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**Wilmington Grammar School for Boys**

Application for Employment – Teaching Staff

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| Data protection notice |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and to process your data for one 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

Please see the job applicant privacy notice on our website for full details of how we record and retain your personal data in respect of your job application. By competing and returning your application you are considered to be consenting to allow us to process your personal data for the purposes of your application. |

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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?** |  |
| **Where did you first hear about this job vacancy?** |  |

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| Disclosure and barring and recruitment checks |
| The Trust is legally obligated to process an enhanced 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 also 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 Trusts’ privacy notice. **Do you have a DBS certificate? Yes No Date of check:**If you’ve lived or worked outside of the UK at any time during the last five years’ the Trust 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 five years?** **Yes No** Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks. We will not ask for any criminal records information until we’ve received the results of a DBS check.Any convictions listed on a DBS check will be considered on a case-by-case basis. |
| right to work in the uk |
| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 (amended).By signing this application, you agree to provide such evidence when requested. |

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| relationship to the school/trust |
| Please list any personal relationships that exist between you and any of the following members of the School/Trust community:* Trustees of Endeavour MAT
* Local Governing Body members
* Staff
* Pupils

If you have an existing relationship with a Trustee, local governor or an existing employee, this does not necessarily prevent them from acting as a referee for you.  |
| **Name** | **Relationship** | **Role at School/Trust** |
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1. Instructions for Completion

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

The sections of this application form that include your personal details and equalities monitoring 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.

Please return your completed application form and any supporting documents to:

By email: recruitment@endeavour-mat.co.uk

By post: Mrs J Owen

 Wilmington Grammar School for Boys

Common Lane

Wilmington

Kent

DA2 2DA

1. Personal details

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| your personal details |
| **First name (or given name)** |  |
| **Surname (or family name)** |  |
| **Preferred title** |  |
| **Previous surnames/family names**  |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |

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| your contact details |
| **Current address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

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| disability and accessibility |
| The trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment throughout the recruitment and selection process. 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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1. Employment history

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| current employment details |
| **Job title** | **Employer details (name, address, email and/or telephone)** | **Dates employed** | **Age range taught** | **Nos. on roll** | **Permanent or temporary** | **Full/****Part time**  | **Salary (inc. allowances)** | **Description of responsibilities** |
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| Previous employment |
| Please provide details of all previous employment. List the most recent employment first. |
| **Job title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
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1. Education and Training

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| TRAINING AS A TEACHER |
| Please provide details of your training as a teacher. You’ll be required to produce evidence of this qualifications. |
| **Dates attended** **(month and year)** | **Name and location of Teacher Training Institution** | **Qualification Obtained (subjects main and subsidiary and age range of pupils)** |
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| education and qualifications |
| Please provide details of your education from secondary school onwards.You’ll be required to produce evidence of qualifications. |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades)** |
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| training and professional development |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application |
| **Course dates**  | **Length of course****(please denote if full/part time)** | **Course title** | **Qualification obtained** | **Course provider** |
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| teacher status |
| **Teacher reference number** |  |
| **Do you hold QTS?** |  |
| **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?** |  |

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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. (Please continue on a separate sheet, if necessary) |
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| Driving licence details |
| **Do you hold a full valid driving licence?** |  |

1. Letter of Application/Supporting Statement

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 limit your supporting statement to no more than two sides of A4.

Please include your surname/given name and the title of the post you’re applying for as the file name for the attachment if you are submitting your application electronically.

1. Referees

Please give the name and address of two people who are able to comment on your suitability for this post. One must be your current or most recent employer. If you’ve not previously been employed, please provide details of a suitable referee (e.g college principal).

The Trust reserves the right to seek any additional references we deem appropriate.

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

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| First REFEREE – CURRENT OR MOST RECENT EMPLOYER |
| **Name** |  |
| **Position/role** |  |
| **Address** |  |
| **Email address** |  |
| **Tel No.** |  |

If you don’t wish us to contact your referees without your prior agreement, please tick this box:

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| SECOND REFEREE |
| **Name** |  |
| **Position/role** |  |
| **Address** |  |
| **Email address** |  |
| **Tel No.** |  |

If either of your referees know you by a different name, please state:……………………………………………

If you don’t wish us to contact your referees without your prior agreement, please tick this box:

1. Declaration

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| sign and date |
| I declare that the information I have given in support of my application is, to the best of my knowledge and belief, accurate and complete. I understand that if it is subsequently discovered that any statement contained herein is false or misleading, or that I have withheld relevant information or that I have canvassed my application, it may lead to my application being disqualified or, if I have been appointed on the basis of the information provided, to my possible dismissal.Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Equalities monitoring

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re 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  |
| **What is your nationality?** |  |
| **How would you describe your ethnic origin?** |
| **White**British Irish Any other White background  | **Black or Black British**African Caribbean Any other Black background  |
| **Asian or British Asian**Bangladeshi Indian Pakistani Chinese  | **Mixed**White and Asian White and Black African White and Black Caribbean Any other mixed background  |
| Any other ethnic group  | Prefer not to say  |
| **Which of the following best describes your sexual orientation?** |
| Bisexual Heterosexual/straight Homosexual  | Other Prefer not to say  |
| **What is your religion or belief?** |
| Agnostic Atheist Buddhist Christian  | Hindu Jain Jewish Muslim  | Sikh  Other No religion 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/chronic illness  | Mental health condition  Developmental condition Other  |