

Staff Application Form for Wingate School

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Wingate school is a Safer Recruitment School following COBIS & BSO guidelines which can be read in the Safer Recruitment Policy in the Policies & Procedures section of the School website. Safeguarding is at the centre of the whole recruitment process.

You must complete all sections of the Application Form. We will use this to help us decide on your suitability for the post, so please make sure it is accurate and complete.

If you are writing on the form please use black ink in block capitals or electronically.

Post applied for:

Date of Application:

Where did you first learn of this vacancy?:

Candidate's details:

Title:		Surname:	
Forenames in full:			
Date of Birth:		Nationality:	
Name at Birth (if different):		Previous Names (if any):	
Present address:			
Civil status:			
Telephone:		Email:	
Mobile:		Do you hold a current driving licence?	

Health:

Have you any ongoing long-term illness issues, or had any within the last 5 years? If yes, please give details:

Details of husband/wife/partner/family: To be completed by candidate if members of their family will accompany them to Tenerife.

Surname:	Forenames in full:
Date of Birth:	Nationality:
Name at Birth (if different):	Civil status:
Children (give age and gender of each) <i>*Successful applicants whose children will study at Wingate must complete the Enrolment form on the school website</i>	
Which members of your family will accompany you?	
Do any of those accompanying the candidate have any health problems?	

Education: If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

Degree and subject of Degree:			
University or College and dates attended:			
Date Degree Completed:			
Please list any further Higher qualifications achieved add dates and institution e.g PGCE, main subject / speciality and ancillary subjects: Other teacher training.	Qualification:	Date achieved:	Institution:
DfES Ref Number:			
Registered with GTC or any other professional associations:			
Secondary School attended and dates:			
A levels obtained with grades or other professional qualifications			

BTEC etc	
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Other training and development (including professional, vocational or job related training)

Title and brief description of course:	Date

Membership of professional Associations or Statutory Body

Organisation Name:	Level of Membership/Role/Registration No (if applicable):	Registration Date:

Employment:

Current Post (or last employment if not currently employed):	
Employer Name:	
Employer address:	
Dates of Employment:	FROM: TO:
Please give a brief description of current duties, responsibilities and achievements:	
Reason for leaving this post:	
Present salary:	
What length of notice must you give your present employer?	

Previous Employment: In chronological order from your present post

School / Employer Name and Address:	Dates employed From/To:	Post / Job Title	Brief details - subjects, ages, role etc and reason for leaving

Gaps in Employment

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

Dates from:	Dates to:	Reason for Gap

References

Please provide details of three referees who can comment on your suitability for this post. The referee must be a line manager or supervisor. References from relatives or people who only know you as a friend are not acceptable. The main reference must be from your current employer. Please indicate if you prefer us not to contact your present employer before an interview and use a separate sheet to explain why, though this will be required prior to confirmation of any job offer. If you have not worked previously, then please give details of a school/college/university official.

	Reference 1	Reference 2	Reference 3
Name:			
Profession:			
Position Held:			
Employer/Univer			

sity/College Name:			
Relationship to you:			
Telephone No:			
Email:			

Reasons for applying for this post

Please give specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria in the post description and person specification (where provided). These documents describe the essential experience and knowledge required for the post and may include competencies required. Please provide examples which relate directly to the post you are applying for:

Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment?	Yes*		No	
Have you been dismissed from any previous employment?	Yes*		No	

*If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary):

If you are shortlisted for an interview the panel will discuss this with you and your current or previous employers.

If you are related to anyone in this organisation, please provide details:

Enhanced DBS Check

All posts defined as "regulated activity" are subject to an Enhanced DBS check so that any criminal background (including "spent" convictions, bind-over orders or cautions) are disclosed to the organisation. We cannot employ someone to this post without this check. If you are successful in applying for this post we will ask for a suitable enhanced ICPC ACRO check.

Please also supply a passport sized photograph of yourself by email or by attaching it to this form.

The position that you are applying for involves contact with vulnerable groups. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered "spent" under the Act.

Have you ever been convicted of any offence, been bound-over, or given a caution (see notes above)

Yes* _____ No _____ (tick whichever is appropriate)

*If yes, please give details in the space provided below. The information you provide will be treated in the strictest of confidence.

Are you currently the subject of a police investigation following allegations made against you?

Yes* _____ No _____ (tick whichever is appropriate)

*If yes, please give details in the space provided below. The information you provide will be treated in the strictest of confidence.

Safeguarding Declaration

I declare that the information I have given on this form is complete and accurate and that:

- . I am not barred or disqualified from working with vulnerable groups, children or young people
- . I am not subject to any sanctions or conditions on my employment imposed by any regulatory body

Signed: _____ Print Name: _____

Date: _____

General Declaration

I understand that to knowingly give false information or to leave out any relevant information could result in:

- . the withdrawal of any offer of employment, or
- . my dismissal at any time in the future, and possible criminal prosecution

Signed: _____ Print Name: _____

Date: _____

Availability

Are there any dates when you are not available for an interview?

GDPR

In accordance with the Data Protection Act 1998, this organisation will only use the information given on this application form to determine your suitability for this post and to monitor equal opportunities. We will keep application forms of unsuccessful candidates for six months before being destroyed.

Wingate School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Prior to confirmation of a post, a suitable enhanced ICPC and/or ACRO check and disclosure is required. By signing below, you also give consent for the school to run an up-to-date Prohibition Check should the school proceed with the application

The school will also run background checks on social media before commencement and on a regular basis once employed. All teachers are subject to the UK DfE Teaching Standards and any behaviour deemed inappropriate, unprofessional or detrimental to the school could be followed by disciplinary procedures.

All staff employed at Wingate School, are expected to follow the same standards and criteria.

Statement of Existence for School Policies

I hereby declare that I have read and understood the following policies: Safeguarding Overview and Safer Recruitment. If I am offered employment at Wingate School, before commencement I will read all the policies and procedures that are available via the school website.

Signed _____

I declare that all the information given on this form is true and correct to the very best of my knowledge and belief. I have not withheld any information as to my suitability for employment as a teacher or other post in Wingate School.

If sending electronically, please print your name. Wingate School accepts the printed name as agreement of the above information and statements.

Signed..... Date.....

Form to be reviewed September 2024