**RECRUITMENT MONITORING FORM**

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| **Post Applied For:** |
| THE DETAILS GIVEN ON THIS FORM ARE FOR MONITORING PURPOSES AND ARE CONFIDENTIAL. THEY WILL NOT BE SEEN BY THE SELECTION PANEL OR CONSIDERED IN ANY WAY DURING THE APPOINTMENT PROCESS. |
| As an equal rights employer the academy seeks a workforce, which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community.  To ensure this policy is carries out effectively, we ask all applicants to provide the following information. Selection for appointment/promotion will be based on merit and ability. |
| **Gender: Please ✓** |
| Female 🞎 Male 🞎 |
| **DISABILITY** |
| The Disability Discrimination Act (1995) defines a disabled person as a person with a ‘physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. You no longer have to be registered disabled. |
| Do you consider yourself to be disabled? **Please ✓** Yes 🞎 No 🞎 |
| **If Yes:-**  What adjustment do you consider may be necessary in the recruitment process to take account of your disability? Are there any arrangements we can make for you if you are invited for interview? Please specify, e.g. the provision of an accessible interview location or an interpreter, aids, adaptions or equipment. |
| The Academy is committed to interviewing all disabled applicants who meet the minimum (essential) criteria. |
| Where did you see this post advertised?  ‘Openings’ (Council Publication) 🞎 Wakefield Council Website 🞎 Radio 🞎  Local Press 🞎 Citizen 🞎 Other Publication 🞎  National/Professional 🞎 Other Website 🞎  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPLICATION FOR EMPLOYMENT**

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| **Private and Confidential**  **Please email this form to:**  Tracy.swinburne@jerryclayacademy.wakefield.sch.uk  **Position Applied For:**  **Where did you hear of this vacancy?** | | | |  | | |
| **Surname** | | | **Forename(s)** | | | **Title** |
| **Address (including Postcode)** | | | | | | |
| **Main contact phone number** | **Alternative number** | | | | **Email Address** | |
| **National Insurance Number** | | | | | | |
| **Current Clean Driving Licence?** Yes/No | | **Details of Endorsements** | | | | |
| **Do you have any relationships (personal/business/financial) with any Governors or senior members of staff that may conflict with the duties of the post for which you are applying?**  **Please ✓ Yes** 🞎 **No** 🞎  If yes, please provide details: | | | | | | |
| **Failure to declare any such relationship may lead to disqualification for appointment or dismissal if employed.** | | | | | | |
| **Are there any restrictions upon you taking employment in the UK? \*Yes/No**  **\*Please provide details:** | | | | | | |

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| **Education History** | | | |
| **Name of Schools/College/University** | **Subject/Qualifications/Level** | | **Dates** |
| **Please state the age range of children for which you were trained.** | | | |
| **Any qualifications currently being taken** | | | |
| **Name of College/University** | **Subject/ Qualification/Level** | **Date started & Duration of course** | |
| **Training Attended (relevant to the post)** | **Brief Details** | **Dates** | |
| **Membership of Professional Bodies**  **(relevant to position you are applying for)** | | | |
| **Name/Address of Professional Body** | **Grade/ Membership** | **Membership Number** | |

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| **Employment History** | | | | | |
| Present or Most Recent Employment | | | | | |
| Name & Address of Employer: | | | | Nature of Business: | |
| Job Title:  Current Salary: | | | | Date Started**:** | |
| Notice required in current post: | | | | Date Left (if relevant): | |
| State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving: | | | | | |
| **Summary of Previous Employment**  **(Include part-time and temporary posts and previous posts with your present employer. Enter details with most previous post first. Attach extra sheets if necessary. Please complete in full giving reasons for any breaks.)** | | | | | |
| From - To | Name and Address of Employer | Job Title and Responsibilities | Salary Details | | Reason for leaving |
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| **References** | |
| Please give name, address, position and relationship of two referees. One of these should be you current or most recent employer. | |
| Name:  Address:  Postcode:  Telephone Number:  Email: | Name:  Address:  Postcode:  Telephone Number:  Email: |
| **Due to safeguarding references will be taken up prior to interview** | |
| **DECLARATION** (Please read this carefully before signing this application) | |
| **I confirm that the above information is complete and correct and that any untrue or misleading information will give Jerry Clay Academy the right to terminate any employment contract offered.**  \*Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*If you are sending this form by email then you should note that in the absence of your signature, this will constitute your personal certification that the details are correct. | |
| **Shortlisting will take place within two weeks of the closing date. If you do not hear from us, please assume you have been unsuccessful.** | |

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| **Information to support your application** |
| Please detail here your relevant experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities - demonstrating how you meet the criteria detailed on the person specification. Please continue on a separate sheet(s) if necessary, ensuring you place your name and the post title on each sheet.  **CV’s may be attached in support but should not substitute the information requested** **here.** |
| **Please specify any special arrangements that we can support you with, to enable you to attend any interviews or contact the school.** |
| **If you were to be successful in obtaining this position a full DBS (Disclosure Barring Service) Clearance check will be undertaken.** |