



1. Personal Details			Ref No:	
The information in sections 1 and 2 will be detached from the application form prior to short listing.				
Surname		Forename(s)		
Title	Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>		Date of Birth	
Address			Is this a job share application? Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Contact Details (please tick preferred contact detail)	
			Home <input type="checkbox"/>	
			Work <input type="checkbox"/>	
			Mobile <input type="checkbox"/>	
		E-mail <input type="checkbox"/>		
National Insurance number?				
Are you eligible to work within the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you required to have a work permit to work in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Teacher number				
Are you a Newly Qualified Teacher (NQT)?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
When will you become an NQT?				
Do you hold Qualified Teacher Status (QTS)		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Date it was awarded:		
		Certificate Number:		
		What was the route by which you obtained it?		
		Have you completed a period of induction where this was required by the DfE?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of completion? <input type="text"/>
Do you hold Qualified Teacher Status Learning and Skills (QTLS)?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Date it was awarded:		
		Certificate Number:		
		What was the route by which you obtained it?		
		Have you completed a period of induction where this was required by the DfE?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of completion? <input type="text"/>

Declarations
<p>This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy. .</p>

Convictions / Disqualifications
<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.</p> <p>Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) (England and Wales) Order 2020 Y/N</p>
<p>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974</p>
<p>Are you on the Children's Barred List (Previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. National College for teaching and Leadership (NCTL))?</p>
<p>It is a criminal offence for barred individuals to seek, or to undertake, work with children.</p> <p>If you have answered 'YES' to any of the above and are called to interview, please provide further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'</p>

Canvassing	
<p>In order to ensure fairness and openness of our selection process please state whether you are related to, or in a close personal relationship with an employee of Royal Wootton Bassett Academy Trust.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If YES, please give details:</p>	<p>Name:</p>
	<p>Position in Trust:</p>
	<p>Relationship with yourself:</p>
<p>Please note that canvassing of employees of Royal Wootton Bassett Academy Trust in relation to this application will disqualify any applicant. If evidence of this is discovered after appointment you may be dismissed without notice.</p>	

2. Equal Opportunities Monitoring Form

How information about you will be used:

You are requested to complete this information to enable us to monitor the effectiveness of our Corporate Equalities Strategy. This information will be used solely for monitoring purposes, will be treated as confidential and will be separated from the application form on receipt and before selection procedures commence.

Do you consider yourself to have a disability?

Yes No

Where did you see this vacancy advertised?

Local Newspaper
Professional Journal
Job Centre
National Newspaper

Other
Internet

Please state
Please state website: **www.**

Are you currently employed by a school within the Trust?

Yes No

Application Form

Code:

3. Vacancy Details

Job(s) Applied for:

Ref No:

4. Present or more recent employment, voluntary work or role

Job Title:

Name of Employer:

Hours worked:

Dates
Employed:

Employer's
Address:

Notice Period:

Current Salary
plus Benefits:

Key Duties:

5. Reason for wishing to leave or left:

The Working Time Regulations place a maximum limit on weekly hours worked (48 hours). Will you continue in any other employment, should you be offered this appointment?

Yes No

6. Previous Employment

Starting with the most recent first, please give details of jobs held including part-time and unpaid work. Do not include the details provided in Section 4 of the application form.

If applying for a post, which involves working with children, young people and/or vulnerable adults, you are required to provide the dates you were employed from and to, and details of any gaps in your employment. Continue on a separate sheet if necessary.

Name of Employer	Job Title and Main Duties	Dates of Employment and Reason for Leaving

7. Education

Please give details of any education, technical and/or professional qualifications. If you are currently studying please provide details of the qualifications you are studying for.

Examinations/Qualifications taken or to be taken (include subjects)	Results, Grades and Date Achieved

8. Training

Please list any course(s), which you have undertaken that are relevant to the job and/or specified on the person specification. Continue on a separate sheet if necessary.

Date of Course	Course Title	Organising Body

9. Membership

Please indicate membership of any organisation(s) relevant to the job.

Name of Organisation	Type of Membership	Is Membership Current?

10. Skills, Abilities, Experience and Achievements

Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet each of the criteria listed in the person specification. You may continue on **up to 2 separate sheets** and attach if necessary, please do not staple.

11. Disability

We guarantee to interview disabled applicants who meet the **essential** requirements for the post.

Do you consider yourself to have a disability?
If YES, please tick the appropriate boxes below:

Yes No

Please state any particular assistance or facilities you may require in attending an interview.

12. References

Please give details of 3 referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full time education you should give details of your course tutor or teacher. References from **friends and relatives** are not acceptable. **Please note references will normally be taken up before interview.**

Name		Position/Occupation	
Address		Telephone No.	
		Fax No.	
		E-mail	
Relationship to yourself			

Name		Position/Occupation	
Address		Telephone No.	
		Fax No.	
		E-mail	
Relationship to yourself			

Name		Position/Occupation	
Address		Telephone No.	
		Fax No.	
		E-mail	
Relationship to yourself			

Overseas Residence Declaration

Please complete either Section A or B.

Section A: I confirm that I have never lived or worked outside the UK.

Full Name (Please Print):`

Signed:

Date:

Section B: I confirm that I have lived or worked outside the UK.

Royal Wootton Bassett Academy Trust reserve the right to request further checks that they think appropriate so that any relevant events that occurred outside of the UK can be considered.

I understand it is my obligation to meet the cost and requirements by requesting a Certificate of Good Conduct from that country, or countries, of residence, and to keep the Royal Wootton Bassett Academy Trust HR Department informed of the progress of my application for that/those certificate(s).

Please list below where you have lived or worked, providing dates and detail:

Country	Dates (From/To)	In what capacity? (Lived/Worked)

.
.

Signature		Date	
-----------	--	------	--

Declaration

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed. I have reviewed the Privacy Notice in line with GDPR and give consent in line with the policy.

General Data Protection Regulations (GDPR)

The law relating to Data Protection has changed with the introduction of the General Data Protection Regulations (GDPR). The Trust has produced a Privacy Notice Policy which summarises the key ways in which we deal with the information we hold about you, how we use it and your rights in relation to it. Please refer to the Trust website for further information.

Signature

Date