# WILSON’S SCHOOL APPLICATION AND SAFEGUARDING INFORMATION FORM

**TEACHING STAFF**

|  |  |
| --- | --- |
| Post: |  |
| Closing Date: |  |

|  |  |  |
| --- | --- | --- |
| Please return to: | Mrs Hazel Ware  Wilson’s School  Mollison Drive  Wallington  Surrey, SM6 9JW | [hw@wilsonsschool.sutton.sch.uk](mailto:hw@wilsonsschool.sutton.sch.uk) |

To complete this Application Form, you must:

* Ensure you complete all the sections.
* Ensure you read and sign the declaration at the end.

**You must also submit a letter of application** detailing how your current and previous responsibilities meet the person specification and make you suitable for this post.

If you are shortlisted for the post you should be aware that we will take up any discrepancies or anomalies in the information provided on this form or any issues that may arise from references at the interview

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | Surname: |
|  |  |
| First Name: | Middle Name(s): |
|  |  |
| If you have been known at any stage by a different name, (including by your maiden name) please give details: | |
|  | |
| Address (including post code): | |
|  | |
| Email address: | |
|  | |
| Home Phone Number: | Business Phone Number: |
|  |  |
| Mobile Phone Number: | Date of Birth: |
|  |  |
| National Insurance Number: | How did you learn about the vacancy? |
|  |  |

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| **TEACHING QUALIFICATION** |  |
| Please state date of recognition as qualified teacher by the Department for Education |  |
| Please state DfE Number / Teacher Reference Number (for purposes of checking Teaching Agency database) |  |
| Do you have Qualified Teacher Status? |  |
| Are you an Overseas Trained Teacher? |  |
| Have you successfully completed a period of induction?  Please state with which authority. |  |
| **RIGHT TO WORK** |  |
| Are there any restrictions on your residence and right to work in the UK which might affect your right to take up employment in the UK?  *Give details if appropriate*. |  |
| If you are successful in your application would you require sponsorship prior to taking up employment? |  |
| **OTHER INFORMATION** |  |
| Do you hold a full UK driving licence? |  |
| Please give any dates on which you will not be available for interview (for example, holidays) |  |
| In the last 5 years, have you lived or worked abroad (i.e. a country other than the UK) for a period of 3 months or more? Please give details of the country and dates in the box. |  |
| Have you lived abroad outside of the last 5 years and worked (whether paid or not) with children during that time? Please give details of the country and dates in the box. |  |
| *Note: If you are offered employment with us and you have answered “yes” to either of the two questions above you will need to obtain a police check/Certificate of Good Conduct from the relevant country/countries covering the period of time you were there.* | |

**CURRENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name of Establishment: |  |
| Employer: |  |
| Type of School: |  |
| Number on Roll: |  |
| Post Held: |  |
| Date Appointed to current post: |  |
| Total Annual Salary, Salary Point and Salary Range: |  |
| Additional Allowance: |  |
| Full/Part Time: |  |
| Notice Period: |  |
| Reason for Leaving: |  |
| Further details regarding role and responsibilities including age range taught: | |

## PREVIOUS EMPLOYMENT DETAILS

Please give details of all employment in date order starting with the most recent. You should include any part time or voluntary work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer** | **From**  **(date)** | **To**  **(date)** | **Reason for leaving** |
|  |  |  |  |
| **Post held (brief detail of responsibilities):** | | | |
| **Name and address of employer** | **From**  **(date)** | **To**  **(date)** | **Reason for leaving** |
|  |  |  |  |
| **Post held (brief detail of responsibilities):** | | | |
| **Name and address of employer** | **From**  **(date)** | **To**  **(date)** | **Reason for leaving** |
|  |  |  |  |
| **Post held (brief detail of responsibilities):** | | | |
| **Name and address of employer** | **From**  **(date)** | **To**  **(date)** | **Reason for leaving** |
|  |  |  |  |
| **Post held (brief detail of responsibilities):** | | | |
| **Name and address of employer** | **From**  **(date)** | **To**  **(date)** | **Reason for leaving** |
|  |  |  |  |
| **Post held (brief detail of responsibilities):** | | | |
| **Please identify clearly, with dates and an explanation, any gaps in your employment record going all the way back to your date of leaving school or university. You should make sure that any period after leaving secondary school and before attending university is also accounted for.** | | | |

**HIGHER EDUCATION**

Please give full details of your higher education and qualifications gained. You should start with the qualifications gained most recently.

|  |  |
| --- | --- |
| Establishment Name: |  |
| Establishment Address and Contact Details: |  |
| Degree/Diploma/PGCE |  |
| Class |  |
| Date |  |

|  |  |
| --- | --- |
| Establishment Name: |  |
| Establishment Address and Contact Details: |  |
| Degree/Diploma/PGCE |  |
| Class |  |
| Date |  |

|  |  |
| --- | --- |
| Establishment Name: |  |
| Establishment Address and Contact Details: |  |
| Degree/Diploma/PGCE |  |
| Class |  |
| Date |  |

**SECONDARY SCHOOL EDUCATION**

Starting with the qualifications gained most recently.

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment Name: | | | |
| Establishment Address and Contact Details: | | | |
| Date | A Level/GCSE or equivalent | Subject | Grade |
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| Establishment Name: | | | |
| Establishment Address and Contact Details: | | | |
| Date | A Level/GCSE or equivalent | Subject | Grade |
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## OTHER QUALIFICATIONS (IF ANY)

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| --- | --- | --- |
| Awarding Body | Qualification | Dates |
|  |  |  |
|  |  |  |

## IN SERVICE TRAINING

Please give details of any courses relevant to this post you have attended within the last three years.

|  |  |
| --- | --- |
| Course Title | Date of Course |
|  |  |
|  |  |
|  |  |

**LEISURE ACTIVITIES/OUTSIDE INTERESTS**

|  |
| --- |
| You are invited to use this space to tell us more about yourself: |

**REFEREES**

You are required to give the names of two referees.  The first must be your present or most recent employer.  The second referee should also be a previous employer.  If you are not currently working with children but have done so in the past, you **must** provide this employer as one of your referees.   If it is not possible to provide a second employer referee you may provide a second referee that must:

* have known you for at least 2 years;
* be a friend, neighbour or colleague; and
* be ‘a person of good standing in their community’ or work in (or be retired from) a recognised profession (see list on our website). If possible your referee should provide confirmation of their status such as writing on headed notepaper or from a professional email address.

They must not be related to or involved with you, e.g.: related by birth or marriage or be in a relationship with or live at the same address as you.

Please note by submitting this application form you are giving consent for your references to be taken up if you are shortlisted for the post and prior to interview.

|  |  |
| --- | --- |
| **REFEREE ONE** | |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone Number(s) |  |
| Email address |  |
| **REFEREE TWO** | |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone Number(s) |  |
| Email address |  |

**INFORMATION FOR MONITORING**

Wilson’s School wants to meet the aims and commitments set out in its equality duty plan when considering applicants for employment. This includes not discriminating under the Equality Act 2010 on the basis of a protected characteristic (sex, race, age, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity).  Wilson’s School also ensures it has due regard to the need to eliminate discrimination and other conduct that is prohibited by the act; advance equality and opportunity among people who share a prohibited characteristic and people who do not share it and to foster good relationships across all characteristics, between people who share a protected characteristic and people who do not share it.

All applicants are asked to complete this section; the information given in points 1, 2 and 3 will assist the school in its equalities duty and it will not be used when shortlisting or deciding whether an applicant is successful.

**1. ETHNICITY**

|  |  |  |
| --- | --- | --- |
| ASIAN | BLACK | WHITE |
| 01 Bangladeshi  02 Chinese  03 Indian  04 Pakistani  05 Other (please specify) | 06 African  07 Caribbean  08 Other (please specify) | 09 Irish  10 British / UK  11 Other (please specify) |
| MIXED |  | |
| 12 White & Asian  13 White & Black African  14 White & Black Caribbean  15 Other (please specify) | Please enter the relevant code and detail from the lists: | |

**2. GENDER**

|  |  |
| --- | --- |
| Please state your gender |  |

**3. DISABILITY**

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? |  |
| If yes, please give details of the nature of the disability and any special requirements including if any adjustments may be required to be made should you be invited to interview? |  |

### 4. CANVASSING OF TRUSTEES AND SENIOR LEADERS

Candidates must not canvass Trustees, Senior Leaders or other school staff involved in the recruitment process in order to gain advantage. Canvassing of any member of the school community could lead to the disqualification of the candidate concerned.

If you are related to or the partner of a Trustee or a member of staff, please give details below:

|  |
| --- |
| Name: |
| Position Held: |

**5. PRE-EMPLOYMENT CHECKS**

Candidates should be aware that prior to appointment of the successful candidate the following pre-employment checks will need to be successfully completed:

* Verification of identity (production of current photographic ID and proof of address);
* A clear Enhanced DBS check with barred list information undertaken by Wilson’s School (and if the candidate has lived or worked outside the UK in the last 5 years or ever with children appropriate criminal record information from the relevant overseas police force). As part of the disclosure you must give details of all names by which you have been known and a continuous address history covering the last 5 years;
* A satisfactory check of the Department for Education’s Employer Access Online service;
* Online searches (a set online search process is completed for all shortlisted candidates);
* Verification of professional and educational qualifications;
* Confirmation of medical fitness to carry out the work responsibilities;
* Verification of right to work in the UK;
* Receipt of at least two satisfactory references.

By signing the declaration below you are confirming that you understand the above checks will be required and if you are successful, will co-operate fully in ensuring they are completed.

Wilson’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Please note it is an offence to apply for this role if you have previously been barred from engaging in regulated activity in relation to children.

|  |  |
| --- | --- |
| Should your application for employment be unsuccessful we would like to keep your name and basic contact details on file in order to contact you about future employment opportunities that you may be interested in. If you do **not** wish to give your consent for us to do so please put a cross in the following box: |  |

You can withdraw your consent at any time in the future by notifying the school accordingly.

**DECLARATION**

**I confirm that the information I have provided on this form is true and accurate and I understand that any omissions or false statements on this form may lead to dismissal without notice and possible referral to the police. I acknowledge that the information collected in this form will be used in compliance with the provisions of the Data Protection Act 2018.**

|  |  |
| --- | --- |
| **Signature:** | **Date:** |
| **Print Name:** | |