



APPLICATION FORM

INSTRUCTIONS - PLEASE ENSURE YOU READ BEFORE SUBMITTING

- Please complete all sections of this form, including full employment history. Any gaps in between education or employment must be accounted for in line with safer recruitment requirements.
- Part A of this application form will be shared with Woldingham School staff involved in the selection process.
- Part B of this application form, which includes your personal details and equalities monitoring information will be detached prior to shortlisting to ensure your application is considered objectively.
- Once completed, please send this application form to the contact detailed on the advert.

ROLE APPLIED FOR

PERSONAL DETAILS

Title (*ie. Mr, Mrs, Ms, Miss*)

Surname

Forename

DATA PROTECTION NOTICE

Woldingham School takes its responsibilities for your personal data very seriously, according to the Data Protection Act. The information being collected 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 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 Part B is used to monitor applicants in relation to equal opportunities best practice. This data is also used anonymously in annual census activities to identify potential diversity barriers among our workforce. For full details of the data we collect, process and store please read our Privacy Notice which can be found [here](#). If your application is successful, the School will retain information provided in the application form (with any attachments) on your personal file. If your application is unsuccessful, all documentation will normally be confidentially destroyed after six months.

DECLARATION

- I confirm that the information I have provided on this form is true and correct to the best of my knowledge.
- I confirm that I am not on: the Children's Barred List or the 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 provided on this form, including sensitive and special category data, as may be necessary during the selection process and as detailed in the School's Privacy Notice.
- I consent for my personal details to be used to process my application and understand that information may be shared with appropriate Woldingham School employees as part of the selection process.
- I consent to the School making direct contact with the people specified as my referees to verify these references.

Name:

Signature:

Date:



PART A

A1. CURRENT OR MOST RECENT EMPLOYMENT

Please complete the following sections comprehensively, providing correct spellings for email addresses, and post codes.

Job title		Organisation	
Address (including post code)			
Phone		Email	
Start date		End date	
Contract type		Notice period	
Salary		Benefits	
Description of responsibilities			
Reason for seeking new employment			

A2. PREVIOUS EMPLOYMENT

Please provide details of all previous employment, listing the most recent employment first. Any gaps in employment should be detailed in section A4, as per safer recruitment requirements.

Job title	Name and contact details of employer	Employment start/end dates (MM/YY)	Description of responsibilities	Reason for leaving

A3. EDUCATION AND QUALIFICATIONS

Please provide details of all education and qualifications, listing the most recent first. Any gaps should be detailed in section A4, as per safer recruitment requirements. Please note, you will be required to evidence all qualifications in original form, if successful (including secondary school certificates).

Name/address of Institution	Attendance start/end dates (MM/YY)	Subject(s)	Result	Date	Awarding Body

A4. GAPS IN EMPLOYMENT/EDUCATION

Please provide details for any periods not covered under employment or education, as per safer recruitment requirements. Please check for gaps carefully, and provide explanations, detailing the appropriate dates.

Dates	Details

A5. TEACHER STATUS

Please complete this section if you are applying for a teaching post, or if you are applying for any post and are a teacher or have been in the past.

Do you have Qualified Teacher Status?	
Teacher reference number	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	
Are you an Early Career Teacher?	
If yes, how many terms of your induction period have you successfully completed?	

A6. OTHER VOCATIONAL SKILLS, TRAINING AND PROFESSIONAL MEMBERSHIPS

Please give details of training or professional development courses undertaken that are relevant to your application.

A7. INTERESTS

Please detail any interests/hobbies which you think may be of use to the school's co-curricular offer, or complementary to the role applied for.

A8. REFERENCES

Please provide the details of two referees, covering your employment during the last five years, who can comment on your suitability for this post. One must be your current or most recent employer. If you have not previously been employed, provide details of a referee from your school/college/university or other suitable individual. Please inform your referees that you have listed them, and to expect a request for a reference should you be shortlisted. We reserve the right to seek additional references we deem appropriate and, in the case of teaching posts, it is our policy to contact the Heads of all previous schools for a reference. The School intends to apply for references in advance of interview, therefore please indicate below if you would prefer we did not do this.

REFERENCE 1

Name		Position	
Relationship to you			
Organisation/Address			
Telephone		Email	
May we contact prior to interview?			

REFERENCE 2

Name		Position	
Relationship to you			
Organisation/Address			
Telephone		Email	
May we contact prior to interview?			

A9. SUPPORTING STATEMENT/ADDITIONAL INFORMATION

Please provide any additional information relevant to your application. Focus your narrative on the skills and experience which outline your suitability for the post, referring to the job description and person specification to evidence this. Please do not exceed two sides of A4. You may attach your supporting statement as a separate document; if this is the case, please insert 'see attached' in the box below.



PART B

ROLE APPLIED FOR

B1. PERSONAL AND CONTACT DETAILS

We will require you to provide evidence of all names you have held by way of birth, marriage and deed poll certificates, in order to confirm your identity.

Title (ie. Mr, Mrs, Ms, Miss)		Legal surname	
Legal forename and middle name(s)			
Preferred forename			
Previous name(s) please list all previous names, including forenames, and surnames through marriage			
Date of Birth		National Insurance No	
Address (including post code)			
Phone Number		Email address	

B2. RIGHT TO WORK IN THE UK

We 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.

Do you have the right to work in the UK? (Highlight applicable)	
Please detail the type of document you hold for right to work in the UK	
What date did you become resident in the UK?	
If applicable, when does your right to work in the UK expire?	

B3. RELATIONSHIP TO THE SCHOOL

Please list any personal relationships that exist between you and: Board member; Staff; Student; or Parent.

--

B4. RESIDENTIAL POSTS

For residential posts, please specify how many individuals would require accommodation and 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.

--

B5. DISCLOSURE AND BARRING, AND RECRUITMENT CHECKS

We are legally obliged to process an enhanced Disclosure and Barring Service (DBS) check before making appointment to relevant posts. This will include a child's barred list check. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS Service, published [here](#). The check will reveal spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. 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; each case will be assessed fairly with reference to the DfE's safer recruitment guidance. It is an offence to seek employment in regulated activity if you are on a barred list. Any data processed as part of the check will be done so in accordance with data protection regulations and our privacy notice.

Have you been convicted by the courts of any criminal offence?	
--	--

Is there any relevant court action pending against you?	
---	--

Have you ever received a caution, reprimand or final warning from the police?	
---	--

If you have answered 'yes' to any of the above, please provide details on a separate sheet, placed in a sealed envelope and marked 'confidential' with your application form. This will only be opened if you are shortlisted for interview. Any convictions will be considered on a case-by-case basis, in line with DfE safer recruitment guidelines.

Do you have a DBS certificate?	Certificate No:	
--------------------------------	-----------------	--

Is this check on the update service?	
--------------------------------------	--

If you are registered with the DBS Update Service. Do you grant permission for Woldingham School to carry out a DBS Update Service check?

If you have lived or worked outside of the UK for three months or more during the last ten years, we will need additional information in due course, including a police check/letter of good conduct from the country of residence.

Have you lived/worked outside of the UK for 3 months or more in the last 10 years? (Highlight applicable)	
--	--

If yes, please detail the countries and dates of residence	
--	--

Where did you see this post advertised?	
---	--

If Internet site or referral by employee, please specify here	
---	--

B6. 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.

What is your sex?	What is your gender?
	If other, please specify here
Do you identify as the gender you were assigned at birth?	
Which of the following best describes your sexual orientation?	
How would you describe your ethnic origin? (Please choose)	
How would you describe your religion? (Please choose)	

B7. DISABILITY

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.

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 twelve 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?		
What is the impact of your disability or health condition on your ability to work?		
If you answered yes to the above question, please state the type of impairment. Please check all that apply. If none apply, please tick 'Other'.		
Physical impairment	Sensory impairment	Learning disability/difficulty
Long-standing illness	Mental health condition	Developmental condition
Other		

B8. DISABILITY AND ACCESSIBILITY

Woldingham School is committed to ensuring applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

--