



WREKIN

EMPLOYMENT APPLICATION FORM

The school is legally required to carry out several pre-appointment checks which are detailed in the School's Safer Recruitment Policy and in line with the School's Child Protection and Safeguarding policies which can be found on our website

<https://www.wrekincollege.com/the-wrekin-college-story/the-team/vacancies>

The information you are being asked to provide in this application form is required so that the school can comply with those legal obligations should your application be successful.

Position applied for:

**Where did you first see the advertisement for the post? TES/Indeed/local press/LinkedIn/Word of Mouth
Other**

PERSONAL DETAILS:

Title:	Forename(s):
Surname: Previous names:	National Insurance No.
Current address:	Teacher DfE No. (if applicable)
	Telephone number:
	Mobile telephone number:
	Email address:
Postcode:	Date of removal to current address: [mm/yyyy]
Are you legally eligible to work in the UK? YES / NO	Do you require a work permit? YES / NO
If applicable, please state the expiry date of your right to work in the UK and/or your work permit. (dd/mm/yy)	



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EMPLOYMENT HISTORY:

Present/last post:	Job title:
	Date started:
Employer:	Notice period:
	Reason for leaving:
Employer's Business:	Current/last Salary and benefits:
Major duties and responsibilities:	

PREVIOUS EMPLOYMENT (PLEASE START WITH THE MOST RECENT):

Job title/brief description of duties:	Employer:	Dates (from-to):	Final Salary:



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GAPS IN EMPLOYMENT:

Please provide details of any employment gaps between leaving full time education and your current role:

From (mm/yy):	To (mm/yy):	Reason for gap

OVERSEAS LIVING AND WORKING:

Please provide of periods of 3 months or more where you have lived or worked overseas:

From (mm/yy):	To (mm/yy):	Country

EDUCATION/TRAINING:

Please list in chronological order all secondary schools, further education and higher education institutions attended and all qualifications taken together with grades or class awarded.

School / College/ University Name	Dates attended:	Qualifications/grade:



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School / College/ University Name	Dates attended:	Qualifications/grade:
Other relevant training, professional qualifications or work related skills (for example languages, sports coaching, etc):		
Are you undertaking any course of study at present? (if so, please give details)		
Do you have membership of any professional bodies? (if so, please give details, including any offices held)		
It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.		

OTHER DETAILS:

Is your present post your sole regular employment?	Yes	No
If no, what other work do you do?		
If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process		
Do you have a full driving licence?	Yes	No
Do you have any current endorsements?	Yes	No
Do you have use of a car?	Yes	No
Do you have a category DI on your license?	Yes	No
Do you have any existing contacts within the School?	Yes	No
If Yes, please provide details. Please note if you fail to disclose this information you may be disqualified from consideration		



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SUPPORTING INFORMATION:

Please give any details you feel are relevant in support of your application, including why you are interested in this post. It is important that you complete this section. Use a continuation sheet if necessary.



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REFERENCES:

Please give the details of two referees, stating how long you have known them. (One must be your current or most recent employer.) References for short-listed candidates may be taken up before interview unless you request otherwise. References will not be accepted from relatives.

1. Name:	2. Name:
Company/School:	Company/School:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:
Occupation:	Occupation:
Capacity Known:	Capacity known:
Time known:	Time known:
May references be taken up before interview? YES/NO	May references be taken up before interview? YES/NO

SAFEGUARDING:

All appointments will be subject to Enhanced Disclosure from the Disclosure and Barring Service (DBS). The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. As such, if you are successful in your application the School will also carry out a Children's Barred List check.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent" in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all "spent" and "unspent" convictions and cautions.

Other checks may be made in line with current legislation on Keeping Children Safe in Education.



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DATA PROTECTION:

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to Wrekin College processing the data supplied in this application form for the purpose of recruitment and selection, and retaining it in my personnel file during employment, and up to 6 years thereafter.

DECLARATIONS:

Please tick the following statements as applicable:

- I confirm that I am not named on the children's Barred List or otherwise disqualified from working with children (it is an offence to apply for the role if barred from engaging in regulated activity with children)
- I confirm that I am not prohibited from carryout out 'teaching work'
- I confirm that I am not prohibited from being involved in the management of an independent School (only tick this box if this is a senior/management position you are applying for)
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge
- I understand that providing false information is an offence which could result in my application being rejected (or if the false information comes to light after my appointment), summary dismissal and may amount to a criminal offence.
- I understand that any offer of employment made by the School will be conditional upon satisfactory completion of a medical questionnaire and verification of medical fitness if requested.

Applicant's signature:

Date:

This form may be submitted electronically in which case you will be required to sign the form if you attend interview.

Return completed form to:

By email to: recruitment@wrekincollege.com or via post to the Bursary, Wrekin Old Hall Trust Ltd, Sutherland Road, Wellington, Shropshire, TFI 3BH