



THE WREN

NURTURE · CHALLENGE · INSPIRE

Please use TYPE or BLACK ink and complete ALL sections.
If completing on a computer please click in the grey boxes to edit.

JOB TITLE	
ACADEMY	The Wren School

WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS AND WE EXPECT ALL STAFF TO SHARE THIS COMMITMENT AND UNDERGO APPROPRIATE CHECKS, THEREFORE, ALL POSTS WITHIN THE TRUST ARE SUBJECT TO AN ENHANCED DBS AND BARRED LIST CHECK.

1. PERSONAL DETAILS (PLEASE COMPLETE IN BLOCK LETTERS)

Surname	Forenames
Title (Mr/Mrs/Miss/Ms/Other)	Previous Surname(s):
Address	Telephone numbers
Postcode	Home
	Work
	Mobile
Email address	
National Insurance No	Teacher Registration No (for teaching posts only)

2. PRESENT OR LAST EMPLOYER

Name and address of employer	Name and address of establishment where employed (if different)
Postcode	Postcode
Job title	Nature of business
Present or last annual salary	Hours worked per week
Date appointed	Notice required or leaving date if last appointment
Reason for leaving	
Brief description of duties	

4. EDUCATION, TRAINING & QUALIFICATIONS (We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied)

Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

University/College/ Organising Body/School	Date from (MM/YY)	Date to (MM/YY)	Qualifications gained /Training Course (state level)	Grade/ class of degree

DETAILS OF TEACHER TRAINING – for teaching posts only

If qualified since 1999, please give date when NQT status was awarded:

Specialism: e.g. Primary/Secondary/Further	Age range for which trained
Main teaching subject	Subsidiary subject(s):

COURSES AND DEVELOPMENT

Please detail other relevant courses and development in which you have been involved in the past 3 years and which you consider relevant to this post.

MEMBERSHIP OF PROFESSIONAL BODIES

Membership of Professional Association and Level

Membership Number	Dates
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5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please use experience/knowledge/skills and abilities gained through paid, unpaid, voluntary work or life experience to demonstrate how you meet the criteria as set out in the job specification. You may continue below or on a separate letter of no more than two sides of A4. Please ensure that your name and the post title are clearly marked on the separate sheet. *Any covering letter should be prepared by yourself and not generated by AI.*

This section is **MANDATORY** and your application may not be considered if it is not completed. Please do not submit a CV in its place.

6. RIGHT TO WORK IN THE UK

The school/academy is subject to legal duty under the Immigration, Asylum and Nationality Act 2006 to ensure that anyone to whom they offer employment has the Right to Work in the UK.

Are you eligible to work in the UK? Yes No

Do you need a work permit to work in the UK? Yes No

If yes, please give the date your current work permit expires?

You will be required to present original, photographic and valid evidence of eligibility to work in the UK if you are called to interview.

7. DISCLOSURE AND BARRING SERVICE CHECKS, CRIMINAL RECORD AND CHILDREN'S BARRED LIST

The school/academy is committed to the safeguarding and promoting the welfare of children, young people and vulnerable adults.

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at section 12 of this form therefore asks you to confirm whether you are barred from working with children.**

This appointment is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's 'Recruitment, selection and disclosure policy and procedure'.

In the event of employment, failure to disclose an 'unprotected' conviction, caution or bind-over could result in dismissal or disciplinary action by the Trust.

8. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment on your educational background and/or personal qualities are acceptable as referees. The Trust reserves the right to approach any previous employer or manager.

Name (Current/Most Recent Employer)	Name
Position Held	Position Held
Organisation (if appropriate)	Organisation (if appropriate)
Address	Address
Postcode	Postcode
Telephone No	Telephone No
Email address	Email address
How long known?	How long known?

Do you give consent to us contacting your **present employer** prior to interview? Yes No

If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

9. ADDITIONAL INFORMATION

Have you ever been dismissed from employment for a reason other than redundancy? Yes No

If yes, please give details

Have you ever been suspended or subject to disciplinary action in any employment? Yes No

If yes, please give details

Do you have a disability as defined by the Equalities Act 2010? Yes No

If yes, please tell us about any requirements you may have that will enable you to fully participate in the recruitment process. Any information disclosed here will only be used to enable a fair selection process and will not be used to discount applicants.

Please note the successful candidate will be required to complete a medical questionnaire and may be asked to attend for a medical examination.

You are required to declare any relationship with or to any member of staff, Trustee or Academy Council Member of the Excalibur Academies Trust.

Please state name and position

10. GENERAL DETAILS

How did you hear about this vacancy?

- Employee of The Wren, if yes, who?
- Local Press (print or website). Please state
- Local Authority Website
- TES or TES Support Website
- Eteach
- Guardian
- Job Centre
- Job Board. Please state
- Trust or Academy Website
- Teach VAC
- Vocated
- Other. Please state

11. DATA PROTECTION NOTICE

The personal information collected on this form will be processed in accordance with Data Protection legislation in order to obtain both an electronic and paper record of your application and help to compile statistical data, which if published, would not identify you as an individual. The information will be kept securely for no longer than is necessary (normally 6 months). If your application is successful, your personal information will be retained and used for payroll, pension and personnel administrative purposes. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission. You'll find more information on how we use your personal data in our [privacy notice](#) for job applicants on our website.

12. DECLARATION

I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children

I confirm that I am not prohibited from carrying out 'teaching work' (do not tick this box if the role for which you are applying does not involve 'teaching work')

I confirm that I am not prohibited from being involved in the management of a school (do not tick this box if the role for which you are applying is not a management role)

I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight (do not tick this box if the role for which you are applying does not involve the provision of 'childcare')

I declare that the information I have provided in this application form is complete, true and correct to the best of my knowledge.

I understand that any offer of appointment is subject to an enhanced Disclosure and Barring Service check and other conditions referred to in this application form.

I understand that any offer of employment is conditional on this declaration and if my application is incomplete, untrue, or inaccurate, then the Trust shall be entitled to reject my application, withdraw any offer of employment or summarily dismiss me and that I may have committed a criminal offence.

Signed Date

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form at interview.

Before you send in your completed form, please read through it to ensure all sections of the application form have been fully completed and you have addressed all the criteria in the Job Specification.

Please return your completed application form to arrive by the closing date and addressed to:
recruitment@wren.excalibur.org.uk

Equalities monitoring

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

EQUALITIES MONITORING INFORMATION								
What is your date of birth?	D	D	M	M	Y	Y	Y	Y
What is your sex at birth?	<input type="checkbox"/> Male <input type="checkbox"/> Female							
What gender are you?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other – please specify: _____ <input type="checkbox"/> Prefer not to say							
How would you describe your ethnic origin?								
White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background Asian or British Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	Other Ethnic groups <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Prefer not to say						
Which of the following best describes your sexual orientation?								
<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Homosexual	<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							
What is your religion or belief?								
<input type="checkbox"/> Agnostic <input type="checkbox"/> Atheist	<input type="checkbox"/> Jain <input type="checkbox"/> Jewish	<input type="checkbox"/> Other <input type="checkbox"/> Pagan						

- Buddhist
- Christian
- Hindu

- Muslim
- No religion

- Sikh
- Prefer not to say

Pregnancy and maternity

Are you pregnant?

- Yes
- No
- Prefer not to say

Have you given birth within the last 12 months?

- Yes
- No
- Prefer not to say

Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

- Yes
- No
- Prefer not to say

If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.

- Physical impairment
- Sensory impairment
- Learning disability/difficulty
- Long-standing illness
- Mental health condition
- Developmental condition
- Other