**West Newcastle Academy and the Governing Body are dedicated to promoting equality and fairness**. Selection is based on how you demonstrate your ability to do the job detailed in the Job Profile. The equal opportunities information will be separated from your application before shortlisting.

Our Ref:

Use black ink if handwriting. Save in a MS Word format or PDF if using a PC.

**Section 1 – Qualifications**

List all of your achievements relevant to this job and any others you feel could be important (for example for your career development) starting with the most recent. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

**Higher and/or Further Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Class and subject(s) | Name of College, University etc | Date achieved  (MM/YY) |
|  |  |  |  |

**Secondary Education Post GCSE:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification type and subject  post GCSEs | Grade/Level attained | Name of School, College, University etc | Date achieved  (MM/YY) |
|  |  |  |  |

**Membership to Professional Bodies (if relevant):**

|  |  |  |
| --- | --- | --- |
| Name of Professional Body | Date achieved | By exam or election? |
|  |  |  |

**Section 2 – Experience**

Tell us about how you meet the requirements of the section titled “Experience” in the Person Specification.

#### Full Job History

Give full details of your employment starting with your current or most recent job. Use the column titled “Job title and duties” to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification. **Indicate gaps in employment and full time study and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview.** Please continue on a separate sheet if necessary.

**Employment History (most recent first):**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name and Address | Job Title and Salary | Dates of employment  (MM/YY) | |
| From: | To: |
|  |  |  |  |

|  |
| --- |
| Please use the space below to explain why you are suitable for this position: |

**Section 3 – References**

**Two references are required for all candidates, one of whom must be your current or most recent employer.**

The members of the panel may have access to the references at the final stages of the interview process in order to confirm/reinforce their decision.

**Ref 1 (Must be current/recent employer) Ref2 (Not a family member)**

|  |  |
| --- | --- |
| Name: | Name: |
| Full Address and Postcode: | Full Address and Postcode: |
| Telephone No: | Telephone No: |
| Email: | Email: |
| How long has this person known you and in what capacity? | How long has this person known you and in what capacity? |

Please indicate if you **do not** want us to contact your referees without letting you know first: **Reference 1: Reference 2:**

**Relationships**

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative or a partner, or do you have a close personal relationship with, any employee or Governor connected to West Newcastle Academy? If so, please state the person(s) full name, their position and place of work

|  |
| --- |
|  |

**Section 4 – What happens next?**

**If we have not contacted you by the advertised interview date please assume that you have not been successful.** If you get the job, we will need two satisfactory references, proof of your necessary qualifications, medical clearance, Criminal Records Bureau check and proof of your eligibility to work in the UK before you start work with us.

Rehabilitation of Offenders

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared

Have you ever had any convictions, cautions, reprimands or final warnings given by the police?

|  |  |
| --- | --- |
| Yes | No |

If 'Yes', please give details on a separate sheet and attach in a sealed envelope marked 'Confidential'

West Newcastle Academy and the Governing Body is committed to safeguarding and promoting the welfare of children and vulnerable adults. If your job requires you to be in regular contact with children or vulnerable adults we will also need to obtain an Enhanced Disclosure and Barring Schemes clearance before you start work with us.

**Section 5 – Declaration**

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, this information will form part of your personnel record and may be used by West Newcastle Academy and the Governing Body for business purposes including the prevention and detention of fraud

**I declare that all information given as part of my application is true. I declare that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a Disclosure and Barring Schemes check will be carried out.**

**Please sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Or tick:**

**Note- Attachments:**

**This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents which you think will support your application with further information.**