



Ludus Admirandus

Job Application Form

Academy @ Worden are committed to equal opportunities in employment and welcome applications from all sections of the community

1 Post Applied For

Post No. _____

As Advertised in _____

Closing Date _____

2 Title _____

Surname _____ First name _____

Address (for correspondence) _____

_____ Postcode _____

Contact Telephone No. _____

E-mail Address _____

3 Are you entitled to work in the UK? Yes ☐ No ☐

NB. Under current legislation you will need to provide documentary evidence showing your entitlement to work in the UK.

DFE/Teacher Reference number (TRN): _____

4 Please give details of present position held with brief outline of duties:

Employer _____

Job Title _____ Current Salary/Pay _____

Date of Appointment _____ Notice Period _____

Work Telephone Number _____ Ext _____

May we contact you at work? Yes ☐ No ☐

Employer/Agency	Dates		Posts Held	Reason for leaving
	From	To		

Qualification/Subject	Awarding Body	Date Awarded	Level	Grade

6 Further Qualifications e.g. vocational, professional, technical. Please state awarding body and dates awarded. Continue on separate sheet if required. All qualifications listed will be checked and the successful candidate will only have the appointment confirmed once this has been successfully undertaken.

Qualification	Awarding Body	Date

NB: Candidates **must** bring evidence of such qualifications (if appropriate) if called for interview.

7 Details of Professional or Technical Institutes/Societies

Continue on separate sheet if required

All qualifications listed will be checked and the successful candidate will only have the appointment confirmed once this has been successfully undertaken

Institute/Society	Membership Level	Registration Number (if appropriate)

8 Relevant Training and Non-Qualification Courses Attended

Continue on separate sheet if required.

Course Title	Duration	Provider

9 Do you hold a current and valid driving licence?

Yes
☐

No
☐

Category:

10 Please relate what experience, knowledge and personal qualities you can bring to this job. Relate it directly to the requirements outlined in the person specification, clearly showing how you meet the essential and desirable elements.

Use additional pages at the end of this document if needed.

11 References. Please state the names and addresses of two persons who are not related to you and who are both willing and able to provide a professional reference as to your suitability for this post. NB. One must be your current or most recent employer.

1. Name _____	2. Name _____
Position _____	Position _____
Address _____	Address _____
_____	_____
Telephone Number _____	Telephone Number _____
E-mail Address _____	E-mail Address _____
Relationship to this person: _____	Relationship to this person: _____
Can this reference be taken up immediately?	Can this reference be taken up immediately?
Yes ☐ No ☐	Yes ☐ No ☐

12 Are you related to any Governor/Senior Manager/Director of the academy: Yes ☐ No ☐

Name of Governor/Senior Manager/Director _____

Relationship _____

13 Have you ever been dismissed from any previous employment on the grounds of abuse, misconduct or incapability? Yes ☐ No ☐

If yes, please give details of dates and reasons.

Answering yes will not necessarily prejudice your application.

15 Do you have any criminal convictions (spent and unspent)? Yes ☐ No ☐

If yes, please provide details of dates and sentence imposed.

NB. Having a criminal record will not necessarily prejudice your application.

16 Disabled Applicants. The Disability Discrimination Act 1995 defines a disabled person as anyone who has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. Taking this definition into consideration do you consider you have a disability?

Yes ☐ No ☐

If **yes**, please describe any equipment you may need or adaptations which you consider may need to be made to accommodate your disability/disabilities if you are appointed to this post.

If you are shortlisted please describe any special arrangements which you would like the academy to make available for your interview.

17 Disclosure and Vetting of Applicants. All posts within the academy are subject to disclosure procedures and rigorous vetting processes including checks by the Criminal Records Bureau and other relevant bodies. As part of our safer recruitment practices, Worden will be conducting online searches (including social media) on shortlisted candidates. This is in line with the latest guidance from the Department for Education's Keeping Children Safe in Education (KCSIE) statutory guidance. The purpose of these searches is to identify any publicly available incidents or issues related to the candidates that we may want to explore further during the interview process. Any information gathered through these searches that raises legitimate concerns will be discussed directly with the candidate. Candidates should be aware that by applying for this position, you are consenting to Worden carrying out these online searches as part of the recruitment process.

18 Data Protection Act 1998. The academy will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee of the academy the information will be used for the purpose of personnel administration including pay and pensions. Personal information will not be passed to other organisations without your prior consent.

19 Declaration. To the best of knowledge and belief all the particulars I have given are true. I acknowledge that providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or where the discovery is made after an appointment in termination of contract. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

Signature

Date

Please return your completed application form and any accompanying letters/documents as follows:

Email to head@wordenacademy.co.uk Head's PA

20 For Office Use Only

Date interview held

Not shortlisted and reason

Shortlisted but not appointed - note reasons in relation to person specification for post:

Appointed start date and wage and salary offered:

Name senior person recruiting to fill this vacancy

Equality and Diversity Monitoring Form

We are committed to equal opportunities in employment and welcome applications from all sections of the community. In order to ensure the effectiveness of this policy **and for no other purpose** you are requested to provide the following information. The information is exclusively for **monitoring purposes** and will be kept strictly confidential. NB. Failure to complete this form Equality & Diversity form will not affect your application.

Name _____

Address _____

Postcode _____

Job Applied For: _____

Department: _____ Post No: _____

Sex: Male ☐ Female ☐ Date of Birth: _____

Marital Status: Single ☐ Married/Civil Partners ☐ Divorced ☐ Widowed ☐

Are you currently employed within the academy? Yes ☐ No ☐

If yes, is this an application for a higher graded post? Yes ☐ No ☐

What is your ethnic background? Please tick the appropriate box that indicates your cultural background.				
A – White	B - Mixed	C - Asian or Asian British	D - Black or Black British	E - Chinese of other Ethnic Group
☐ British ☐ Irish ☐ Any other white background, please specify:	☐ White ☐ White & Black Caribbean ☐ White & Black African ☐ Any other Mixed background, please specify:	☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Any other Asian background, please specify:	☐ Caribbean ☐ African ☐ Any other Black background, please specify:	☐ Chinese ☐ Any other, please specify:

What is your religion? Please tick the appropriate box that indicates your religious background.

☐ None ☐ Buddhist ☐ Muslim ☐ Jewish ☐ Christian
☐ Hindu ☐ Sikh ☐ Any other religion, please specify _____

The Disability Discrimination Act 1995 defines a disabled person as anyone who has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. Taking this definition into consideration do you consider you have a disability?

Yes ☐ No ☐

If Yes, please give details.

How did you find out about the vacancy? _____

Signature: _____ Date: _____