|  |
| --- |
| **THE JOHN WALLIS CHURCH OF ENGLAND ACADEMY****APPLICATION FORM** |
| PLEASE ENSURE THAT YOU FILL IN ALL PARTS OF THE APPLICATION FORM. PLEASE BE AWARE THAT PROVIDING FALSE INFORMATION WILL RESULT IN THE APPLICATION BEING REJECTED, OR WITHDRAWAL OF ANY OFFER OF EMPLOYMENT, OR SUMMARY DISMISSAL IF YOU ARE IN POST AND POSSIBLE REFERRAL TO THE POLICE. CHECKS MAY BE CARRIED OUT TO VERIFY THE INFORMATION YOU PROVIDE ON THE APPLICATION FORM. PLEASE COMPLETE USING BLACK INK OR TYPE. |
| **APPLICATION FOR THE POST OF:** **JOB REFERENCE NUMBER:** *(where available)***HOW DID YOU BECOME AWARE OF THIS VACANCY?** |
| **SURNAME:** **FORENAME(S):** **TITLE:** Please give details of any previous surnames:  |
| **ADDRESS FOR CORRESPONDENCE:** **TELEPHONE NUMBERS:** **HOME:**  **WORK:** **POSTCODE:** May we contact you at work? Yes/No**E-MAIL ADDRESS:** **MOBILE:**  **NATIONAL INSURANCE NUMBER:**  |
| **EMPLOYMENT HISTORY** |
| **PRESENT OR MOST RECENT EMPLOYMENT****Name and address of employer:** **Job title:**  (Please enclose a copy of your current job description)**Nature of business:** **Are you still currently employed by this organisation?** Yes/No**Date of appointment:** **Grade and details of allowance:** **Reasons for leaving (if applicable):** **Salary scale and current salary:**  **Notice required:**  **Date available to take up post:**  |
| **PREVIOUS EMPLOYMENT**Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time.Start with the most recent. Please continue on a separate sheet if necessary. |
| **Employer’s name and address** | **From****Month/Year** | **From****Month/Year** | **Job title and summary of main duties** | **Reasons for leaving** |
|  |  |  |  |  |
| **Please describe the reason and duration of any period(s) longer than one month when you have not been in employment since leaving full-time education.** |
| **SUPPORT OF APPLICATION** |
| In no more than 1000 words, please detail the skills and experiences you would bring to make the Academy a centre of excellence. |
| **QUALIFICATIONS AND TRAINING** |
| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested. |
| **Examination, course****University/School****(with dates)** | **From** | **To** | **Result/qualification gained** |
|  |  |  |  |
| **CONTINUOUS PROFESSIONAL DEVELOPMENT**Give details of the most recent, relevant courses attended and indicate any awards earned. |
| **Subject** | **Provider** | **Duration** | **Dates** |
|  |  |  |  |
| **REFERENCES** |
| Give details of two people who have knowledge of you in a working/educational environment, paid or unpaid. The first reference should be your present or most recent employer. **It is the normal practice for references to be obtained before any formal interview.**If you were known to either of your referees by another name please give details: |
| **1st Referee:****If this is your current employer, please confirm that we can contact before interview:** Yes/NoName: Position: Address: Telephone: E-mail: In what capacity does the above know you? | **2nd Referee:**Name: Position: Address: Telephone: E-mail: In what capacity does the above know you? |
| **ADDITIONAL INFORMATION** |
| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK? Yes/No
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? Yes/No

If so, please give details: 1. Do you hold a full current driving licence? Yes/No
2. Are you able to travel to different locations across the County? Yes/No
3. Are you a relative or partner of any County Councillor, or employee of Kent County Council, The Diocese of Canterbury, Benenden School or Canterbury Christ Church University? Yes/No

If YES, Please state name of person and relationship: 1. If you have a disability, please let us know of any special arrangements you may need to make if you are short listed for interview:
2. Where did you see the advertisement for this post? If seen on the internet on which site?
3. How many working days have you lost due to sickness absence over the past twelve months?
 |
| **CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974** |
| The John Wallis Church of England Academy aim to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As The John Wallis Church of England Academy meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending against you**. Failure to disclose this information may result in disciplinary action or dismissal by the Academy and may lead to criminal proceedings. I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered ‘spent’.Please tick as appropriate:I **do** **not** have any criminal offences held against me [ ] I **do** have criminal offences or prosecutions pending against me [ ] If you do have criminal offences held against you, you must record full details in a separate, sealed envelope marked with your name and “Confidential: Criminal Record Declaration” and enclose this with your application.**Signed:** **Date:**  |
| The John Wallis Church of England Academy abides by the Disclosure and Barring Service Code of Practice, a copy is available on request or visit <https://www.gov.uk/government/publications/dbs-code-of-practice> .  |
| **DECLARATION** |
| I agree that any offer of employment with The John Wallis Church of England Academy is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 1998 Data Protection Act, it is agreed that The John Wallis Church of England Academy may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. The John Wallis Church of England Academy y is committed to the prevention, detection and elimination or fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may result in my application be rejected, any offer of employment being withdrawn and, in the event of employment, dismissal or disciplinary action by The John Wallis Church of England Academy.**Signed:** **Date:**  |

|  |
| --- |
| **ETHNIC GROUP****You are asked to complete the grid below for the purposes of monitoring applicants for employment by reference to ethnic origin. You are, of course, not obliged to provide this information.****How would you describe yourself?**These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box. \*Please define.**Please tick the appropriate box to indicate your cultural background:****White:**British [ ] Irish [ ] Other **Mixed:**White and Black Caribbean [ ] White and Black African [ ] White and Asian [ ] Mixed Other [ ] **Asian or Asian British:**Indian [ ] Pakistani [ ] Bangladeshi [ ] Asian Other [ ] **Black or Black British:**Caribbean [ ] African [ ] Black Other [ ] **Chinese or Other Ethnic:**Chinese [ ] Chinese Other [ ] **Other Ethnic Group:** |