteria of a post and to consider applicants on the basis of their ability to do the job.

REMEMBER! If you do not wish to disclose that you have a disability then we cannot guarantee you an interview under the scheme outlined above.

The Disability Discrimination Act 1995 defines a 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 day to day activities”

- **Physical impairment** includes sensory impairments
- **Mental impairment** includes learning disabilities and mental illness
- **Substantial** means that the effect must be more than minor, e.g. the inability to turn taps or knobs or to remember and relay a simple message
- **Long term** has lasted, or is likely to last at least 12 months or for the rest of your life
- **Day to day activities** are activities carried out on a regular basis, including mobility, manual dexterity and physical co-ordination

Please complete the section below if you consider yourself to have a disability

Please give details of how you consider yourself to have a disability and how long this has lasted:

If you consider yourself to have a disability, has it prevented you from meeting the essential requirements for the post?

Yes

No

If Yes please provide further information.

Please state below any special facilities or aids you may require should you be invited to attend for interview:



The rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986

The position for which you are applying for is exempt from the provisions of Section 4(2) of the rehabilitation of Offenders Act 1974, (being a function giving substantial access in the course of normal duties to children, young people under the age of 18 or to vulnerable adults since it is carried out wholly or partly on premises where these persons are provided with accommodation, care, leisure and recreational facilities, social services, supervision or training)*.

Due to the nature of the work for which you have applied, it is therefore a condition of appointment that you inform the Governing Body of any convictions, including those “spent” under the provisions of the 1974 Act. Failure to disclose convictions when applying will result in withdrawal of any offer made or (if late in coming to light), dismissal in the case of a non-employee and either dismissal or disciplinary action in the case of an employee. Any information given will be completely confidential and will be considered only in the relation to suitability to the post.

Details of successful candidates for positions with substantial access to children, young people or vulnerable adults will be submitted for clearance to the Criminal Records Bureau before an appointment is confirmed. Any Disclosures of information received as a result of this exercise will be destroyed as soon as the responsible person has decided upon its relevance to the task, in line with Home Office criteria. However a note will be made that checks have been undertaken. Refusal to inform the Governors of convictions or to complete the declaration below will disqualify the applicant from the position in question.

DECLARATION OF APPLICANT

I hereby certify that I have read and understood the above requirements (and I authorise the nominated officer to request a confidential Disclosure)* in respect of convictions, bind-over orders or cautions incurred by me, including those “spent” under the terms of the Rehabilitation of Offenders Act (1974). I wish to declare the following convictions, bind-over orders or cautions: (if none, please mark NIL)

Details of Convictions, Bind-over orders or Cautions **Date**

Is your name currently on **the ISA Adults’ Barred List** or **ISA Children’s Barred List** (Legally barred from working with children?) **Yes / No**

Are you subject to sanctions imposed by a regulatory body such as the GTC? **Yes / No**
If YES, please state the nature of the sanctions imposed below (continue overleaf if necessary)

Initial(s) and Surname Signed

Position applied for Date

GUIDANCE NOTES FOR THE COMPLETION OF YOUR APPLICATION

If you need any help to complete your application form, please contact Whitburn Church of England Academy on (0191) 529 3712.

1.0 Data Protection Act 1998

We will use the information you give to us to do the tasks we need to for the job shown in the title of these forms, carry out any of our official business and stop fraud or crime. Under the Data Protection Act 1998 Whitburn Church of England Academy is the Data Controller (the holder, user and processor of data) for the information you have given us on these forms.

2.0 General Points

Please note the closing date, late applications will not normally be considered. Please include as much relevant information as possible on the application form. Information provided on CV's will **not** be considered for shortlisting purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability for the post and therefore **incomplete application forms will not be considered**. Application forms should be completed in **black ink** or typescript. If you do not have enough space on the form please continue on a separate sheet of paper. Personal details e.g. surname should be included on any supplementary sheets.

3.0 Personal Details

In line with safeguarding guidelines, you must include all previous surnames by which you have been known. Please ensure that you enter your National Insurance Number. As an employer, Whitburn Church of England Academy has responsibilities under Section 8 of the Asylum and Immigration Act 1996, not to employ individuals (aged 16 or over) who are subject to immigration control. For further information please contact the Academy. Depending upon the post for which you are applying you may be required to have a vehicle available for use at work or in the case of disabled candidates, access to a means of mobility transport.

4.0 Details of current or most recent employment

As a brief description of your current duties, you should include those duties which are particularly relevant to the post for which you are applying.

5.0 Details of previous employment

You must include full details of your previous work history, including training schemes, voluntary work and periods of unemployment. Please start with your most recent former employment rst and work backwards; please ensure there are no gaps in this record.

6.0 Education and Training

Please provide full details about your education and training, paying particular attention to the grades/results you achieved. If appointed, you will be asked to provide proof of your quali cations. Details of any training courses which you feel may support, or are relevant to your application, should also be included.

7.0 Further Information

You need to detail how you match the criteria on the person speci cation and also how your previous experience, knowledge and skills match the requirements of the job description. Don't just say that you meet the criteria, give examples of what you did and how you did it. Giving full details will enable us to assess your suitability for the position for which you are applying.

8.0 References

Following DfE Safe Recruitment Guidelines, at least two references will be requested **prior** to interview for applicants. The appointment will be subject to receiving satisfactory references; references will request information concerning your suitability to work with children. Friends and relatives are NOT acceptable referees. One of the referees should be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities are acceptable as referees. Open references and testimonials provided will not be accepted. No applicant will be appointed until a verified reference is received and scrutinised. For successful applicants, written references will be verbally verified. The Academy reserves the right to contact any previous employer or manager in order to clarify any anomalies or discrepancies.

9.0 Relationships to Senior Of Body

Officers, Elected Mem

Please bear in mind that any false or incorrect information you give may result in any offer of employment being withdrawn or if in post, your dismissal. Canvassing, either directly or indirectly of Senior Staff or Elected Members of the Governing Body will lead to the disquali cation of your application.

10.0 Declaration

Please ensure that you sign and date the declaration at the end of your application form.

11.0 Equality and Diversity

Please complete and return the Equality and Diversity Monitoring Form. We have a legal duty to monitor information on equality and diversity in our recruitment process. We also want to make sure that our Equality and Diversity in Employment Policy is working, so we need you to complete the Equality and Diversity Monitoring Form to help us do this. The information that you provide is strictly con dential and will not be post you have applied for. The form will be separated from the application form before the selection process begins.

Our Equality and Diversity in Employment Policy statement is;

“Whitburn Church of England Academy reaf rms its opposition to unfair d employment and commits itself to a comprehensive policy of equal opportunity. The aim of this policy is to ensure that the recruitment, selection, training and promotion of our employees is based solely on the criteria of merit, ability and the requirements of the job and that therefore, no job applicant or employee will receive less favourable treatment on the grounds of sex, race, colour, ethnic origin, age, marital status or disability.”

As a Disability Symbol user, we are showing our commitment to good practice in employing people with disabilities. We guarantee to interview all applicants with a disability who meet the essential criteria of a post and to consider applicants on the basis of their ability to do the job. REMEMBER! If you do not wish to disclose that you have a disability then we cannot guarantee you an interview under the scheme outlined above.

12.0 Declaration of Convictions

Whitburn Church of England Academy is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. The nature of the post requires the Academy to undertake a Criminal Records check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Rehabilitation of Offenders Act 1974. Therefore the successful candidate will be required to obtain an Enhanced Disclosure from the Criminal Records Bureau prior to the commencement of the appointment. *ISA Registration will also be required for the successful candidate, subject to the outcome of the Government’s current review of the ISA Vetting and Barring Scheme.* By signing the application form you will be acknowledging

that you understand that an Enhanced CRB check will be made and that ISA registration may be necessary

For these reasons you are asked to complete form ROA1 and return this, **in a sealed envelope** which is marked '**Confidential – For the Principal**', with the application form and letter. Any information you provide will be treated as strictly confidential and will only be considered in relation to this application. Failure to disclose any convictions, bind-overs or cautions prior to appointment will result in your dismissal. Please note – a criminal record will not necessarily be a bar to obtaining a position with Whitburn Church of England Academy.

13.0 Final Note

Please check that you have completed all of your the details on the application form and that you have completed and returned your Equality and Diversity Monitoring Form and ROA1 form.

14.0 Completed Application Form

Unless otherwise stated, please return your completed form and supporting letter to:

Whitburn Church of England Academy,
Whitburn,
Sunderland,
Tyne & Wear,
SR6 7EF
office@whitburncofeacademy.org

If you do not hear from us within 6 weeks of the closing date, please assume that your application has, on this occasion, been unsuccessful. Thank you for your interest in employment with Whitburn Church of England Academy.