Our ref:

**Application Form**

**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.

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

Personal Details

|  |  |
| --- | --- |
| Title (Mr / Mrs etc) |  |
| First Name(s) |  |
| Last Name |  |
| Known as |  |

What job are you applying for?

|  |  |
| --- | --- |
| Job Title |  |
| School | West Newcastle Academy |
| Advert Reference No (If applicable) |  |
| How did you find out about this job? |  |
| Are you currently working for West Newcastle Academy?  (excluding agency staff) |  |

Contact Details

|  |  |
| --- | --- |
| Address  (Where we can contact you) |  |
| Email Address  (Where we can contact you) |  |
| Telephone No  (Where we can contact you) | Home:  Mobile:  Work:  Please Indicate your preferred contact No |
| How could you prefer us to contact you? | Phone / Email / Letter / No preference |

Disability:

We welcome applications from people with disabilities. If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

Instructions

Use this form to demonstrate how well you match the Person Specification for the job you are applying for. **A CV is not required** in addition to this form.

**Equal opportunities monitoring**

**Application Form**

Strictly Confidential

West Newcastle Academy and the Governing Body is dedicated to promoting equality and fairness. Your job application will be assessed on merit and you will receive equal treatment regardless of your gender; age; disability; or ethnic origin. To help us make sure that this policy of equality is working and to take steps to ensure progress is made towards achieving equality and diversity in the workplace, we need to know about the people who are applying for jobs with us. To help us with this, please fill out your details below.

**Telling us the following details about yourself is your decision and is voluntary**. Information given will be separated from your application before it is assessed and will be used for statistical and monitoring purposes only. This information will be treated as strictly confidential and will be held on our computerised personnel system.

**Disability**

1. None
2. Yes
3. Prefer not to say

**Gender**

1. Male
2. Female
3. Transgender

**Age**

Date of Birth (dd/mm/yyyy): ……………………………………………

**Ethnic Origin**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Prefer not to say | | | | | |
| **White:** | | | | | |
| 1. British | 1. Irish | | 1. Any other white background | | |
| **Mixed:** | | | | | |
| 1. White and black Caribbean | 1. White and black African | | 1. White and Asian | | 1. Any other mixed background |
| **Asian or Asian British:** | | | | | |
| 1. Indian | 1. Pakistani | | 1. Bangladeshi | | 1. Any other Asian background |
| **Black or Black British:** | | | | | |
| 1. Caribbean | | 1. African | | 1. Any other Black background | |
| **Chinese or other ethnic group:** | | | | | |
| 1. Chinese | | | 1. Any other ethnic group | | |