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| **Position applied for:** |
| **Where did you first see the advertisement for the post? TES/Indeed/local press/LinkedIn/Word of Mouth Other\***  **Delete as appropriate** |

**Personal details:**

|  |  |
| --- | --- |
| **Title:** | **Forename(s):** |
| **Surname:**  **Previous names:** | **National Insurance No.**  **DfEE Number** |
| **Current address:** | **Daytime telephone number:** |
| **Evening telephone number:** |
|  | **Mobile telephone number:** |
| **Email address:** |
| **Postcode:** | **Date of removal to current address:**  **[mm/yyyy]** |

**Employment history:**

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| --- | --- | --- |
| **Present/last post:** | **Job title:** | |
| **Date started:** | |
| **Employer:** | **Notice period:** | |
| **Reason for leaving:** | |
| **Employer’s Business:** | **Current/last Salary and benefits:** |
| **Major duties and responsibilities:** | |

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| Previous employment (please start with the most recent): | | | |
| **Job title/brief description of duties:** | **Employer:** | **Dates (from-to):** | **Final Salary:** |
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**Education/training:**

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| --- | --- | --- | --- |
| **Secondary education:** | **Dates attended:** | **Qualifications/grade:** | |
|  |  |  | |
| **Further/higher education:**  **Dates attended:** | | | **Qualifications (with date)/grade:** |
| **Other relevant training, professional qualifications or work related skills (for example languages, sports coaching, etc):** | | | |
| **Are you undertaking any course of study at present? (if so, please give details)** | | | |
| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** | | | |
| It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. | | | |

**Supporting information:**

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| Please give any details you feel are relevant in support of your application, including why you are interested in this post. It is important that you complete this section. Use a continuation sheet if necessary. |

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| **Other details:** | | | | |
| **Is your present post your sole regular employment?** | **Yes** | | **No** | |
| **If no, what other work do you do?** | | | | |
| **Do you hold British Nationality? YES/NO** | | | | |
| **If not, do you have the right to work in the UK and a current work permit? YES/NO** | | | | |
| **If so, please state the expiry date of your right to work in the UK and/or your work permit.** | | | | |
| **If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process** | |  | | |
| **Do you have a full driving licence?** | | **Yes** | | **No** |
| **Do you have any current endorsements?** | | **Yes** | | **No** |
| **Do you have use of a car?** | | **Yes** | | **No** |

**References:**

Please give the details of two referees, stating how long you have known them. (One must be your current or most recent employer.) References for short-listed candidates may be taken up before interview unless you request otherwise.

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| --- | --- |
| **1. Name:** | **2. Name:** |
| **Company/School:** | **Company/School:** |
| **Address:** | **Address:** |
| **Telephone number:** | **Telephone number:** |
| **Email address:** | **Email address:** |
| **Occupation:** | **Occupation:** |
| **Capacity Known:** | **Capacity known:** |
| **Time known:** | **Time known:** |
| **May references be taken up before interview? YES/NO** | **May references be taken up before interview? YES/NO** |

**SAFEGUARDING:**

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| **All appointments will be subject to satisfactory clearance from an enhanced Disclosure and Barring Service Check. Other checks may be made in line with current legislation on Keeping Children Safe in Education.**  **If you are shortlisted for interview you will be asked to sign a declaration of any criminal record or information that would make you unsuitable to work with children.** |

**Data protection:**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to Wrekin College processing the data supplied in this application form for the purpose of recruitment and selection, and retaining it in my personnel file during employment, and up to 6 years thereafter.

**Declarations:**

I understand that any offer of employment made by the School will be conditional upon satisfactory completion of a medical questionnaire and verification of medical fitness if requested.

I declare that the information given in this application is to the best of my knowledge complete and correct, and understand that any misleading or untrue information will give my employer the right to terminate any employment contract offered.

Applicant's signature: Date:

This form may be submitted electronically in which case you will be required to sign the form if you attend interview.

Note: Any false, incomplete, or misleading statements may lead to subsequent dismissal.

**Return completed form to:**

By email to: [recruitment@wrekincollege.com](mailto:recruitment@wrekincollege.com) or via post to the Bursary, Wrekin Old Hall Trust Ltd, Sutherland Road, Wellington, Shropshire, TF1 3BH