



Please complete all sections of the form. Wisbech Grammar School is committed to a policy of equal opportunity and the development of positive policies to promote equal opportunity in employment.

Post Applied for	
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Personal details

Title	Forenames		
Surname			
Previous names (known as)			
Address			
Contact Numbers	Home		Best time to call
	Mobile		Best time to call
	Work		Best time to call
Email address			
Marital Status			
National Insurance Number			
Dfee number			
Other Professional Registration Number			
Nationality		Passport No.	
Do you have the right to reside and work in the UK	Yes	No	
Do you need sponsorship to work in the UK	Yes	No	

Jobs in schools are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. **You must** therefore declare any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have any convictions, cautions or reprimands, warnings or bindovers?	Yes	No
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If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory DBS clearance. A copy of this notice will be sent to your referees.

Are there any other circumstances relevant to your appointment as a teacher which ought to be declared? Please detail any relevant in the box below;	Yes	No



Education

University / Institution of Higher Education	From	To	Full-time Part-time	Courses / Subjects	Degree	Standard of Award
School	From	To	Full-time Part-time	A Level Subjects (or equivalent)		Grades

Do you have QTS? (Qualified Teacher Status)	Yes	No
Do you have evidence of passing the skills tests (if applicable) for;		
Numeracy	Yes	No
Literacy	Yes	No

Professional development

Please list and describe professional development activities you have undertaken in the last five years

Year	Organising Body	Title and/or Description



WISBECH
GRAMMAR SCHOOL

Application for employment
Teaching Staff

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Employment history

Give details of your previous employment history starting with the most recent.

Current Employer		
Address		
Contact details	Telephone Number	
	Contact e-mail	
Job Title		
Final Salary & Allowances		
Other benefits & entitlements		
Employment Dates	From (MM/YYYY)	To (MM/YYYY)
Reason for leaving		
Please detail the responsibilities held within your current job and notable achievements		

Previous Employer		
Address		
Contact details	Telephone Number	
	Contact e-mail	
Job Title		
Final Salary & Allowances		
Other benefits & entitlements		
Employment Dates	From (MM/YYYY)	To (MM/YYYY)
Reason for leaving		
Please detail the responsibilities held within this position and notable achievements		



Employment History (continued)

Previous Employer		
Address		
Contact details	Telephone Number	
	Contact e-mail	
Job Title		
Final Salary & Allowances		
Other benefits & entitlements		
Employment Dates	From (MM/YYYY)	To (MM/YYYY)
Reason for leaving		
Please detail the responsibilities held within this position and notable achievements		

Previous Employer		
Address		
Contact details	Telephone Number	
	Contact e-mail	
Job Title		
Final Salary & Allowances		
Other benefits & entitlements		
Employment Dates	From (MM/YYYY)	To (MM/YYYY)
Reason for leaving		
Please detail the responsibilities held within this position and notable achievements		



Gaps in Employment History

Please ensure that you detail all employment from Education to date continuing on a separate sheet of paper if needed. Please also explain any gaps in your employment history within the box below.

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Relevant skills and experience

Please list and where necessary describe any relevant skills, qualifications, languages, licences, certificates, interests, sports, activities, voluntary work, publications, awards, offices held or membership of any professional, trade, business or civic associations, etc.

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Co-curricular and contribution

Please list the co-curricular activities you may be able to offer if appointed to the post (including sports, arts, activities, societies, and pastoral or administrative roles).

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Achievements

Please describe your three most significant achievements, professional or otherwise.

1.	
2.	
3.	



Supporting statement

Please explain briefly how your expertise and experience meet the requirements of this post. You may continue on additional sheets of paper if necessary or refer to a separate cover letter.

Existing contacts within the school

Please indicate if you have any close family or personal links with any existing pupils, employees or governors at the School.



References

Please provide details of three referees who have recent knowledge of your work. One must be your present employer, or last employer if not currently employed. Please also provide details of someone who can provide a character reference. References will not be accepted from relatives or from people writing solely in their capacity as a friend. If you are selected for interview, references will be called before interview unless you request otherwise. Any previous employers or educational institutions may also be approached for information to verify experience or qualifications before interview.

Name			
Position / Title			
Address			
How known			
How long known			
Contact Information	Email address		
	Contact Phone Number		
May we contact prior to interview	Yes	No	

Name			
Position / Title			
Address			
How known			
How long known			
Contact Information	Email address		
	Contact Phone Number		
May we contact prior to interview	Yes	No	

Name			
Position / Title			
Address			
How known			
How long known			
Contact Information	Email address		
	Contact Phone Number		
May we contact prior to interview	Yes	No	

If you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, at least one referee must have known you in your most recent role working with children. If your previous posts have involved working with children in either a paid or voluntary



capacity, questions will be asked about disciplinary offences related to children, including any for which the penalty is ‘time expired’ (that is, where a warning could no longer be taken into account in any new disciplinary hearing, for example) and whether you have been the subject of any child protection concerns and if so the outcome of any enquiry or disciplinary procedure.

Disability

The Equality Act 2010 defines a person as having a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Wisbech Grammar School extends this to its policy and will interview all applicants who are disabled and who meet the essential criteria for an advertised job.

Do you have a disability as described above?	Yes	No
Whether or not you are disabled, do you need any help or special consideration to enable you to attend / participate fully in the selection process?	Yes	No
If your answer is ‘yes’, please give brief details below and we will get in touch with you later to ascertain how best to assist you.		

Protection of children

We are obliged to ask for the following information in accordance with the provisions of the Home Office Circular 86-44 - Protection of Children. Wisbech Grammar School is committed to safeguarding and promoting the welfare of young people and children and expects all staff and volunteers to share this commitment. Please note that the successful applicant will be required to provide a DBS Disclosure at the appropriate level for the post.

Data Protection

Under The Data Protection Act 2018 and the General Data Protection Regulations 2016 (GDPR), your consent is required to process the information you have supplied for the purposes of recruitment and selection for the post you have applied for.

This information will only be used for the purposes of recruitment and selection as stated and to ensure our compliance with Safeguarding, Safer Recruitment procedures and the required pre recruitment checks. I understand that the School will need to hold my data and sensitive personal data and I consent to the processing of such data within the terms permitted by The Data Protection Act 2018.

By signing the declaration at the end of the application form, you give permission for your details to be used for this purpose. For full details of Wisbech Grammar School’s Staff Privacy Notice please contact our Human Resource Department.



Declaration

It is vitally important that the information provided in this form is true and that you declare all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, this would constitute grounds for dismissal. Wisbech Grammar School reserves the right to check any of the details which you have provided in your application.

I have read the above and confirm that the information contained in my application is correct and complete.

I give the employer the right to investigate all references and to secure additional information about me, if job-related.

I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

Signature of Applicant		Date
Date available to commence employment		
Please advise where you saw vacancy advertised		