

Previous Employment Please give details of all previous positions since leaving school, starting with most recent. Continue on additional sheet if required.

From (Month & Year)		To (Month & Year)		Employer	Position Title	Reason For Leaving
Month	Year	Month	Year			
Month	Year	Month	Year			
Month	Year	Month	Year			
Month	Year	Month	Year			
Month	Year	Month	Year			

Please give any details about gaps in your employment history

Personal Statement Please use the space below to explain why you are applying for the position and how your skills, personal qualities and experience (paid or unpaid) make you a suitable candidate. **It is essential that you refer to the Person Specification for this role to demonstrate that you meet the essential criteria at minimum.** Please restrict your response to a maximum of 2 pages.

Education & Qualifications Please put in chronological order with most recent first

Name of Educational Establishment	Qualifications with Grades	Year Taken

Training & Development Please list any relevant job related training and/or qualifications

Other Information

Have you made a previous application to the Academy? If so, when was this and what was the outcome?

Please give details of any dates you would not be able to attend an interview.

Do you hold a full driving licence? If yes do you have any current endorsements?

Please state where you seen the advert or how you found out about the vacancy.

Referees

Please give details of two professional referees, **one of whom should be your current or most recent employer** or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should **not** be a relative or contemporary. We endeavour to contact referees prior to interview.

First Referee

Name & Position Held	Capacity Known:
Address:	Telephone Number:
	Email Address:

Second Referee

Name & Position Held	Capacity Known:
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Address:	Telephone Number:
	Email Address:

Where you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee to be from the employer you were most recently employed to work with children.

Name:	Capacity Known:
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Address:	Telephone Number:
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	Email Address:
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References will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience of qualifications before interview. If your previous posts have involved working with children on either a paid or voluntary basis questions will be asked about disciplinary offences related to children, including any which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns and if so the outcome of any enquiry or disciplinary procedure.

Declaration of Criminal Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information about convictions, past cautions or prosecutions pending. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions.

Have you ever been convicted of a criminal offence? Yes / No

If YES, please give details of all convictions, bind-overs and cautions, including "spent" convictions and cautions. Please also detail if you are on Barred List, disqualified from work with children, or subject to sanctions imposed by a regulatory body.

Date of Offence:

Details of Criminal Offence:

Please complete either Section A or B.

Section A: I confirm that I have never lived or worked outside the UK.

Full Name (Please Print): _____

Signed: _____

Date: _____

Section B: I confirm that I have lived or worked outside the UK.

Wellington College Academy Trust reserve the right to request further checks that they think appropriate so that any relevant events that occurred outside of the UK can be considered. I understand it is my obligation to meet the cost and requirements by requesting a Certificate of Good Conduct from that country, or countries, of residence, and to keep the Wellington College Academy Trust HR Department informed of the progress of my application for that/those certificate(s).

Please list below where you have lived or worked, providing dates and detail:

Country	Dates (From/To)	In what capacity? (Lived/Worked)

Full Name (Please Print): _____

Signed: _____

Date: _____

School Use Only:

Data Protection

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by the College for the selection and verification process in connection with any vacancy that arises. Under the Data

Protection Act 1998 you have the right of access to any electronically and/or manually held information. By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Academy processing the data supplied on this application form for the purpose of recruitment and selection.

Signed:

Date:

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicant's ability for positions of trust, The Wellington College Academy Trust complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Wellington College Academy Trust is committed to promoting equality of opportunity and to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of age, race, sex, disability, or marital status.

Equal Opportunities Monitoring Form (E01)

(An audio tape or printed version of this form is available upon request)

The Wellington College Academy Trust is committed to a policy of equality of opportunity and aims to provide a working and learning environment which is free from unfair discrimination and will enable staff and students to fulfil their personal potential. The Wellington College Academy Trust aims to ensure that no individual is unjustifiably discriminated against on the basis of gender or marital status, race, ethnic or national origin, disability, religious or political beliefs, sexual orientation, age, family circumstance or other irrelevant distinction.

In order to monitor the effectiveness of our policies and procedures and how well we meet our legal requirements all applicants are requested to complete this form. The information you provide will be treated as **STRICTLY CONFIDENTIAL** and will be used only for **EQUAL OPPORTUNITIES** purposes. It **WILL NOT** be taken into consideration for short listing or interviewing purposes. If you are appointed the information will be transferred to your personnel record to enable the academy to meet monitoring requirements. The information **WILL NOT** be relevant or disclosed in consideration for salary progression, promotion, or training and development.

Please complete the form as indicated

Application for the post of:	
Name	Date
Date of Birth: (dd/mm/yy)	Gender: Male Female (This should be your gender at birth or on a Gender Recognition Certificate.)

Ethnic Origin:									
ASIAN OR ASIAN BRITISH		BLACK OR BLACK BRITISH		CHINESE OR OTHER ETHNIC GROUP		MIXED		WHITE	
Indian	31	Caribbean	21	Chinese	34	White and Black Caribbean	41	British	11
Pakistani	32	African	22	Any other	80	White and Black African	42	Irish	12
Bangladeshi	33	Any other black background	29			White and Asian	43	Any other white background	19

