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| Name of Applicant |  |
| Job Vacancy Post |  |
| Vacancy Closing Date |  |

A picture containing text, person, people, screenshot

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Description automatically generatedSupport Staff Application Form

# Instructions

Please read and complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equal opportunities information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full:

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| **Data protection** |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   For further information, please see our privacy notice for job applicants.  Wood Green Academy [privacy notice](https://www.woodgreenacademy.co.uk/our-academy/gdpr/). |

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| **Vacancy information** |
| Application for the post of:  Job ID/reference number:  **What date are you available to begin a new post?:** |

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| **How did you find out about this vacancy?** | |
| Job Centre  Newspaper  From Friend or Colleague  Sandwell’s Jobs Website  Regional Website wmjobs.co.uk  Online Job Search, please specify: | Wood Green Academy Website  Sandwell’s Job Opportunity Bulletin  Teaching Vacancies Gov.UK  TES  Social Media, please specify:  Other, please specify: |

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| **Disclosure and Barring and childcare disqualification**  ***\* Please refer to our Safer Recruitment Policy*** |
| Wood Green Academy is legally obligated\* to process a 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.**  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Academy’s privacy notice.  **Do you have a DBS certificate?:**  Yes  No Date of check:  If you have lived or worked outside of the UK in the last 5 years, the Academy 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**?:**  Yes  No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for **a self-declaration of their criminal record or information that would make them unsuitable for the position.**  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

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| **Time spent living and/or working Overseas** |
| If you’ve lived and/or worked outside of the UK, the Academy must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you’ve spent in or out of the UK |

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| **Right to work in the UK** |
| The Academy 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.  Find out more about how the Academy recruits teachers from overseas [here](https://www.gov.uk/guidance/recruit-teachers-from-overseas). |

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| **Right to Work in the UK** |
| Do you have the right to work in the UK?  Yes  No |
| If yes, please state on what basis:  UK citizen  EU settled status  Skilled worker visa  Graduate visa  Youth mobility visa  Other – please provide full details in the box below |
| **Time spent living and/or working overseas** |
| Have you spent time living and/or working outside of the UK?  Yes  No |
| If yes, please give details, including countries and relevant dates: |
| **Disability and accessibility** |
| Wood Green Academy is committed ensuring that 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: |

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| **Personal details** | |
| **First name** |  |
| **Middle name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |
| **National Insurance Number** |  |

# Personal details

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| **Contact details** | |
| **Address** |  |
| **Post code** |  |
| **Town** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

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| **Relationship to the school** | | |
| Please list any personal relationships that exist between you and any of the following members of the Wood Green Academy community:   * Governors/trustees * Local governors * Staff * Pupils   Relationships with a governor, trustee, local governor or employee does not necessarily prevent them from acting as a reference. | | |
| **Name** | **Relationship** | **Role at the school** |
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# Employment history

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| **Current employment details** | |
| **Job Title:** | **Permanent or Temporary:** |
| **Salary (Incl. Allowances):** | **Full time or Part Time:** |
| **Employer’s Contact Details: Tel -** | **Email:** |
| **Dates employed: From - DD/MM/YYYY To - DD/MM/YYYY** | |
| **Employer’s Name and Address:** | |
| **Age Range taught:** | **Number on Roll:** |
| **Description of Responsibilities:** | |

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| **Previous employment** | | | | |
| Please provide details of previous employment. List the most recent employment first. | | | | |
| **Job title**  **Part-time/Full-time** | **Name and address of employer** | **Description of responsibilities** | **Dates employed**  **From & to** | **Reason for leaving** |
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| **Gaps in employment** |
| Please provide details of any employment gaps since leaving school .  Start date – End date of GAP and **reason**: |
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# Education and training

***Qualifications*** *- Please be advised that if the post that you are applying for requires any level of qualification (e.g., A-Levels, Degree, QTS etc) you will be required to provide proof as part of the pre-employment process. By submitting your application, you are giving the school permission to check the qualification certificates provided back to the source provider.*

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| **Education and qualifications** | | |
| Please provide details of your education from secondary school onwards.  You will be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades, awarding body and date of award)** |
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| **Training and professional development** | | | | |
| Please give details of training or professional development courses undertaken in the last 3 yearsthat are relevant to your application. | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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| **Additional information** |
| Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. |
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# Letter of application

Please attach an accompanying letter explaining why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your surname and the title of the post you’re applying for as the file name for the attachment.

# References

Please give names of **2 people** who are able to comment on your suitability for this post. One must be your present or last employer. If you have not previously been employed, please provide details of another suitable referee.

Wood Green Academy reserves the right to seek any additional references it deems appropriate.

Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.

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| **Reference One** | | | | | |
| **Name** | **Relationship to you** | **Address and post code** | **Contact number** | **Email address** | **Is this your current employer?** |
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| **Reference Two** | | | | | |
| **Name** | **Relationship to you** | **Address and post code** | **Contact number** | **Email address** | **Is this your current employer?** |
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If either of your referees knows you by a different name, please state:

# Equalities monitoring

We are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.

This information will **not** be used during the selection process. It will be used for monitoring purposes only.

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| **Equalities monitoring information** | | | | | | | | | | | |
| **What is your date of birth?** | | | **D** | **D** | **M** | | **M** | **Y** | **Y** | **Y** | **Y** |
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| **What is your sex?** | | | Male  Female | | | | | | | | |
| **What gender are you?** | | | Male  Female  Other  Prefer not to say | | | | | | | | |
| **Do you identify as the gender you were assigned at birth?** | | | Yes  No  Prefer not to say | | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | | |
| **White**  British  Irish  Gypsy or Irish Traveller  Any other White background  **Asian or British Asian**  Bangladeshi  Indian  Pakistani  Chinese | **Black or Black British**  African  Caribbean  Any other Black background  **Mixed**  White and Asian  White and Black African  White and Black Caribbean  Any other mixed background | | | | | **Other Ethnic groups**  Arab  Any other ethnic group  Prefer not to say | | | | | |
| **Which of the following best describes your sexual orientation?** | | | | | | | | | | | |
| Heterosexual/straight  Homosexual woman.  Homosexual man  Bisexual.  Other  Prefer not to say. | | | | | | | | | | | |
| **What is your religion or belief?** | | | | | | | | | | | |
| No religion  Buddhist  Pagan  Jain | Christian  Jewish  Muslim  Sikh | | | | | Hindu  Agnostic  Atheist  Other  Prefer not to say | | | | | |
| **Pregnancy and Maternity** | | | | | | | | | | | |
| Are you pregnant?  Yes  No  Prefer not to say | | Have you given birth within the last 12 months?  Yes  No  Prefer not to say | | | | | | | | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | | | | | | | | | |
| Yes  No  Prefer not to say | | | | | | | | | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | | | | | | | | | |
| Physical impairment.  Sensory impairment  Learning disability/difficulty  Long-standing illness.  Mental health condition  Developmental condition  Other | | | | | | | | | | | |

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| **Acknowledgement:** *I confirm that I have read, understood and completed all of the above* | |
| **Signature** | Sign Here |
| **Date** | DD/MM/YYYY |