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# Wargrave House & LEAP Specialist College

## DEPARTMENT FOR EDUCATION APPROVED

449 Wargrave Road, Newton-le-Willows,

Merseyside WA12 8RS

Telephone: (01925) 224899 Fax: (01925) 291368 Email:enquiries@wargravehouse.com

**Chief Executive Officer: Mr Robin Bush**

### APPLICATION FORM

**Wargrave House is committed to equal opportunities in employment and welcomes applications from all sections of the community.**

|  |  |  |
| --- | --- | --- |
| POSITION APPLIED FOR | **N.I. NO.** | TEACHER’S REF. NO (if applicable) |

**Please note that this position is subject to a 6 month probationary period which excludes holiday periods. Please read carefully all instructions before completing this form.**

|  |  |
| --- | --- |
| **FULL NAME** (BLOCK CAPITALS) | |
| HAVE YOU EVERY BEEN KNOWN BY ANY OTHER NAME/NAMES 🗆 YES 🗆 NO (IF YES PLEASE STATE DETAILS) | |
| **ADDRESS** (BLOCK CAPITALS)  **POST CODE** | |
| **HOME TEL. NO.** | **WORK TEL. NO.** (If may be used) |
| **MOBILE TEL.NO.** | **EMAIL ADDRESS** |

#### EDUCATION/QUALIFICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Where applicable please include details of examinations which have been or are about to be taken, but results of which are not yet available) | | | | |
| **SECONDARY EDUCATION** | FROM DD/MM/Year | TO DD/MM/Year | **SUBJECT/QUALIFICATION GAINED** | GRADE |
|  |  |

#### FURTHER EDUCATION / PROFESSIONAL QUALIFICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COLLEGE, UNIVERSITY OR EDUCATIONAL ESTABLISHMENT** | FROM DD/MM/Year | TO DD/MM/Year | **QUALIFICATION/ VALIDATING BODY** | **GRADE/CLASS IF APPLICABLE** |
|  |  |  |  |  |

#### PROFESSIONAL MEMBERSHIP

|  |  |  |  |
| --- | --- | --- | --- |
| PROFESSIONAL BODY | MEMBERSHIP NO. | LEVEL OF MEMBERSHIP | **DATE JOINED** |
|  |  |  |  |

**RELEVANT TRAINING AND NON QUALIFICATION COURSES ATTENDED.** Continue on a separate sheet if required.

|  |  |  |
| --- | --- | --- |
| **COURSE TITLE** | **DATE & DURATION** | **PROVIDER** |
|  |  |  |

#### EMPLOYMENT HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Give details of your present or most recent employer, your reason for leaving and the amount of notice required. If you are a school leaver, please include details of vacation employment. | | | | | |
| **JOB TITLE:** | DATES (MM/YY) | | **REASON FOR LEAVING** | **NOTICE REQUIRED** | SALARY |
| FROM | TO |
| **NAME & ADDRESS OF EMPLOYER** |  |  |  |  |  |
| Describe your main duties and responsibilities within the organisation. Continue on a separate sheet if necessary. | | | | | |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please list all other employers. **Gaps in employment must be accounted for.** Continue on a separate sheet if necessary headed with your surname, initials and post applied for. | | | | | |
| **NAME & ADDRESS OF EMPLOYER** | **POSITION HELD & GRADE IF APPLICABLE** | DATES | | **FINAL SALARY AT EACH APPOINTMENT** | **REASON FOR LEAVING** |
| FROM (MM/YY) | TO (MM/YY) |
|  |  |  |  |  |  |

#### REFEREES

Please state the names and addresses of two persons who are not related to you and from whom references may be obtained. One must be your current or most recent employer. It is the practice of the school to only approach the referees of short listed candidates.

|  |  |
| --- | --- |
| **1. PRESENT/MOST RECENT EMPLOYER** | **2. OTHER REFEREE** |
| **NAME**  **POSITION**  **ADDRESS** | **NAME**  **POSITION**  **ADDRESS** |
| **TELEPHONE NO.** | **TELEPHONE NO.** |
| **EMAIL ADDRESS** | **EMAIL ADDRESS** |
| **FAX NO.** | **FAX NO.** |
| **Please indicate if your references can be contacted before the interview**  Please tick  **1.** **YES NO 2. YES NO**  **References will only be considered after a selection has been made.** | |
| HAS DISCIPLINARY ACTION EVER BEEN TAKEN AGAINST YOU? Please tick  **YES NO** | |
| If Yes please give details of dates and reasons.  Answering Yes will not necessarily prejudice your application. | |
| HAVE YOU EVER BEEN DISMISSED FROM ANY PREVIOUS EMPLOYMENT ON ISSUES RELATING TO CHILD PROTECTION, PROTECTION OF VULNERABLE ADULTS, ABUSE, MISCONDUCT OR JOB PERFORMANCE? Please tick **YES 🗆 NO 🗆** | |
| If Yes please give details of dates and reasons including the outcome.  Answering Yes will not necessarily prejudice your application. | |

#### REHABILITATION OF OFFENDERS

#### Please read the enclosed Policy Statement on the Recruitment of Ex-Offenders

**Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2014. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the School. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.**

|  |
| --- |
| HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE Please tick  **YES NO** |
| If yes please provide full details addressed to the Finance & Personnel Officer, under separate confidential cover. |

Candidates need to be aware that it is the policy of the School to carry out an enhanced police clearance and police check from the Disclosure and Barring Service. This requirement is applicable only to candidates we would wish to appoint.

**ASYLUM AND IMMIGRATION ACT 1996** (Please refer to the enclosed guidance notes before answering this question)

Do you have the right to work in the UK? **YES 🗆 NO 🗆**

The successful applicant will be required to produce documentary evidence of their right to remain and take up employment in the UK.

#### ABILITY TO DRIVE

Do you hold a current driving licence? YES NO

Have you any valid endorsements? YES NO

**RELEVANT SKILLS, KNOWLEDGE, COMPETENCE AND EXPERIENCE**

Please make full use of this section, attaching additional sheets if necessary, to provide further information in support of your application. Please be sure to include:

1. The reason why you are applying for the post.
2. Details of any relevant experience gained either in a paid or voluntary capacity.
3. Any other information you feel is relevant to the post.

It is vital that all applicants, both internal and external, complete this section because we need as much information about you as possible in order to decide whether or not to invite you to interview.

|  |
| --- |
| Please continue on a separate sheet if necessary |

**How did you hear about this vacancy? Please circle:**

School Website School Facebook Page Job Centre Agency Newspaper/Other: (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment by Wargrave House School.**  Signature:  Date: |

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| --- |
| **CONFIDENTIAL** |

**CHILD/VULNERABLE ADULT PROTECION DECLARATION FORM**

United Kingdom legislation and guidance relating to the welfare of children has at its core, the principle that the welfare of children and young people must be the paramount consideration. Wargrave House School fully support this principle and therefore, we require that everyone connected with the school who will come into contact with children or personal details of children, complete and sign this declaration. This record is to ensure that children’s welfare is safeguarded and shall be kept for the duration of the employment and for as long as necessary afterwards.

Has any Social Service Department or Police Service ever conducted an enquiry or investigation about any allegations or concerns that you may pose an actual or potential risk to children or young people?

Yes No

Have you ever been convicted of any offence relating to children or young people?

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child?

Yes No

This declaration must be signed and returned to the Finance/Personnel Office prior to commencing any work relating to this employment, which would involve contact with children or personal details of children.

I confirm that the above information given by me is correct and that I consent to my personal data being processed and kept for the purpose described above in accordance with the Data Protection Act 1998.

Name ……………………………………………………………………………………………………….

Signature ……………………………………………………………………………………………………….

Date ……………………………………………………………………………………………………….

PROTECTION OF CHILDREN: Safeguarding and Promoting Welfare Policy Statement

Wargrave House School Safeguarding Strategy forms a fundamental part of our approach to providing excellent Pastoral Care to *all* pupils, including those who may be over the age of 18 years.

We believe that all pupils, regardless of age, special needs or disability, racial/ cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse.

Wargrave House School recognises that Safeguarding and Promoting Welfare covers much more than child protection, and so this policy will operate in conjunction with other related policies and procedures, such as effective whole school policies on Anti-Bullying, Behaviour Support, Acceptable use of ICT and Mobile phones and School safety and security systems.

Wargrave House School Safeguarding Strategy consists of:

Safeguarding and Promoting Welfare Policy and Child Protection Procedures,

Code of Practice regarding behaviour (applicable to both Staff and Pupils),

Comprehensive Safeguarding Training Strategy to properly equip staff and volunteers to carry out their responsibilities in relation to safeguarding and promoting the welfare of our pupils.

The objective of the Wargrave House School’s Safeguarding Strategy is to help keep our pupils safe by providing a safe environment for them and educate them about keeping themselves safe.

In order to do this the Wargrave House School provides a clear framework within which systems are developed to:

* prevent unsuitable people working with pupils
* identify pupils who are at risk of and or are likely to suffer significant harm and take appropriate action with the aim of making sure they keep safe
* promote safe practice and challenge poor practice and unsafe practice.

Adherence to the Wargrave House School Safeguarding Policy, procedures and code of practice are mandatory for all staff and volunteers and their use is not subject to discretion.

Our approach to child protection is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about pupils likely to suffer significant harm to the child protection agencies.

Wargrave House School encourages pupils in our care to raise any concerns that they might have and we ensure that these are taken seriously.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our School.

Our robust approach to safeguarding and promoting the welfare of our pupils aims to help keep pupils safe and importantly equip them to tackle the challenges and opportunities of daily life with confidence and vigour.

DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN

The appointment for which you are applying involves access to children and is exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment are subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, and "spent" convictions.

The disclosure of a criminal record will not debar you from appointment unless Wargrave House School considers that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of a Disclosure being sought, this information should be sent under confidential cover to the person inviting you to interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

If you are currently working or have previously worked with children, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be “time expired”, and whether you have been the subject of any child protection concerns.

Providing false information is an offence and could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the police.

DECLARATION

I declare that I am not disqualified from work with children, or (if a teacher) subject to sanctions imposed by a regulatory body e.g. the General Teaching Council, and either have no convictions, cautions, or bind-overs, or have attached details in a sealed envelope marked confidential.

Signed: Date:

ADDITIONAL INFORMATION

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EQUAL OPPORTUNITIES MONITORING

SELF CLASSIFICATION FORM

Wargrave House School is an equal opportunity employer. The aim of the school’s policy is to ensure that no job applicant receives less favourable treatment on the grounds of sex, race, colour, nationality, marital status, sexuality, age, disability, political or religious belief, or is disadvantaged by condition or requirements which cannot reasonably be shown to be justifiable.

This information is being gathered to achieve improvements in Wargrave House School’s equal opportunities policies. We hope you will help us in completing this form. The data will be used only for monitoring purposes and will not be taken into account in assessing information on your application form. The data will be treated in the strictest confidence and will be used only for general statistical purposes. However, if you do not answer the following questions, your application will not be affected.

Questions 1 to 4 must be completed. Completion of Question 5 is optional.

ABOUT THE JOB FOR WHICH YOU ARE APPLYING

Please provide the following information about the job for which you are applying:

|  |  |
| --- | --- |
| Name | |
| Department | Post Title |
| Post Reference Number | Grade |

**ABOUT YOU**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. DATE OF BIRTH | D | D | M | M | Y | Y |

2. Please indicate your ethnic origin (please tick the appropriate box)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| White | | | Mixed | | | |
| British | Irish | Any other white background | White & Black Caribbean | White & Black African | White & Asian | Any other mixed background |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asian or Asian British | | | | Black or Black British | | | Chinese or other ethnic group | |
| Indian | Pakistani | Bangladeshi | Any other Asian background | Caribbean | African | Any other Black background | Chinese | Other |
|  |  |  |  |  |  |  |  |  |

3. Please state your gender and marital status 4. Are you disabled?

(Please tick the appropriate box) (Please tick the appropriate box)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Gender | |  | Marital Status | | |  | Disability | | (Please refer to the enclosed guidance notes before answering this question) |
| Male | Female | Married | Single | Civil Partner | Yes | No |
|  |  |  |  |  |  |  |

Please note: it is important that you provide the above information.

5. What is your culture, belief or religion? – Providing this information is optional (Please tick the appropriate box)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Atheist | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | No culture, belief or religion |
|  |  |  |  |  |  |  |  |
| Any other culture, belief or religion, please state: | | | | | | | |