



Application for employment

Staff

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		Forename(s)		Surname	
Preferred name				Former name	

Current Address and postcode			
How long have you lived at this address? If less than 5 years, please provide previous addresses for past 5 years			
Previous Addresses and postcode			
Time at this address			

Contact Numbers	Home		Best time to call	
	Mobile		Best time to call	
	Work		Best time to call	
Email address				

Do you have Qualified Teacher Status	YES / NO
If YES what is your DfE number	
Do you have any relevant Professional Registrations	YES / NO
If YES please provide details	
Do you have a current full UK driving licence	YES / NO
Do you have the right to reside and work in the UK	YES / NO
If NO please provide details	
Have you spent 3 months or more out of the UK in the last 5 years	YES/NO
If YES please provide details	

Education

Name of school/ college/ university/ training provider	Dates of attendance	Examinations / Qualifications / Awards			
		Subject	Result	Date	Awarding body
	From				
	To				
	From				
	To				
	From				
	To				

Professional development – other occupational qualifications, skills or training

Please list and describe professional development activities you have undertaken which you consider to be relevant to the role for which you have applied. This may include long courses, short courses

Course	Organising Body	Duration	Date Completed

Employment – Current or most recent employer

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

Employer Name		
Employer Address		
Job Title		
Final Salary & Allowances		
Other benefits & entitlements		
Employment Dates	From	To
Please state when you would be available to take up employment if offered		
Reason for leaving / seeking alternative employment		
If any pre-booked absence, please provide dates		
Please detail the responsibilities held within your current job and notable achievements		

Employment History

Please provide details on your previous employment history and/or activities since leaving Secondary Education. Please also explain any gaps in your employment history within the box below.

Name and Address of employer	Dates of Employment	Position Held	Reason for leaving
	From		
	To		
	From		
	To		
	From		
	To		
	From		
	To		
	From		
	To		

Gaps in Employment History

Please also explain any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates within the box below.

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.

Co-curricular and contribution

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

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 or employees at the School.

References

Please provide details of three referees who have recent knowledge of your work.

- One must be your current employer, or last employer if not currently employed.
If the referee is school or college based, the reference should be confirmed by the Head / Principal.
- If your current / most recent role is not working with children, but you have previously worked in such a role, you must list this employer as a referee.
- Please also provide details of someone who can provide a professional 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.

Type of Reference	Current or most recent employer	
Name		
Position / Title		
Address		
Contact Information	Email address	
	Contact Phone Number	
May we contact prior to interview		YES / NO

Type of Reference	Most recent employer when working with children – if different to above	
Name		
Position / Title		
Address		
Contact Information	Email address	
	Contact Phone Number	
May we contact prior to interview		YES / NO

Type of Reference	Professional Character reference	
Name		
Position / Title		
Address		
Contact Information	Email address	
	Contact Phone Number	
May we contact prior to interview		YES / NO

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 provided 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		Date	
Date available to commence employment			
Please advise where you saw the vacancy advertised			