

**Wilds Lodge School**

Stamford Road

Empingham

Rutland

LE15 8QQ

**Tel:** 01780 767254

**Fax:** 01780 767526

**Email:** office@wildslodgeschool.co.uk

**Application Form**

**Wilds Lodge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

|  |  |
| --- | --- |
| Position applied for: |  |
| Closing date for application: |  |

The following information will be treated in the strictest confidence.

**Personal Details**

|  |  |
| --- | --- |
| Title  (Delete as appropriate) | Mr / Mrs / Miss / Ms / Other |
| First name |  |
| Surname |  |
| Maiden name or previous names |  |
| Address |  |
| National Insurance Number |  |
| Home Telephone |  |
| Mobile Telephone |  |
| Email |  |

**Present Employment**

|  |  |
| --- | --- |
| Are you currently employed? | |
| YES | NO |
| If YES, how much noticed are you required to give to your current employer? | |

|  |  |
| --- | --- |
| Job title: |  |
| Name and address of employer: |  |
| Date commenced current post: |  |
| Date commenced with employer: |  |
| Salary / Benefits: |  |
| Briefly describe your present job; it’s main purpose and your responsibilities: | |

**Previous Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with Wilds Lodge. Please list all employment history since leaving education. | | | |
| Name and address  (Including County and nature of business) | From / To  (Exact dates) | Position and Salary | Reason for leaving |
|  |  |  |  |
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|  |  |  |  |

**Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| From age 11 onwards, and please state whether full (F) or part (P) time | | | |
| Name of School, College, University etc | From / To | F/P | Subjects studied  (with grades and year taken) |
|  |  |  |  |
|  |  |  |  |
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**Training**

|  |  |  |
| --- | --- | --- |
| This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion. | | |
| Course Title | Organisation | From / To |
|  |  |  |
|  |  |  |
|  |  |  |

**Membership of Professional Institutes**

|  |  |  |
| --- | --- | --- |
| Please indicate whether membership is by examination | | |
| Institute | Level of membership | Year of Award |
|  |  |  |
|  |  |  |

**Other Experience**

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order.

|  |  |
| --- | --- |
| Experience | From / To |
|  |  |
|  |  |
|  |  |

**Driving Licence**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Driving Licence | | Endorsements | |
| Yes | No | Yes | No |
| If YES to endorsements, please give further details including dates: | | | |

**Why are you applying for this job?**

Please mention any specific skills or experience that meets the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary).

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? | |
| YES | NO |
| If YES, please give full details: | |

|  |  |
| --- | --- |
| Are you subject to any restrictions or covenants which might restrict your working activities? | |
| YES | NO |
| If YES, please give full details: | |

|  |  |
| --- | --- |
| Are you willing to work overtime and weekends if required? | |
| YES | NO |
| Please give details of any hours which you would not wish to work: | |

|  |  |
| --- | --- |
| Are you aged over 18? | |
| YES | NO |

|  |  |
| --- | --- |
| It is a criminal offence for barred individuals to apply to work in a regulated activity with children, young people or adults at risk. Are you on a barred list? | |
| YES | NO |

|  |  |
| --- | --- |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 2013? The Order provides that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. | |
| YES | NO |
| If YES, please give full details: | |

A copy of the Company’s Equal Opportunities Policy is available on request.

|  |  |
| --- | --- |
| Have you ever worked for Wilds Lodge School before? | |
| YES | NO |
| If YES, please give full details: | |

|  |  |
| --- | --- |
| Have you applied for employment with Wilds Lodge School before? | |
| YES | NO |

**Declaration of Interests**

You are required to declare any relationships with senior staff at Wilds Lodge School as canvassing, whether direct or indirect, will invalidate your application.

|  |  |
| --- | --- |
| Are you related to any Wilds Lodge School employee? | |
| YES | NO |
| If YES, please give details stating department and job title: | |

|  |  |
| --- | --- |
| Do you need a work permit to take up employment in the U.K.? | |
| YES | NO |

**References**

Please give the names of **two** people (one of which should be your present or most recent employer) whom we may approach for a reference. If you are working with children or young people in any other setting, or have previously worked with them in the past, one referee must be from the Head Teacher/Senior Manager in that School/organisation. If you have not been employed previously, please provide one academic reference and one character reference.

**A job offer will not be made without 2 references**. If you do not wish us to contact your referees prior to interview, please indicate as shown below.

Note: we reserve that right to seek references at any point of the recruitment process and from any previous employers listed in the ‘Previous Employment’ section of this form.

**Reference 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Position/Role |  | | |
| Full Postal Address |  | | |
| Tel No. |  | | |
| Company Email |  | | |
| May we contact this referee prior to interview? (Delete as applicable) | | YES | NO |

**Reference 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Position/Role |  | | |
| Full Postal Address |  | | |
| Tel No. |  | | |
| Company Email |  | | |
| May we contact this referee prior to interview? (Delete as applicable) | | YES | NO |

**Source of Application**

|  |  |
| --- | --- |
| How did you hear of this vacancy? |  |

**Declaration**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, in compliance with data protection legislation and as set out in the Company’s Employee Privacy Notice. I undertake to notify the Company immediately of any changes to the above details.

Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure and Barring Service. (Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website*.*

|  |  |
| --- | --- |
| Signed |  |
| Printed |  |
| Date |  |

**How to return your form**

Please send your completed application form to the postal or email address shown in your application pack. If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system introduced in August 2006.

In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope. We look forward to receiving your application form.

**CONFIDENTIAL - EQUAL OPPORTUNITIES MONITORING FORM**

We are an equal opportunities employer and as such we ask all candidates to complete and return this Equal Opportunities Monitoring Form. You should return this form in a separate envelope from your employment application form. The data gathered will help us to monitor the effectiveness of our equal opportunities policies and procedures. It should be completed anonymously and will be held and processed separately from your application.

**THIS INFORMATION WILL HAVE NO IMPACT ON THE FINAL RECRUITMENT DECISION.**

|  |  |
| --- | --- |
| Position applied for |  |

In each section listed below, please choose one option by marking ‘X’ in the appropriate box.

**AGE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 16-24 |  | 25 -29 |  | 30-34 |  | 35-39 |  |
| 40-44 |  | 45-49 |  | 50-54 |  | 55-59 |  |
| 60-65 |  | Prefer not to say | | |  |

**DISABILITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Equality Act 2010 defines a disability as a physical or mental impairment that has a substantial and long-term adverse on an individual’s ability to carry out normal day-to-day activities. Do you consider that you have a disability? | | | | | |
| Yes |  | No |  | Prefer not to say |  |

**GENDER**

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Female |  |
| Prefer not to say |  |

**MARITAL OR CIVIL PARTNERSHIP STATUS**

|  |  |  |  |
| --- | --- | --- | --- |
| Married |  | In a registered civil partnership |  |
| Not married / in a civil partnership |  | Separated |  |
| Divorced |  | Widowed |  |
| Prefer not to say | | |  |

**ETHNIC GROUP**

|  |  |  |  |
| --- | --- | --- | --- |
| **Asian / Asian British** | | **Black / Black British** | |
| Bangladeshi |  | African |  |
| Chinese |  | Caribbean |  |
| Indian |  |  |  |
| Pakistani |  |  |  |
| Other Asian background (please specify) |  | Other Black background (please specify) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mixed Ethnic Group** | | **White** | |
| White and Asian |  | White British |  |
| White and Black African |  | White Irish |  |
| White and Black Caribbean |  |  |  |
| Other Mixed background (please specify) |  | Other White background (please specify) |  |

|  |  |
| --- | --- |
| **Other Ethnic Group** (please specify) |  |
| **Prefer not to say** |  |

**SEXUAL ORIENTATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual |  | Homosexual / Gay / Lesbian |  |
| Heterosexual |  | Prefer not to say |  |

**RELIGION OR BELIEF**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Christian |  |
| Hindu |  | Jewish |  |
| Muslim |  | No religion |  |
| Sikh |  | Prefer not to say |  |
| Other religion or belief (please specify) | | |  |

|  |  |
| --- | --- |
| Date |  |

**Please do not sign this form.**