



*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

Main duties and responsibilities:

**4 Previous Appointments.** Please also include any activities, not necessarily employment, where skills and experience were gained, e.g. voluntary work and that you explain any breaks in employment.

Employer/Agency	Dates		Posts Held	Reason for leaving
	From	To		

**5 General Education.** Please state qualifications attained with subjects, grades, 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/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 <input type="checkbox"/>	No <input type="checkbox"/>	Category:
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**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 <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**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](mailto: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
<input type="checkbox"/> British <input type="checkbox"/> Irish  <input type="checkbox"/> Any other white background, please specify:	<input type="checkbox"/> White <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> Any other Mixed background, please specify:	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background, please specify:	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background, please specify:	<input type="checkbox"/> Chinese <input type="checkbox"/> 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:** .....