**Application for Employment**

**Please complete this form in black ink**

**Position applied for:**

1. **Personal information**

**Last name: Previous Name:**

**First Name (s):**

**Address including postcode:**

**Daytime telephone number: Evening telephone number:**

**Mobile telephone:**

**Email address:**

**DfE reference number [teachers only]:**

**National Insurance Number:**

1. **Present or most recent employer:**

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| --- | --- |
| **Name of Employer:**  **Job title:**  **Notice period required:**  **Reason for leaving:** | **Date from:**  **Date to:**  **Salary and benefits:** |

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| --- |
| **Please provide brief details of duties and responsibilities:** |

1. **Employment history**

**Please complete your previous employment history, explaining any gaps e.g unemployment, childcare (specify dates and reasons).**

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| --- | --- | --- |
| **Name of employer/ organisation** | **Detail** | **Job titles and Main duties** |
| **Name of employer:** | **Date from:**  **Date to:**  **Salary:**  **Reason for leaving:** | **Job title:**  **Main Duties:** |
| **Name of employer:** | **Date from:**  **Date to:**  **Salary:**  **Reason for leaving:** | **Job title:**  **Main Duties:** |
| **Name of employer:** | **Date from:**  **Date to:**  **Salary:**  **Reason for leaving:** | **Job title:**  **Main Duties:** |
| **Name of employer:** | **Date from:**  **Date to:**  **Salary:**  **Reason for leaving:** | **Job title:**  **Main Duties:** |
| **Name of employer:** | **Date from:**  **Date to:**  **Salary:**  **Reason for leaving:** | **Job title:**  **Main Duties:** |

1. **Education:**

**Please give details of all nationally recognised qualifications awarded/results awaited from GCSE upwards in chronological order.**

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| --- | --- | --- | --- | --- |
| **Name of School/College/University** | **Full/Part time** | **Qualification** | **Subject** | **Grade/ Level** |
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**Copies of essential qualification certificates will be required on appointment**

1. **Professional Qualifications:**

**Please list any professional qualifications you hold in chronological order**

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| **Professional Body** | **Qualifications** | **Subject** | **Grade/Level** |
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1. **Training (Continuing Professional Development)**

**Please list any relevant course or training you have attended in the last 3 years starting with the most recent:**

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| **Title of course and brief description** | **Organising Body** | **Date of Attendance** |
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1. **Supporting Statement**

**Please outline, in no more than 2 sides of A4, the particular skills, experience, abilities, knowledge, training and qualities that you have that are relevant to the post. Please refer to the person specification/job profile for completing this section.**

1. **References**

**Please give the name and addresses of 2 referees. One of these should be your current or most recent employer. Please state in what capacity your two referees are acting e.g. current employer.**

**First Referee Second Referee**

**Name: Name:**

**Address: Address:**

**Email: Email:**

**Telephone no: Telephone no:**

**Organisation: Organisation:**

**Relationship to you: Relationship to you:**

**For posts which have substantial access to children or vulnerable adults, the WMG Academy reserves the right to approach any previous employer before interview.**

1. **Disability Discrimination Act**

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| --- | --- | --- | --- | --- |
| Do you consider yourself disabled under the Disability Discrimination Act 1995 (DDA)? | Yes |  | No |  |

The WMG Academy will undertake to guarantee an interview to all applicants with a disability who meet the essential requirements of the job as contained in the person specification.

Please specify any arrangements we can make to assist you if you are invited to attend for interview/assessment (e.g. wheelchair access, BSL interpreter).

1. **CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**

If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and The WMG Academy on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

Do you have any convictions or disqualifications?

**Yes /No**

Do you have any prosecution pending for a conviction at court for any offence?

**Yes/No**

Are you barred from working with children or subject to sanctions imposed by a regulatory body?

**Yes/No**

**If you have answered yes to any of the questions above then please provide details on a separate piece of paper marked confidential and for the attention for the Principal.**

1. **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK

**12. DECLARATION**

I certify that the information given above and overleaf is correct to the best of my knowledge.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice

|  |  |
| --- | --- |
| **Signature:** | **Date:** |

**Please return the applications form, supporting statement and equality and diversity monitoring form to:**

**Claire Weatherall, WMG Academy for Young Engineers, Mitchell Avenue, Coventry, CV4 8DY or** [**c.weatherall@wmgacademy.org.uk**](mailto:c.weatherall@wmgacademy.org.uk)