

**Application Form**

Please refer to the attached Guidance Notes for help on how to complete your application form. Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets.

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| Job Details | |
| Position/s applied for and reference (if applicable): |  |
| How did you hear about us? |  |
| Please state your availability per week: |  |

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| --- | --- |
| Personal Details | |
| Family name: | Forename(s): |
| Preferred title (e.g. Mr/Mrs/Miss/Ms/Dr/Other): | |
| Address:  Post Code: | |
| Home Tel Number: | Mobile Tel No: |
| Email: | |
| Due to Ofsted Regulations we can only employ people aged 17 or over. Do you meet this criteria?  Yes  No | |
| Do you require a work permit to work in the UK? Yes  No  If Yes, do you have one? Yes  No | |

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| Present or Most Recent Employment | |
| Name & address of employer:  Post Code: | |
| Job title: | Dates employed: |
| Current or final salary: | Notice period: |
| Please outline your main responsibilities: | |

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| --- | --- | --- | --- |
| Previous Employment*Please list all previous employment, voluntary work and work experience in chronological order (most recent first). Please ensure all gaps are accounted for.* | | | |
| Start/end date | Name & address of employer | Job title & main responsibilities | Reason for leaving |
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| Education, Qualifications & Training*Please tell us about your education, qualifications and training, including any currently underway* | | | |
| Name of School, College, University, Awarding Body etc. | Start/end date | Subject/Qualification/Course name | Grade & year obtained |
|  |  |  |  |
| Personal Statement *Use this section to explain why you are applying for the position, setting out your skills/experience and how you believe they suit the requirements of the role. Remember to use the job description as a guide and include any relevant skills/experience. Refer to the Guidance Notes for more information. The table will adjust to size or continue on a separate A4 sheet.* | | | |
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| Rehabilitation of Offenders Act 1974 |
| The position for which you are applying potentially involves significant contact with children and is therefore subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You must declare and provide details of any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This information will not be used to discriminate against you unfairly. |
| Have you ever been convicted of a criminal offence? Yes  No  If Yes, please provide further details: |

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| Declaration |
| I declare that the information contained in the application form is true and correct. I understand that any false or misleading information or omissions concerning criminal convictions may disqualify my application or, if appointed, may result in my dismissal without notice.  I understand that the position I am applying for involves contact with vulnerable groups and, if appointed, I will need an Enhanced DBS Disclosure. If I do not already have an existing portable DBS I understand I will have to apply for a new one at a cost of £59.30 (see Guidance Notes for more information).  If appointed, I consent to my personal information being held by Wrights Academy for the administration of my employment.  Signed:  Name:  Date: |

**PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO: hello@wrightsacademy.com**

**Guidance Notes for completing your Application Form**

# Equality of Opportunity

All applications must use a Wrights Academy Application Form to apply; this helps to ensure equality of opportunity during the selection process. The information you provide will be used by us to decide whether you will be selected to attend an interview, therefore it is important that you complete it as fully as you can.

The Equal Opportunities Monitoring Form will be detached from the rest of your application and kept in a confidential/secure place. It will not be used in any part of the recruitment and selection process.

If you need assistance completing any part of the application form please let us know: call the office on 07932 984 925 or email hello@wrightsacademy.com

**Right to Work in the UK**

It is a criminal offence to employ anyone whose immigration status prevents them from working in the United Kingdom. If you are selected for interview you will be asked to bring evidence of a passport or other documents to satisfy us that the Asylum and Immigration Act 1996 is being complied with. You cannot work with us if you can’t meet this requirement.

# Personal Statement

This is your opportunity to tell us why we should select you to attend an interview. Read the job description and think about how you can best show you meet the requirements of the role, giving examples of your skills, knowledge and experience. Consider any skills and experience you’ve gained in your community, voluntary, leisure, family and home interests as well as at work. Think about why you are interested in the role and how you can ensure this comes across – we want to see your enthusiasm and passion for the work we do.

**DBS Checks (formerly CRB)**

If appointed, you will need to have a valid Enhanced DBS Disclosure to work for us. If you have an existing Enhanced DBS that is registered as portable we will need the DBS reference number to check on its validity.

If you do not hold a portable Enhanced DBS you will need a new one to work with us. We will initiate this process and make arrangements with you to pay the DBS processing fee, currently £59.30. Once you have successfully completed a full terms work with us we will refund the cost of the DBS fee in full.

There is now a service you can use to make your DBS portable. Click on the link for further details: <https://www.gov.uk/dbs-update-service>

**Data Protection**

Please note that all recruitment documents, including application forms, will be kept in secure conditions for a period of 12 months for unsuccessful candidates, after which they will be destroyed.