

## JOB APPLICATION FORM - ASSOCIATE STAFF

See 'Guidance' section for completing this form

Job Title:  
Grade:  
Job Ref. No:  
Closing Date:

Please complete the application form along with the recruitment monitoring form and return to Rachael Mulqueen at recruitment@coppice.wolverhampton.sch.uk or post it to the address above.

### 1. Guaranteed Interview for People with Disabilities



Do you consider yourself to be a disabled person?

Yes  No

Do you require any support or adjustments to enable you to take part in the selection process for this job?

Yes  No

If so, please give details .....

### 2. Personal Details

Full Name: ..... Home Tel Number: .....  
Mr/Mrs/Ms/Miss: ..... Work Tel Number: .....  
Address: ..... Mobile Number: .....  
..... Email Address: .....  
Postcode: ..... National Insurance Number: .....

### 3. Education/Training/Qualifications (to be verified at interview) Continue on a separate sheet if necessary

School/ College/ University/ Placement	Dates From	Dates To	Courses Taken/ Qualifications	Grade	Date

Are you currently a member of any professional bodies? Yes  No

If yes, please state name of body: .....

Level of membership attained: .....

Are you registered for CPD (Continuous Professional Development)? Yes  No

#### 4. Present Employment

Name and Address of Present Employer	Job Title
	Gross Salary /Wage
	Date of Appointment
	Notice Required
Brief Details of Duties and Responsibilities	

#### 5. Past Employment (most recent first)

Name and Address of Past Employers	Position Held	Dates From	Dates To

#### 6. Relevant Training Courses Attended

Organising Body	Course Details	Dates From	Dates To

## 7. Further information

### Posts which involve driving:

Have you got a full/current driving licence?

Yes

No

If obtained, please state category of your LGV/PCV licence .....

## 8. Pension

If you are in receipt of a pension, gaining employment may affect your eligibility to receive your payments at the full amount. Please check with your pension provider before submitting this application form.

## 9. Relationships

Are you related to any member of the governing body/school?

Yes

No

If yes, please state who .....

**Please note:** Canvassing of members of CLPT directly or indirectly in connection with this post will disqualify your application.

## 10. Eligibility to work in the UK

We are legally obliged to ask you to provide evidence of your right to live and work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate to confirm this.

(Further details are available from the UK Border Agency website).

Are you able to immediately legally work in the UK?

Yes

No

To legally work in the UK, do you require a visa or work permit?

Yes

No

## 11. Disclosure of criminal and child protection matters

The governors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

## 12. Rehabilitation of Offenders Act 1974

If you have no convictions, simply enter 'nil'. If you have been convicted of a criminal offence, the details must be listed below together with any pending criminal convictions. Please also list any pending actions of court hearings against you.

## 13. Disclosure & Barring Service

In the event of a successful application a Disclosure will be sought from the Disclosure & Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

**14. References** (Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history then please provide a character/personal reference. This should not be a friend or family member.

Present/most recent employer: .....

Name: .....

Job Title: .....

Address: .....

.....

Postcode:.....

Telephone Number: .....

Email: .....

Status/Relationship to you: .....

Please tick this box if you would prefer us not to contact this referee prior to interview

Previous employer: .....

(If no employment history, use teacher or similar)

Name: .....

Job Title: .....

Address: .....

.....

Postcode:.....

Telephone Number: .....

Email: .....

Status/Relationship to you: .....

Please tick this box if you would prefer us not to contact this referee prior to interview

We reserve the right to take up references with any previous employer.

Notes: (i) Referees will be contacted before interviews unless otherwise requested

(ii) If any of your referees knew you by any other name, please write the name in the space

**15. Declaration**

If it is found that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed.

**Complete this section only if completing the form by hand.**

(If completing the form electronically you will be asked to sign the form if selected for interview.)

I hereby certify that all the information given by me on this form is correct to the best my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature: ..... Date:.....

## 16. Personal Statement

(To assess your suitability for the position, based on the personal specification and job description please provide supporting information and examples from your personal, educational or work/career demonstrating your skills and experience).

## Guidance completing your application form

- Use black ink or type (alternative formats, such as CVs or taped applications are acceptable if you have a disability which prevents you from completing the standard application form).
- Write your initial and surname on any additional sheets and clip them to your application form.
- Return your completed application form to the address shown on the front of this form by the stated closing date.

### Tips for completing Personal Statement

• The decision to select you for interview will be based on how closely you meet the essential criteria shown on the Personnel Specification. Use this as a guide to what skills and experience you need to have. These may have been gained from paid work, voluntary or leisure activities, work in the home, training and education.

If you feel you meet any of the desirable criteria, highlight these too.

- You might find it helpful to do a rough draft first.
- Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.
- Accurate spelling, punctuation and grammar help to make a good impression.
- Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.

### Recruitment Monitoring Form

The information you provide on the Recruitment Monitoring Form is CONFIDENTIAL and will NOT BE SEEN by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes ONLY, in order to measure the effectiveness of the CLPT equal opportunities and recruitment policies. We look forward to receiving your application.

### Rehabilitation of Offenders Act 1974

Certain posts, particularly those that involve working with children or other vulnerable groups, will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.

If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The Academy also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

### Data Protection Act 1998

CLPT will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protection Act 1998. The Act provides your right to see a copy of the information held about you on application in writing to the CLPT Operations Director, Moseley Park, Holland Road, Bilston, Wolverhampton, West Midlands, WV14 6LU.

CLPT may contact you in the near future for the purpose of completing a questionnaire with a view to improving the recruitment process. Please tick the following box if you do not agree to your data being used for this purpose.

Further information relating to the Data Protection Act 1998 can be found on the Data Protection Commissioner's website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## Recruitment Monitoring Form

This section forms an integral part of the application form and must be completed in full and accurately.

This form is confidential and will not be seen by the selection panel. The information provided on this tear-off slip will be used by CLPT only to monitor the effectiveness of its equal opportunities and recruitment policies, and will be used only as part of aggregated statistics. Please complete the following boxes as appropriate (use black pen).

### Sex

Female  Male

### Ethnic Group

To which ethnic group would you say you belong?

Mark one box only please.

#### White

British  01  
 Irish  02  
 Any other White background  09

#### Mixed

White and Black Caribbean  10  
 White and Black African  11  
 White and Asian  12  
 Any other Mixed background  19

#### Asian or Asian British

Indian  20  
 Pakistani  21  
 Bangladeshi  22  
 Any other Asian background  29

#### Black or Black British

Caribbean  30  
 African  31  
 Any other Black background  39

#### Chinese or Other Ethnic Group

Chinese  40  
 Any other ethnic group  49

### For Office Use Only

Shortlisted  Appointed

### Disability

Do you consider yourself to be a disabled person?

Yes  No

### Age

Please indicate the band in which your age falls.

Under 25   
 25–34   
 35–49   
 50–65   
 Over 65

### Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Vacancy (mark only one)

I became aware of this vacancy through:

AdNews   
 Birmingham Evening Mail   
 Community Care   
 Express & Star   
 Job centre   
 Other specialist publication\*   
 Recruitment fair   
 The Guardian   
 Times Educational Supplement   
 Website (council)   
 Website (other)\*

\* Please specify publication / website:

### Present Employment Situation

Are you currently employed by CLPT

Yes  No