

**WELLSPRING ACADEMY TRUST**

**Application Form**

**Candidates Name:**

**Position applied for:**



**Guidance Notes**

**Please read the following carefully before completing the application form:**

All of the information in this application form will be treated in the strictest confidence. If you have not received an invitation to interview from us within three weeks of the closing date, you may assume that your application has not been successful.

Please complete all the sections of the applications form and send the completed application to:

Sally Lovett

Wellspring Academy Trust

Phoenix Park Academy

Harold Street

Grimsby

DN32

Or email to [lovetts@phoenixpark.academy](mailto:lovetts@phoenixpark.academy)

**Introduction**

Thank you for your interest in working for The Wellspring Academy Trust.

More now than ever, our children need an outstanding education. At the Wellspring Academy Trust we believe that access to the best education is a right for all our children and young people. Our aim is to support schools and academies through collaboration and sharing. We will ensure that our members are able to provide an excellent education to the children, families and communities that they serve.

As an employer our expectations are high. We expect drive, flexibility, energy and commitment from our staff.

If you believe that you can match our expectations and are willing to put us to the test to ensure that we match yours, then we would be delighted to receive your completed application pack.

Once again, thank you for your interest in job opportunities at The Wellspring Academy Trust, and I look forward to receiving your application.

**Application Form**

1. **Post Details**

|  |  |
| --- | --- |
| Post Title: |  |
|  |  |
| Where did you see  this post advertised? |  |

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Address Line 1: |  | | |
| Address Line 2: |  | | |
| Town/City: |  | | |
| Post Code: |  | | |
| Telephone Number: |  | Mobile Number: |  |
| Email Address: |  | NI Number: |  |
| Do you hold a current DBS Check? | Yes/No | | |
| If Yes, when was this carried out? |  | | |
| If yes what is the disclosure number? |  | | |

1. **Professional Bodies**

If you are a member of any Professional bodies/associations please list them below.

|  |  |  |
| --- | --- | --- |
| Institution Name | Grade of Membership | Date Gained |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Education**

Please list in date order beginning with your most recent achievement. Please note that if appointed, your original qualifications will be required for verification.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of school, college, university etc | Qualifications obtained (level of membership) | Grade | Year Taken |
|  |  |  |  |
|  |  |  |  |
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1. **Formal Training Undertaken**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject/Title | Organising Body | Date | Duration |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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1. **Current or Last Employer**

Please note any gaps in your employment history must be documented.

|  |  |  |  |
| --- | --- | --- | --- |
| Position Held: |  | | |
| Name and Address of Employer: |  | | |
| Salary and Weekly Hours: |  | Other benefits (e.g Car): |  |
| Date started: |  | Date finished (if applicable): |  |
| Notice required: |  | Reason for leaving: |  |
| Please detail the main duties, responsibilities and experience gained. Please relate this to the criteria in the job description/person specification/core competencies. | | | |

1. **Previous Employment**

Please list your previous employment in order starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer | Job title and main duties | Start and end date | Reason for leaving |
|  |  |  |  |
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1. **Supporting Statement/ Further Details**

|  |
| --- |
| Please detail any further information in support of your application including any skills, experience, and/or special interests which you consider relevant and how they satisfy the criterion on the Person Specification.  *If you need extra space you may continue on an additional sheet.* |

1. **General Information**

|  |  |
| --- | --- |
| Are you related to or a personal friend of any employee or Governor of the Trust and its associated Academies? | Yes/No |
| If yes, please state their name and position: |  |
| Do you possess a full clean driving licence? | Yes/No |

1. **Referees**

Please nominate two referees who will be approached by the Trust should you be invited to interview. If you are in employment, one referee must be your current or most recent employer. If you are in, or have just completed full time education, one referee should be from your school/college.

|  |  |  |
| --- | --- | --- |
|  | First Reference | Second Reference |
| Name: |  |  |
| Address: |  |  |
| Telephone Number: |  |  |
| Email Address: |  |  |
| In what capacity do you know the referee? |  |  |

Please note, we will approach your referees should you be invited to interview. If you do not wish us to approach the referees at this stage please tick here

1. **Availability for Interview**

Please list any dates during the next eight weeks when you would not be available for interview. We will try to accommodate this wherever possible.

|  |
| --- |
|  |

1. **Declaration**

I certify that to the best of my knowledge the information that I have given on this application form is true and accurate. I understand that to withhold, falsify or omit relevant information will lead to disciplinary action, which may include dismissal.

I confirm that I am not disqualified from working with children, and I am not subject to any sanctions by a regulatory body.

I note that if I am offered employment with The Wellspring Academy Trust the offer will be subject to verification of qualifications, criminal record background check, medical clearance, and receipt of satisfactory references as appropriate. I also confirm that I am able, and have the necessary documentation to prove that I am able, to work in the UK.

I note that these details will be entered on the Trust HR computer system and will also be held within a manual filing system. I agree to the processing and storage of these details and if appointed, give my consent that these and further details may be stored and processed as appropriate by the Trust in accordance with the relevant provisions of the Data Protection Act. This may include the reproduction of photographic images of me for internal and external marketing activities relating to the interests of the Trust.

Signed: Date:

1. **Equal Opportunities Monitoring Form**

The Wellspring Academy Trust is committed to Equality of Opportunity in Employment. By collecting this information, we are able to ensure that our policies and systems are objective and fair. In order to monitor the effectiveness of our recruitment please complete this section.

|  |  |
| --- | --- |
| Name: |  |
| Date of birth: |  |

**Ethnicity**

Please tick the relevant box

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| White |  |  |  | British |  |  |
|  |  |  |  | English |  |  |
|  |  |  |  | Scottish |  |  |
|  |  |  |  | Welsh |  |  |
|  |  |  |  | Irish |  |  |
|  |  |  |  | Any other White background (please state) |  |  |
|  |  |  |  |  |  |  |
| Asian |  |  |  | Bangladeshi |  |  |
|  |  |  |  | Indian |  |  |
|  |  |  |  | Pakistani |  |  |
|  |  |  |  | Any other Asian background (please state) |  |  |
|  |  |  |  |  |  |  |
| Black |  |  |  | African |  |  |
|  |  |  |  | Caribbean |  |  |
|  |  |  |  | Any other Black background (please state) |  |  |
|  |  |  |  |  |  |  |
| Mixed |  |  |  | White and Black Caribbean |  |  |
|  |  |  |  | White and Black African |  |  |
|  |  |  |  | White and Asian |  |  |
|  |  |  |  | Any other Mixed background (please state) |  |  |
|  |  |  |  |  |  |  |
| Chinese |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Any other Nationality |  |  |  |  |  |  |

**Religion**

Please tick the relevant box

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Christian (including all Christian denominations) |  |  |  |  |
| Buddhist |  |  |  |  |
| Hindu |  |  |  |  |
| Muslim |  |  |  |  |
| Sikh |  |  |  |  |
| Jewish |  |  |  |  |
| Prefer not to say |  |  |  |  |
| None |  |  |  |  |
| Other (please state) |  |  |  |  |

**Gender**

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

**Disability**

Do you consider yourself to have a disability? Yes/No/Prefer not to say

If yes, please give brief details:

|  |
| --- |
|  |

If you are invited to an interview please indicate if you require any particular support:

|  |
| --- |
|  |

**Age**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16-17 |  | 18-19 |  | 20-24 |  | 25-29 |  | 30-34 |  | 35-39 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 40-44 |  | 45-49 |  | 50-54 |  | 55-59 |  | 60-64 |  | 65+ |  |

Thank you for your help.

1. **Rehabilitation of Offenders Act 1974**

Disclosure of Criminal Background of those with access to Vulnerable Groups

*Failure to disclose information concerning previous convictions may lead to dismissal or disciplinary action by The Wellspring Academy Trust.*

All posts at The Wellspring Academy Trust are exempt from the provisions of the above Act. This means that applicants are not entitled to withhold information about any convictions which for other purposes are ‘spent’ under the provisions of the Act. You must therefore disclose any criminal convictions that you may have including any pending prosecutions, any convictions, cautions or bind-overs which you have had at any time. The information provided will be treated as confidential and will only apply to this particular vacancy.

The successful applicant will also be required to submit a disclosure via the Disclosure and Barring Service (DBS) which will detail any previous criminal convictions together with other information as appropriate, which the police deem relevant in connection with the position applied for. Having a criminal record will not necessarily bar you from employment, each case will be judged on its own merits.

|  |  |  |
| --- | --- | --- |
| Date | Details of Convictions, Cautions or Bind-overs | Penalty |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are there any matters pending? |  | Yes |  | No |  |
|  |  |  |  |  |  |
| Are you barred from working with children? |  | Yes |  | No |  |
|  |  |  |  |  |  |
| Are you disqualified from working with children or vulnerable adults? |  | Yes |  | No |  |
|  |  |  |  |  |  |
| Are you subject to sanctions from a regulatory body? |  | Yes |  | No |  |

If you answered yes to any of the above, please give details below:

|  |
| --- |
|  |

1. **Declaration**

I declare that the information I have given is correct and that I have not withheld any facts which might affect my application. I am aware that to withhold or falsify any information could result in my application being rejected, disciplinary action, dismissal, or possible referral to the police.

Signed: Date: