**Application Form**

**PA to Principal**

**Personal details**

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| Surname |  |
| Forename(s) |  |
| Title |  |
| Current address & postcode |  |
| Contact phone numbers |  |
| Email address |  |
| Date of Birth |  |
| National Insurance Number |  |
| Dfe Number (if applicable) |  |
| Do you have qualified teacher status (if applicable) |  |
| Are you registered with the Dfe as a qualified teacher (if applicable) |  |
| Do you have the right to work in the UK? |  |
| Do you need a work permit? |  |
| Nationality |  |
| Are you related to or have a close personal relationship with any student, employee, or governor of WMSF? |  |
| Are there any special arrangements that you require if you are shortlisted? |  |

**Employment details**

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| **Your current or most recent employment** | |
| Job title |  |
| Date started |  |
| Leaving date (if applicable) |  |
| Employers name and address |  |
| Notice period |  |
| Salary/Grade including allowances |  |
| Brief description of duties |  |

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| **Previous employment** | | | | | |
| Starting with the most recent first, include all periods of work including placements and voluntary work. | | | | | |
| Employer’s name and address | Job title and salary | Brief description of duties | Notice period | Date from (mm/yy) | Date to (mm/yy) |
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**Education**

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| **Secondary education** | | | |
| Please list all educational achievements, e.g. GCSE, ‘O’ level, ‘A’ level passes, etc. You will be asked to provide documentary evidence of qualifications listed below at the interview stage. | | | |
| Date from  (mm/yy) | Date to  (mm/yy) | Name of institution | Qualifications gained, including  date and level achieved |
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| **Higher education** | | | |
| Please list all diploma, degree and professional qualifications. You will be asked to provide documentary evidence of qualifications listed below at the interview stage. | | | |
| Date from  (mm/yy) | Date to  (mm/yy) | Name of institution | Qualifications gained, including  date and level achieved |
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**Professional development**

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| **Relevant professional development** | | | |
| Please list the most significant professional development/activities you have attended in the last five years. | | | |
| Title | Organising body | Date  (mm/yy) | Duration |
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**Supporting statement**

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| Drawing upon your experience, skills, abilities and qualifications, explain how you meet each of the criteria, giving clear examples of how and why you meet them. Please do not exceed two sides of A4. Please do not attach a CV with your application as it will not be considered. |
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**References**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give the details of two people, one of whom should be your current employer. Please note, references will be requested prior to interview for all shortlisted candidates. | | | |
| Reference 1 | | Reference 2 | |
| Name |  | Name |  |
| Position |  | Position |  |
| Employer |  | Employer |  |
| Address |  | Address |  |
| Phone |  | Phone |  |
| Email |  | Email |  |

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| **DBS DECLARATION** – In line with the principles of Safer Recruitment schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of an applicants' suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.   |  | | --- | | All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website or at Nacro – [see here](https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2020/11/Filterin-flowchart-twitter.png).  **Shortlisted candidates** will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | |  | |  | |

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| **DATA PROTECTION & APPLICANT DECLARATION** |
| Data Protection — Applicant Privacy Notice  The School is a Data Controller and as such has a duty to explain to you what information is collected and why, and who, if anyone, it is shared with under the General Data Protection Regulation 2016, This information is briefly laid out below and is also available in our Staffing Privacy Notices, along with details of our Data Protection Officer.  We collect all the information laid out in this form, in the form of references from current and/or previous employers, and if shortlisted from the selection process. The information given to us and collected by us will form part of the contract of employment for successful candidates.  We process this information in order to:  • administer the application, shortlisting and selection process  • assess your suitability to work with children and young people  • inform the development of recruitment and retention policies  • defend legal claims  • fraud detection and prevention  • monitor protected characteristics in order to promote equality at work  • no decisions are based on automated decision making.  We process this information about you because the processing is necessary for us to enter into an employment (or other work-related) contract with you. We also need to process this information to ensure that we are complying with our legal obligations under the Employment Act and with the DfE statutory guidance document, Keeping Children Safe in Education, as well as other school specific legislation.  We have a legitimate interest in processing data from job applicants in order to administer the recruitment process, to monitor compliance with our policies, to defend any legal claims and to ensure that the most suitable applicant is appointed to the role, based on an assessment of their likely performance amongst other factors.  We process special category data, such as information about your ethnic origin or health, as part of our equal opportunities monitoring process and in order to meet legal obligations. This information is collected with the express consent of job applicants. Consent may be withdrawn by an applicant at any time.  We may offer to contact unsuccessful applicants within a period of six months following the application if another suitable vacancy arises. Information is only used in this way with the express consent of applicants, which may be withdrawn at any time.  If we wish to process your personal data for a new purpose, we will inform you of any additional processing.  Information from your application form and from the shortlisting and selection process will be stored in a paper-based file, in electronic records within our HR system and also in other IT systems, including email.  A copy of your application form and all other personal data collected during the recruitment and selection process will be held as follows:  For successful applicants this will be transferred to a personnel file where it will be held securely. You will be given a workforce privacy notice upon appointment which will explain how we will hold and process your data as an employee.  For unsuccessful applicants securely for a period of six months.  Your information will be shared with members of school staff with a recruitment responsibility. This will include members of our HR and administrative staff, those responsible for shortlisting and interviewing and managers within the relevant area of work or department. Equality monitoring information is separated from the application form upon receipt and is not shared with those responsible for shortlisting and interviewing.  We do not share information about job applicants with anyone without consent unless the law and our policies allow us to do so. |

**Declaration**

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| I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form. | |
| Signature |  |
| Print Name |  |
| Date |  |

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| **MONITORING SHEET** | |
| CONFIDENTIAL INFORMATION | |
| This section of the form will be removed before shortlisting. | |
| 1. Gender: |  |
| 1. Date of Birth: |  |
| 1. Cultural/ethnic origin: |  |
| 1. Ethnicity form:   Choose one section from A-E and then tick the appropriate box to indicate your cultural background.   1. White   British  English  Scottish  Welsh  Irish  Any other White background, please write here:   1. Mixed   White and Black Caribbean  White and Black African  Any other White background, please write here:   1. Asian   Asian British  Asian English  Asian Scottish  Asian Welsh  Indian  Pakistani  Bangladeshi  Any other Asian background, please write here:   1. Black   Black British  Black English  Black Scottish  Black Welsh  Caribbean  African  Any other Black background, please write here:   1. Chinese   Chinese British  Chinese English  Chinese Scottish  Chinese Welsh  Chinese  Any other Chinese background, please write here: | |