



# Willows Academy Trust

ASPIRE ... ACHIEVE ... THRIVE

Registered Office: Wilmot Street, Sawley, Long Eaton,  
Nottingham NG10 3DQ

Telephone: 0115 973 3626 Fax: 0115 973 4036

## APPLICATION FORM- **Shardlow Primary School**

Please note – this post involves working with children or vulnerable adults so appointment will be subject to a Disclosure and Barring Service check. See supporting information for further details.

**Please complete in BLACK ink or TYPE. Please complete every section.**

### JOB DETAILS

Job title

Vacancy number

e.g. DCC/09/1234

Closing date

### PERSONAL DETAILS

Title

Surname

First names

Previous names  
(if any)

Preferred first name

Date of birth

Current annual salary or full time equivalent

National Ins No

Home telephone

Address

Daytime telephone

Mobile telephone

Postcode

Do you have a disability? \* Yes ☐ No ☐

Email address

*\* The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day-to-day activities'*

## EDUCATION AND TRAINING

Please give details about all the education and qualifications you have including GCSEs, degrees and other formal qualifications. **Please include grades achieved.** If you are shortlisted, evidence of all qualifications should be brought to interview. Please continue on a separate sheet if necessary.

### Formal Qualifications

Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended from to		Date of final exam

### Other Qualifications

Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended from to		Date of final exam

**Other courses or relevant training in which you have been involved during the past three years and which you consider relevant to this post. please indicate who provided it and start/finish dates.**

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## EMPLOYMENT RECORD

Please give details of **all** previous jobs including temporary or voluntary work in chronological order ending with your present post. This section is split into teaching and non-teaching. Please include periods when you were not working under the non-teaching section as **all time must be accounted for and may be checked**. Continue on separate sheet if necessary.

### NON-TEACHING

*Please give details of all paid and non paid time outside teaching including family responsibilities since leaving full-time education*

Employer (if appropriate)	Post title (if appropriate)	Brief description of activity/responsibility or duties	Full-time or part-time	Dates		Reason for leaving
				from	to	

### SUITABILITY FOR JOB

This section is for other relevant information to support your application. Please give examples where appropriate.

## REFERENCES

Please nominate **two** referees (unless stated otherwise in the details of the post). If you are working at the moment, one referee must be your present employer. If you are not working with children at the moment but have done so in the past, please indicate the name of that last employer as one of your referees. Referees will be asked for information on disciplinary issues, sickness absence, etc. References will not be accepted from relatives or from people writing solely in the capacity of a friend.

Name of your first referee

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Their job title

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Their relationship to you e.g. headteacher

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## Organisation and address

Postcode

Postcode

Email

Telephone

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Name of your second referee

--

Their job title

--

Their relationship to you e.g. headteacher

\_\_\_\_\_

## Organisation and address

Postcode

Postcode

Email

Telephone

\_\_\_\_\_

Please note – Willows Academy Trust reserve the right to contact previous employers to verify experience or qualifications.

## DECLARATION

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job.

My name has not been placed on any list which disqualifies me from working with children.

I confirm that I have read the above statements in respect of a Disclosure and Barring Service check and understand the requirements of this position.

Privacy Notice 

I consent to the information contained in this form, and any other information received by or on behalf of Willows Academy Trust relating to my application, being processed by the Academy Trust in administering the recruitment process and to assist with the prevention and detection of fraud.

Signature

Date

***If you submit this form electronically, you will be required to sign this declaration if invited to interview.***

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

**Please return your completed application via post or email:-**

Shardlow Primary School

London Road

Shardlow

Derbyshire

DE722GR

Telephone: 01332792215

E-mail: [headteacher@shardlow.derbyshire.sch.uk](mailto:headteacher@shardlow.derbyshire.sch.uk)

**Headteacher: Mrs K Magner**

## EQUAL OPPORTUNITIES MONITORING FORM

Willows Academy Trust is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview panel. It will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

<b>JOB REFERENCE No.</b>	<b>DCC / /</b>
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<b>DATE OF BIRTH</b>	<b>DD</b>		<b>MM</b>		<b>YYYY</b>	
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### RACIAL OR ETHNIC ORIGINS

- |                         |                             |                        |                             |                          |                             |
|-------------------------|-----------------------------|------------------------|-----------------------------|--------------------------|-----------------------------|
| White British           | <input type="checkbox"/> WB | Other mixed background | <input type="checkbox"/> MO | Black Caribbean          | <input type="checkbox"/> BC |
| White Irish             | <input type="checkbox"/> WI | Indian                 | <input type="checkbox"/> AI | Black African            | <input type="checkbox"/> BA |
| White other             | <input type="checkbox"/> WO | Pakistani              | <input type="checkbox"/> AP | Other black background   | <input type="checkbox"/> BO |
| White & Black Caribbean | <input type="checkbox"/> MC | Bangladeshi            | <input type="checkbox"/> AB | Chinese                  | <input type="checkbox"/> OC |
| White & Black African   | <input type="checkbox"/> MB | Other Asian background | <input type="checkbox"/> OA | Gypsy or Irish Traveller | <input type="checkbox"/> OG |
| White & Asian           | <input type="checkbox"/> MA | Arab                   | <input type="checkbox"/> AR | Any other                | <input type="checkbox"/> OT |

### DISABILITY

Are you disabled? Yes ☐ No ☐

Willows Academy Trust welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.

### GENDER

Male ☐ Female ☐

### RELIGION / BELIEF – please tick only one box

- |                               |                          |        |                          |                          |                          |
|-------------------------------|--------------------------|--------|--------------------------|--------------------------|--------------------------|
| Buddhist                      | <input type="checkbox"/> | Jewish | <input type="checkbox"/> | None                     | <input type="checkbox"/> |
| Christian (all denominations) | <input type="checkbox"/> | Muslim | <input type="checkbox"/> | Other religion or belief | <input type="checkbox"/> |
| Hindu                         | <input type="checkbox"/> | Sikh   | <input type="checkbox"/> | Prefer not to say        | <input type="checkbox"/> |

### SEXUAL ORIENTATION – please tick only one box

- |              |                          |                      |                          |                   |                          |
|--------------|--------------------------|----------------------|--------------------------|-------------------|--------------------------|
| Bisexual     | <input type="checkbox"/> | Lesbian or gay woman | <input type="checkbox"/> | Gay man           | <input type="checkbox"/> |
| Heterosexual | <input type="checkbox"/> | Other                | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

### HOW DID YOU FIND OUT ABOUT THIS JOB?

e.g. council website, newspaper (please tell us which), Job Centre etc.

### EMPLOYMENT

Do you work for Willows Academy Trust at the moment? Yes ☐ No ☐

