

APPLICATION FORM

(Associate Staff)

Details of Vacancy			
Post Title:		Closing Date:	
Personal Details			
Title:	Family name:	First name(s):	
Address:			Postcode:
Telephone no (home):		Mobile:	
Email:			
Date of birth:		National insurance number:	
Education and Qualifications			
Give details of secondary and further education. Specify GCSE, CSE, 'O', 'A' level or equivalent			
Dates attended:		Name of School/College/other institution:	Qualifications obtained and grade/level by subject:
From MM/YYYY	To MM/YYYY		
Give details of higher education or equivalent courses			
Dates attended:		Name of School/College/other institution:	Qualifications obtained and grade/level:
From MM/YYYY	To MM/YYYY		

If there are any gaps in your employment history please explain them below		
Dates		Reason
From MM/YYYY	To MM/YYYY	

Additional Information in Support of your Application
Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/ community work, spare time activities, education and training. If necessary you may provide further required information on a separate sheet:

References																
Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. Relatives are not acceptable referees.																
<table border="1"> <tr> <td>Name:</td> <td>Name:</td> </tr> <tr> <td>Position:</td> <td>Position:</td> </tr> <tr> <td>In what capacity do you know the referee?</td> <td>In what capacity do you know the referee?</td> </tr> <tr> <td>Name of organisation:</td> <td>Name of organisation:</td> </tr> <tr> <td>Address:</td> <td>Address:</td> </tr> <tr> <td>Postcode:</td> <td>Tel:</td> <td>Postcode:</td> <td>Tel:</td> </tr> <tr> <td>E-mail:</td> <td>E-mail:</td> </tr> </table>	Name:	Name:	Position:	Position:	In what capacity do you know the referee?	In what capacity do you know the referee?	Name of organisation:	Name of organisation:	Address:	Address:	Postcode:	Tel:	Postcode:	Tel:	E-mail:	E-mail:
Name:	Name:															
Position:	Position:															
In what capacity do you know the referee?	In what capacity do you know the referee?															
Name of organisation:	Name of organisation:															
Address:	Address:															
Postcode:	Tel:	Postcode:	Tel:													
E-mail:	E-mail:															
If at this stage you do not want your current employer to be contacted, please tick here																
Please note that we will contact the above referees if you are selected for interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns.																

For persons who are not British or EU nationals:
If you have any conditions related to your employment please give full details below:

Safer Recruitment				
Do you have any convictions or cautions? (If 'yes' details of any of these matters may be provided in a sealed envelope marked 'confidential')	No		Yes	
Are you (or have you ever been) disqualified from working with children or been subject to a sanction imposed by a regulatory authority such as the GTC?	No		Yes	
Enhanced Disclosure will be required if, following interview, it is considered that you are the most suitable applicant for the post.				
Date you can take up the post if appointed:				

Documentation required	
To comply with Asylum and Immigration Legislation you will be required, <u>if appointed</u> , to provide one or more documents from the specified list, which provides evidence of your entitlement to work in the UK. Please tick at least one of the following original documents that you will be able to provide <u>when requested</u> :	
A document from a previous employer, the Inland Revenue, the Benefits Agency, or the Employment Service showing your name and National Insurance number. This could be a P45, a pay slip, a P60, a NI card or letter.	<input type="checkbox"/>
A passport confirming that you are either a British citizen or a European Economic Area national or which shows that you are otherwise entitled to live and work in the United Kingdom.	<input type="checkbox"/>
A birth certificate confirming birth in the United Kingdom or Republic of Ireland.	<input type="checkbox"/>
A letter from the Home Office confirming that you are allowed to work in the UK.	<input type="checkbox"/>

Statement				
To the best of my knowledge and belief, the information contained in this form is accurate. I understand that providing false information is an offence, that if I provide false information my application may be rejected and that if recruited I may be the subject of summary dismissal.				
Candidates are required to disclose whether, to their knowledge, they are related to any member of the school or to any governor of the school.	No		Yes	
If your answer is yes, please give details of relationship:				

Notes to Applicants
Before signing this form, please ensure that every section relevant to your application has been completed. Applications will only be acknowledged if a stamped addressed envelope is enclosed.

Signature _____ Date _____

<p>Please return this form to The Headteacher, West Road Primary Academy, West Road, Moorends, Doncaster DN8 4LH or e-mail to admin@westrd.doncaster.sch.uk</p> <p>Please ensure Application Forms are accompanied with additional information as listed in the Application Pack.</p> <p>The school is an equal opportunities employer and welcomes applications irrespective of race, sex or disability.</p> <p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

Equal Opportunities Monitoring Form

West Road Primary Academy is committed to the principle of equality in employment. This form will help us to follow the recommendations of The Equal Opportunities Commission, The Commission for Racial Equality and The Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. This section will not be treated as part of your application.

Ethnic Origin - I would describe my ethnic origin as:

White British		White/Black Caribbean		Indian		Caribbean		Chinese	
White Irish		White/Black African		Pakistani		African		Other	
Other White		White/Asian		Bangladeshi		Other Black			
		Other Mixed		Other Asian					
Not stated									

Gender	Male		Female		Date of birth (DD/MM/YYYY)	
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Disability

Do you consider yourself to be disabled?

No

Yes

If yes, please give details:

Advertising Monitoring

Please state where you saw this job advertised. If seen on the Internet, please state which site