



ACKWORTH SCHOOL
 Pontefract Road, Ackworth, Pontefract
 West Yorkshire WF7 7LT

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e-mail recruitment@ackworthschool.com www.ackworthschool.com

Head: Anton Maree

Application for the Post of:			
1. PERSONAL DETAILS			
Last Name		First Name Middle Name	
Previous Name (i.e., Maiden Name or previous married name) if applicable			
Home Address			
Postcode			
Current Address (if different from above)			
Postcode			
Telephone No.		Mobile No.	
Do you hold a current full driving licence?	Yes / No	E-mail address	
Qualified Teacher No.		DfES No.	
Notice period required			
Are you related to any member of School Committee (Board of Governors) or any member of staff at this School? If yes, please give details			YES / NO
Should you be selected for interview, please indicate dates when it would be impossible for you to attend			

NAMES AND ADDRESSES OF TWO REFEREES – who **can** be contacted if you are shortlisted for interview. Ideally one referee should be your present employer or, if not employed, your last employer – or present training co-ordinator. **Please state in what capacity you are known to them. Please note that the offer of the post is subject to references.**

1.	2.
Contact Tel. No. e-mail address	Contact Tel. No. e-mail address

2. EDUCATION AND PROFESSIONAL TRAINING

Please show here that you have the training and qualifications asked for in the Job Description, including Membership of Professional or Technical Bodies

Date (Month and Year) From To		School, College, University or Educational Establishment	Examinations taken or being taken or any other qualifications obtained	Full or Part Time	Exam Result / Award & Grade

3. EXPERIENCE

Current or last occupation / post

Job Title	Date Started
Employer Address	Date Left (if applicable)
	Reason for leaving (if applicable)
	Salary Permanent / Temporary

Briefly describe your duties for last occupation /current post

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Previous posts (most recent first)

Name of employer	Full/Part Time	Period of Service		Position held and main duties	Reasons for leaving
		From	To		

4. EMPLOYMENT EXPERIENCE

Please give brief details below of the knowledge you have to undertake the role in relation to the Job Description

EXPERIENCE – please show you have the knowledge asked for in the Job Description gained either through work, home or voluntary activities

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SKILLS – please show you have the skills asked for in the Job Description gained through work

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5. INFORMATION IN SUPPORT OF THIS APPLICATION

(You may use this space to provide any information you wish, including any interest or unpaid activity, which you feel is relevant to the post for which you are applying. Please restrict any additional information you wish to supply to one side of A4 paper)

I confirm that the information contained in this application is correct

Signed

Dated

ACKWORTH SCHOOL

DISCLOSURE OF CRIMINAL BACKGROUND

NOTICE TO APPLICANTS

The welfare, protection and safety of pupils.

Ackworth School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced disclosure from the DBS. As part of our selection process, short-listed candidates should expect us to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references. The interview process will explore candidates' suitability for working with children and their previous experience in such roles. Additionally, we will verify identity and academic and vocational qualifications and ensure that a candidate has the health and physical capacity for the job. Providing false information is an offence and could result in referral to the police. Ackworth School works within the framework of the Wakefield Safeguarding Children Board.

CHILDREN ACT, 1989

The Children Act, 1989 places a statutory obligation on schools to safeguard and promote the welfare of children attending them. Accordingly, the Committee of Ackworth School requires all new appointees to provide the following information:

Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on the barred list which names those who may not be employed in schools? YES/NO

Have you ever been the subject of an investigation or enquiry by the Police or Local Authority in relation to a child or children? YES/NO

REHABILITATION OF OFFENDERS ACT, 1974

The post for which you are applying involves substantial opportunity of access to children. It is exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any convictions, cautions or bind-overs you may have had, regardless of how long ago and even if they would otherwise be regarded as 'spent' under the Act. You are also required to declare any outstanding case(s) against you.

You should be aware that the School will institute its own checks with the Disclosure and Barring Service and the DfE. Please submit information in confidence, enclosing details in a separate sealed envelope. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if a discrepancy comes to light. A criminal record does not necessarily mean a bar to obtaining a position.

***I have nothing to declare , or:**

***I enclose a confidential statement (in a sealed envelope marked 'Confidential - for the Bursar')**

(*Please delete one of the statements, as appropriate)

I hereby certify that the statements on this form are correct and that no material information is omitted. I also confirm that I have understood the privacy notice in relation to my data.

Signed _____

Date _____

Please ensure that you have filled in the sections on referees at the end of this form.

All completed applications are handled within Ackworth School. A copy of our recruitment privacy policy can be found on our website at www.ackworthschool.com
Please confirm that you have read this information and that you accept the privacy policy.

I agree

REFERENCES

As part of the selection process we will need to apply for two references. It is a condition of employment that these references must be requested and obtained.

Once you become an employee of the School, we must obtain your consent for us to submit references to other employers under the General Data Protection Regulation (2016/679 EU). We can use a lawful basis for requesting this information.

A lawful basis can be that:

- the processing is necessary for the employer to comply with their legal obligations;
- the processing is necessary for the employer to comply with their side of a contract;
- the employer has a legitimate interest for processing the data; or
- consent has been given by the data subject.

Any references supplied to us by a referee will be retained on your file but will remain confidential and may not be disclosed as part of a Subject Access Request (SAR). The same will apply to any references that we supply as your employer (past and current) to another employer, regardless as to whether they are a potential employer or become your employer. All references are supplied on a private and confidential basis.

By ticking this box, you give your consent for us to provide a reference to a future employer. We may use this consent form to issue to a future employer confirming your consent to release the information both during and after employment with us. If you wish to withdraw this consent at any time, you must advise us in writing. By giving consent, this does not place any obligation on the School to provide a reference.

I agree