



APPLICATION FORM

Post Applied For:	
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Title:	
Surname:	
Forename(s):	
Maiden Name:	

Data Protection Statement

Woldingham School takes its responsibilities for your personal data very seriously according to the Data Protection Act. The information being collected on this form will be used to process information about you for normal recruitment purposes. This may include using your personal data to obtain employment related information from third parties for Disclosure and Barring Service [DBS] checks, right to work, medical fitness and previous employment references.

Woldingham School also has legal obligations under the Equality Act 2010 to monitor and ensure applicants and employees from all sections of the community are treated equally and not discriminated against. The information collected in Section B2 is used to monitor who is applying and our adherence to equal opportunities best practice. This data is also used anonymously in annual census activities to identify any barriers to diversity among our workforce.

For full details of the data we collect, process and store please read our Privacy Notice which can be found on the Woldingham School website or on request from hr@woldinghamschool.co.uk

If your application is successful, the School will retain the information provided in the application form (together with any attachments) on your personal file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

PART A

Data collected in Part A will be shared with Woldingham School staff involved in the shortlisting and interviewing processes.

SECTION A1 – Current or Most Recent Employment

Current / Most Recent Employer:			
Current / Most Recent Job Title:			
Date Started:		Leaving Date:	
Address:			
Post Code:			
Please provide a brief description of the role and responsibilities:			
Did you receive any employee benefits? If so, please provide details of these:			
Reason for seeking other employment:			
Please state when you would be available to take up employment if offered:			
Current / Most Recent Salary:			

SECTION A2 – Previous Employment and/or Activities Since Leaving Education

IMPORTANT - Please provide a full employment history which accounts for every month and year since you left full-time education. Any gaps in should be detailed in Section A3. Please start with most recent and continue on a separate sheet if needed.

Name and Address of Employer	Position Held and/or duties	Reason for Leaving	Dates	
			From (MM/YY)	To (MM/YY)

Teacher's R P Number (if applicable):		Are you registered with the General Teachers Council for England?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you an Early Career Teacher	Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/>	Do you have qualified Teacher status?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details.			
For residential posts, please specify how many individuals would require accommodation and how many bedrooms required. For non-residential posts, accommodation on site is extremely limited. Please indicate whether you would like to discuss this possibility at interview. Please note that all residential properties are unfurnished.			

SECTION A3 – Gaps in Your Employment

If there are any gaps in your employment history, e.g. childcare, sabbatical year, please give details and dates. This information is essential for safer recruitment purposes.

SECTION A4 – Education

Please start with the most recent and include Secondary education.

Name of School / College / University	Dates of Attendance		Examinations			
	From (MM/YY)	To (MM/YY)	Subjects	Result	Date	Awarding Body

SECTION A5 – Other Vocational Qualifications, Skills or Training

Please provide details of any other 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.

SECTION A6 – Interests

Please give details of any interests, hobbies or skills that you could bring to Woldingham School for the purposes of extra-curricular activity.

SECTION A7 – 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 experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

Please continue on a separate sheet if necessary.

Section A7 – Suitability contd.

SECTION A8 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer and **MUST BE IN A MORE SENIOR ROLE** than you. If your current/most recent employment does/did not involve working 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. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

Referee 1		Referee2	
Name:		Name:	
Organisation:		Organisation:	
Address:		Address:	
Position:		Position:	
Telephone:		Telephone:	
E-Mail:		E-Mail:	
May we contact prior to interview?	Yes / No	May we contact prior to interview?	Yes / No

PART B

Data collected in Part B will be used by the Woldingham School HR team for the purposes of processing your application and complying with our legal obligations. Part B will only be shared with the shortlisting and interviewing staff if the Head of HR decides it could have an impact on the interview process.

SECTION B1 – PERSONAL DETAILS

Post Applied For:			
Name:			
Date of Birth:		National Insurance No.:	
Address:		Home Tel:	
		Mobile Tel:	
		Work Tel:	
Post Code:		E-Mail Address:	

Are you currently eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What documentary evidence can you provide to support this? (e.g. passport)	

SECTION B2 – Equality and Diversity Monitoring

Woldingham School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated under the Equality Act 2010. This data assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce.

This data is also passed anonymously to third parties via annual census activities relating to equal opportunities monitoring and diversity in the workplace.

Where did you see the post advertised?	School Website		Internet Website (please specify)	
	TES		Local Paper	
	Agency		Word of Mouth	
	Other		Prefer not to say	

Gender:	Female		Male	
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The Equality Act 2010 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’. An effect is long-term if it has lasted, or is likely to last, over 12 months or for the rest of the life of the person affected	
Do you consider yourself to have a disability as defined under the Equality Act?	Yes / No / I do not know / I used to have a disability but have now recovered / Prefer not to say
What is the effect or impact of your disability or health condition on your ability to work?	

Ethnic Group:	White		Asian / Asian British	
	English/Welsh/Scottish/N. Irish/British		Indian	
	Irish		Pakistani	
	Gypsy or Irish Traveller		Bangladeshi	
	Any other background, please describe.		Chinese	
	Mixed / Multiple Ethnic Groups		Any other Asian background, please describe.	
	White and Black Caribbean		Black / African / Caribbean / Black British	
	White and Black African		African	
	White and Asian		Caribbean	
	Any other Mixed/Multiple ethnic background, please describe.		Any other Black / African / Caribbean background, please describe.	
	Other Ethnic Group		Other	
	Arab		Prefer not to say	
	Any other ethnic group, please describe.			

Religion	Christian – Baptist		Hindu	
	Christian – Catholic		Jewish	
	Christian – Church of England		Muslim	
	Christian – Evangelical		Sikh	
	Christian – Methodist		No Religion	
	Christian – Other		Any other Religion, please describe.	
	Buddhist		Prefer not to say	

SECTION B3 – Criminal Records

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service which the School considers to be satisfactory. If you are successful in your application you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the School on Request).

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 “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure (a copy of which is available from the School on request). The successful candidate must be ISA registered, or prepared to apply for ISA registration).

Have you been convicted by the courts of any criminal offence?	Yes / No
Is there any relevant court action pending against you?	Yes / No
Have you ever received a caution, reprimand or final warning from the Police?	Yes / No

If you have answered ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form. This will only be opened if you are shortlisted for interview.

SECTION B4 - 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 either the ISA Children’s Barred List or the ISA Vulnerable Adults 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 the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any sensitive and special category data, as may be necessary during the recruitment and selection process and as detailed in the School’s Privacy Notice.
- I consent for my personal contact details to be used to process my application for employment at Woldingham School and understand that the information may be shared with other appropriate Woldingham School employees as part of the recruitment process.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signature (type full name if completing electronically):			
Print Full Name:		Date:	