

Application Form



Post Applied for

Post Reference

Personal Details

Surname Name		Previous Surname(s)	
Forenames		Title	
Date of Birth			
Address			
Contact Number 1		Contact Number 2	
Which number can you be contacted on during the day? Contact 1/Contact 2/Both (Please delete as appropriate)			
NI Number			
Email Address		Do you require a work permit to work in the UK ?	Yes No (delete)
Are you subject to any legal restrictions in respect of your employment?			Yes No (delete)
Are you related or have a close personal relationship with any student, employee or Board Member? If yes please give further details below			Yes No
Details:			

Present Employment

Post Title		Dates Employed: (including months)	
Place of employment			
Address			
Employers Name			
Employer Address			
Salary		Allowances/Benefits	
Notice Period		Reason for Leaving	
Key Duties			

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References
(One reference should be your current employer)

Please give details of two referees who are able to comment on your suitability for the role, **one of whom must be your present or most recent employer**. References from **friends and relatives are not acceptable**. We reserve the right to contact any of your previous employers. References will be sought should you be shortlisted for the role.

Name		Name	
Organisation Address		Organisation Address	
Contact Number		Contact Number	
Email		Email	
Job Title		Job Title	
Relationship to Applicant		Relationship to Applicant	

Education / Qualification and Training

Please give details of any educational, technical and/or professional qualifications. If you are currently studying please provide details of the qualification concerned. Please also provide details of courses undertaken that you did not complete. If study was on a part time basis please specify.

Dates From / To	Establishment /Awarding Body	Qualification and Grade

Membership of Relevant Organisations

Date of Membership	Professional Body/Association	Membership Level

Relevant Professional Development in the last 5 years

Dates Achieved	Organising Body	Subject	Award	Duration

Previous Employment (Most recent first)

Starting with the most recent first, please give a continuous employment history from leaving full time education including part time, full time and unpaid work. Do not include the details provided in present employment on the application form. Continue on a separate sheet if necessary. **CVs will not be accepted as a substitute for a completed application form.**

Name of employer, address job title, salary and benefits	Dates of employment months and year	Employment status Permanent/ fixed term/ fulltime/ part time.	Duties	Reasons for leaving

Please add more lines if required

Break in Employment (If required please detail)

Dates From / To	Reason for Break

Personal Statement - outline why you should be considered for this role.

Please illustrate how you meet the criteria of the person specification and your ability to meet the job description (please continue on a separate page).

Additional Information, if required (Max 500 Words)

Please detail any further information you feel is relevant to your application that has not already been already covered on this application.

Additional Information

The academy will conduct online searches for shortlisted candidates as part of its selection process. Online searches will only examine data that is publicly available.

Depending on the role, if successful with your application you may be subject to a DBS check. Any data processed as part of a DBS check will be processed in accordance with the data protection regulations and the Academy Privacy notice.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Please indicate if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.....

General Data Protection Regulations

The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. For further information please see our privacy notice which is available on our website.

Applicant Declaration

I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form I agree to this academy using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I understand that if I don't tell you about any relationships with any employees students or Board Members of the Academy, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings if requested, and such information is discovered after appointment, I could be dismissed without notice.

I can produce the original documents of my qualifications, prior to any appointment

I understand that any canvassing, directly or indirectly, will be a disqualification.

I understand I am required to provide documents proving eligibility to work in the UK, prior to appointment.

I am prepared to undergo a medical examination, prior to any appointment if considered necessary.

Signature

Date

Equality and Diversity Monitoring

Wilkes Academy is committed to equality of opportunity for all. Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements.

We would be grateful if you would complete and return the below monitoring form. The information provided on the Equality and Diversity Monitoring Form will be separated from the job application, treated as strictly confidential, used for statistical analysis only and will be destroyed after 6 months. The information will be processed in accordance with the General Data Protection Regulations 2018.

We would appreciate it if you would complete this form by placing a tick (✓) in the appropriate box within each category.

The Academy is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

Equality and Diversity Monitoring Form

Title of post applied for:

External application
(delete as appropriate)

Internal Application
(delete as appropriate)

What is your date of birth?

What is your gender? Male Female
Other Prefer not to say

How would you describe your ethnic origin?

White

- British
- Irish
- Gypsy or Irish Traveller
- Any other White background

Other Ethnic groups

- Arab
- Any other ethnic group (pls specify)

Mixed Heritage

- White and Asian
- White and Black African
- White and Black Caribbean.....
- Any other mixed background

Black or Black British

- African
- Caribbean
- Any other Black background

Asian or British Asian

- Bangladeshi
- Indian
- Pakistani
- Chinese
- Prefer not to say