



APPLICATION FORM

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.

| | |
|--------------------------|----------------|
| <i>Post applied for:</i> | <i>School:</i> |
|--------------------------|----------------|

PERSONAL DETAILS

FORENAME(S):

SURNAME:

TITLE:

ADDRESS &
POSTCODE:

TELEPHONE
(day/mobile):

TELEPHONE
(evening):

EMAIL:

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 |
|-------------------|-------|-------------------|-------|
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GCSEs or equivalent:

| Level and subject | Grade | Level and subject | Grade |
|-------------------|-------|-------------------|-------|
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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 |
|-----------------|---------------|---|--|-------------------------|
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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 |
|-------|-----------------|----------|-----------------|---------------|
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RELEVANT PROFESSIONAL DEVELOPMENT

Courses attended in the last three years

| Title | Organising body | Duration | From month/year | To month/year |
|-------|-----------------|----------|-----------------|---------------|
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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 |
|------------|----------|--|--|------------|---------------|-------------|-----------|--------------------|
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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 |
|------------|----------|----------|-----------|--------------------|
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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 <i>(if relevant)</i> 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.

RECRUITMENT CHECKS - DISCLOSURE AND BARRING

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. **It is an offence to seek employment in regulated activity if you are on a barred list.**

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. **It is an offence to provide or manage childcare covered by these regulations if you are disqualified.**

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy notice.

If you've lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

| | | |
|---|------------------------------|-----------------------------|
| Have you lived or worked outside of the UK in the last 5 years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. We will not ask for any criminal records information until we've received the results of a DBS check. Any convictions listed on a DBS check will be considered on a case-by-case basis.

RIGHT TO WORK IN THE UK

The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

MEDICAL FITNESS

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?

- School Website
- Gov.uk Teaching Vacancies
- Halton Council Website
- Ednet / Liverpool City Council Website
- ISBL Website
- School/Trust Email (Recruitment Mailing List)
- TES Jobs Website
- Sefton Council Website
- St Helens Council Website
- Jobsgopublic
- Twitter
- Fish4jobs
- Knowsley Council Website
- Warrington Council Website
- 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.

Our Data Privacy Statement for job applicants is available on our website;
https://www.wadedeacontrust.com/downloads/policies/gdpr/data_privacy_statement_job_applicants_.pdf

SIGNATURE*:

DATE:

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