



# Wakefield Grammar School Foundation

## CONFIDENTIAL- APPLICATION FORM FOR SUPPORT STAFF

This application form must be completed in full. You are advised to read the Guidance Notes available from the Foundation website or telephone HR on 01924 231600 if you require further assistance..

**POST APPLIED FOR:**

**SCHOOL:**

### SECTION 1. PERSONAL DETAILS

<b>Surname</b> (block capitals)	<b>First name(s) in full</b> ( <i>please underline the name by which you are known</i> )			
<b>Title</b> (Mr, Mrs, Ms, Miss)	<b>Date of Birth</b> <sup>1</sup>			
<b>Former surnames</b> (if applicable)				
<b>Address:</b>	<b>Telephone numbers:</b>			
	Day:			
	Evening:			
	Mobile:			
<b>Post Code:</b>	E-mail:			
If you have lived at this address for <u>less</u> than five years, please provide details of previous addresses covering this period on separate sheet.				
<b>National Insurance Number:</b>				
<b>Please indicate whether you have any family or close relationships with existing employees or Governors at WGSF. If Yes, please state.</b>				

### SECTION 2. EDUCATION & TRAINING

Give details of secondary schools, colleges and universities attended with subjects, dates, results and qualifications obtained. Please include any professional, vocational or post-graduate qualifications. Evidence of original certificates will be requested.

From	To	School / College / University	Full or Part Time	Subject, Examination Level & Awarding Body	Grade & Date Obtained

### SECTION 3: DETAILS OF PRESENT OR MOST RECENT EMPLOYER

Name and address of present/most recent employer:	
Job title:	Date of Appointment: (mth/yr)  If left, give date of leaving (mth/yr):  Reason for leaving:
Present salary including any allowances:	Notice required to terminate:
Main duties & responsibilities of your present or most recent post:	

### SECTION 4: DETAILS OF PREVIOUS EMPLOYERS

Please supply a full history (starting with the most recent) of all employment, self-employment and any periods of unemployment since leaving secondary education. Any gaps in your employment for example family duties, voluntary work, travelling etc must also be accounted for. Continue on a separate sheet if necessary.	
Start Date (mth/yr):	Leaving Date (mth/yr):
Job title:	Reason for leaving:
Name and address of employer:	Main duties & responsibilities:
Start Date (mth/yr):	Leaving Date (mth/yr):
Job title:	Reason for leaving:
Name and address of employer:	Main duties & responsibilities:
Start Date (mth/yr):	Leaving Date (mth/yr):
Job title:	Reason for leaving:

<b>Name and address employer:</b>	<b>Main duties &amp; responsibilities:</b>
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**SECTION 5: REASON FOR APPLICATION**

Please give below your reasons for applying for this post. Describe in your own words how your experience, skills and knowledge relate to the job description. You should also give any other information, which you feel is relevant to your application. Continue on a separate sheet if necessary.

**SECTION 6. REFERENCES**

Give details of two referees. One referee should be your **current Headteacher** or most **recent** employer. If you have worked with children/young people before, but are not currently doing so, one referee must be the employer you were most recently employed by in this capacity. References will not be accepted from relatives or from referees writing solely in the capacity of friends. It is the policy of WGSF to take up references prior to interview, should candidates be shortlisted.

Referee 1		Referee 2	
<b>Name:</b>		<b>Name:</b>	
<b>Job Title:</b>		<b>Job Title:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Postcode:</b>		<b>Postcode:</b>	

Telephone No:		Telephone No:	
E-mail:		E-mail:	
Your connection with the above person.		Your connection with the above person.	

**SECTION 7: REHABILITATION OF OFFENDERS ACT 1974**

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with full and legally accurate answers. Further information can be found in the section ‘Guidance Notes on the Application and Recruitment Process’.

**Delete as appropriate.**

**I have not / I have** been barred from working with children, am not named on Section 142 of the Education Act 2002 (previously known as List 99) or the Disclosure and Barring (DBS) Children’s Barred List.

**I am not / I am** subject to any pending criminal convictions, pending criminal actions or Court hearings.

In certain circumstances the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2014) does provide that certain convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. This is known as filtering\*.

\*Information on filtering can be found at [www.gov.uk/government/publication/dbs-filtering-guidance](http://www.gov.uk/government/publication/dbs-filtering-guidance).

You must declare any criminal offence, including cautions, bind-overs, reprimands or final warnings whether “spent” or “unspent” (unless subject to filtering)? Do you have any?

**Yes      No**

If “Yes” - **I am sending details of any “unspent” or “spent” convictions, cautions, reprimands, bind-overs, final warnings or other pending criminal convictions/actions/court hearings in a sealed envelope marked Confidential**

**Yes      N/A**

I understand that any offer of employment is subject to receipt of a satisfactory DBS Check from the Disclosure and Barring Service.

**Signed .....** **Date .....**

**SECTION 8. ELIGIBILITY TO WORK IN THE UK**

In accordance with the Immigration, Asylum and Nationality Act 2006, it is a criminal offence for an employer to employ staff whose immigration status prevents them from working in this country.

**Tick as appropriate**

**YES      NO**

Do you have the Right to Work in the UK? <sup>2</sup>

If the answer to the above question is ‘Yes’, please describe any current restrictions on your stay or on your Right to Work in the UK. **If none, write ‘none’.**

**SECTION 9: DISABILITY MONITORING**

This section is to ensure we monitor our Equal Opportunities policy and does not form part of the selection process.

Are there any reasonable adjustments WGSF can make to enable you to attend or participate at interview? If

none, write 'none'.

**SECTION 10. DATA PROTECTION ACT 1998**

Wakefield Grammar School Foundation will use the information given for the purposes of recruitment and selection. If you become an employee of the Foundation the information will remain confidential. It will be used for the purpose of personnel administration, including pay and pensions, and by designated staff only. If you do not become an employee, the information will be destroyed.

**SECTION 11. DECLARATION**

I certify that to the best of my knowledge and belief, the information given in this application (and any accompanying documentation) is factually correct and I understand if I have given any false information or withheld relevant details, that my application may be rejected or in the event of employment, may result in summary dismissal or disciplinary action.

Signed ..... Date .....

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