

Wigmore School Academy Trust Application Form (Non-Teaching)



Position applied for:

Personal Information

Title: Miss Mr Mrs MS Other:

First name:

Last name:

House name / number:

Street name:

City:

County:

Postcode:

National Insurance Number:

Contact Details

Please give details of how you would like us to contact you.

Home telephone:

Work telephone:

Mobile telephone:

Email address:

Please indicate if you are happy to receive correspondence via your email address:

Yes

No

Disability

Do you consider yourself to have a disability within the terms of the Disability Discrimination Act 1995? Yes No

Close Personal Relationships

Do you have a close family or personal relationship with an employee of Wigmore School (High or Primary) or other person that may present a potential conflict of interest?

Yes

No

Please provide us with details:

Name:

Position:

Relationship:

This is to ensure that, as appropriate, the individuals involved are protected from allegations such as propriety, bias, or conflict of interest whether during the selection process, or on any subsequent appointment.

Job Share

Are you applying for this job on the basis of job share?

Yes

No

Education and Qualifications

Please state here any job relevant qualifications. If an overseas qualification, state UK equivalent.

Secondary Education (GCSEs/O Levels or equivalents)

Name of Establishment:

Dates: From To

Qualifications obtained (with grades):

Secondary Education (A Levels or equivalents)

Name of Establishment:

Dates: From To

Qualifications obtained (with grades):

Higher Education

Name of Establishment:

Dates: From To

Qualifications obtained (with grades):

Professional Training Courses

Please state here any job relevant professional qualifications

Description:

Organising body:

Date achieved:

Description:

Organising body:

Date achieved:

Description:

Organising body:

Date achieved:

Employment History

Current employment status: Unemployed Employed Never Worked

Are you currently employed by Wigmore School? Yes No

If yes, please confirm details:

Current or Last Employer

Provide details here of your employment history starting with your most recent employer. You can include any voluntary or unpaid work that you may have done that is relevant to the role.

Name of employer:

Your job title:

Line manager:

Building name / number:

Street name:

City: County:

Postcode:

Telephone number:

Salary and benefits:

Date from:

Reason for leaving:

Details of responsibilities and duties:

Past Employment

Please provide us with details of past employment (most recent first).

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

Reason for Leaving:

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

Reason for Leaving:

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

Reason for Leaving:

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

Reason for Leaving:

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

Reason for Leaving:

Continue on a separate sheet if necessary

Professional Bodies

Give details of job relevant personal development, and/or, activities, courses, membership of professional bodies.

Name of body:

Type of membership:

Date of membership:

Name of body:

Type of membership:

Date of membership:

References

References will be sought from previous employers, please indicate if you wish to be consulted before they are approached: Yes No

Reference 1

Please give details of your current or last line manager as named in the employment history section.

Name of referee:

Title: Miss Mr Mrs Ms Other:

Job title:

Building name / number:

Street name:

City:

County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

Reference 2

Please give details of your second most recent line manager who can provide a reference.

Name of referee:

Title: Miss Mr Mrs Ms Other:

Job title:

Building name / number:

Street name:

City:

County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

Redundancy

Have you ever received a redundancy payment?

Yes

No

If yes, date of redundancy:

Disclosure and Barring Service (DBS Check)

If you have been convicted of any offence, you must disclose it, unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with the School. Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. As this post you are applying for is in a school, then you MUST state any convictions bind over orders or cautions whether current or spent. In the event of employment, any failure to disclose these and / or pending investigations could result in disciplinary action and/or dismissal. All posts with access to children, the vulnerable or elderly, will be subject to a DBS Check.

Please give details of: a) Any convictions (including driving offences) or b) Disqualifications from driving, or performing of professional duties. Please give details:

Health

If you are offered a post within Wigmore School it will be subject to a medical check.

Fair Obtaining Notice

The Data Protection Act 1998 gives rights to you about how your personal data is obtained and used by Wigmore School (the 'data controller') when you fill in this form. The information you provide will be used to process this form only and not kept any longer than is necessary for this purpose. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. We will observe strict confidentiality and disclosures will only be made for payroll, employment administration and statistical purposes. If your application for this post is unsuccessful, your details will be kept for a period of 6 months and will then be destroyed.

Declaration

I declare that the information I am giving in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal. I have read and agreed to the Fair Obtaining Notice and Declaration: Yes No

Signature:

Date: