**CONFIDENTIAL** 

**Dormers Wells High School is part of Dormers Wells Learning Trust, a charitable company limited by guarantee, registered in England and Wales (company number 11066479), c/o Dormers Wells High School, Dormers Wells Lane, Southall, UB1 3HZ.**

**Please read the guidance notes to help you complete this form. Please type or use black ink. If you are not contacted within 4 weeks of the closing date your application has not been successful.**

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| Job applied for: Exam Invigilator  Ref no: EXI/2020  Closing date: Ongoing |  | Contact name: Rachel Mahoney |
|  | Telephone: 020 8566 6446  Fax: 020 8813 2411  Email: [rmahoney@dwhs.co.uk](mailto:rmahoney@dwhs.co.uk) |

**1 Personal details**

|  |  |  |
| --- | --- | --- |
| Surname: |  | Forename(s): |
|  |  |  |
| Previous name(s): |  |  |
|  |  |  |
| Present address: |  | Home/term time address (if different): |
|  |  |  |
| Postcode: |  | Postcode: |
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| Telephone (home): |  | Telephone (work): |
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| Mobile: |  | Email: |
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| DfE no.: |  | National insurance no.: |

**Asylum and Immigration Act 1996 –** Before you commence working you must provide evidence to demonstrate your right to work in the United Kingdom.

Are you eligible to work in the U.K: Yes No

Do you need a work permit: Yes No

Nationality:

Have you previously been employed or sought employment with Ealing Council? Yes No

If yes, please give details below. (Failure to do so may lead to disqualification)

Are you related to anyone employed at the school and/or related to or have a close relationship with any member of staff or governor (including headteachers) of Dormers Wells High School? Yes  No

If yes, please give details below. (Failure to do so may lead to disqualification)

**2 Present/most recent post**

(For first year teachers please give details of your most recent teaching practice)

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| Full name, address and type of school/college  or other employer: |  | Date of appointment: |
|  |  | Date of resignation: (If applicable): (dd/mm/yyyy) |
| Number of pupils/students: |  | Local Authority: |
| Age range of pupils/students: |  | Main subjects taught: |
| Boys, girls, or mixed: |  | Full time/part time: |
| Position held: |  |  |
| Present salary:  (Give details of any additional allowances)  Scale/grade: |  |  |

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| **3 Employment history (most recent first)**  (Please tell us about the jobs you have held (this may include voluntary/unpaid work) and provide an **explanation for any gaps in employment**) | | | | | | |
| From  dd/mm  /yy | To  dd/mm/yy | Full/  part time/  voluntary | Name, address and contact number of employer | Type and size of school/college  (if applicable) | Position held and salary | Reason for leaving employment |
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| **4 Education and training**  (Please give details of any education and training you have received. You will be asked to provide at interview originals or certified copies of relevant certificates. If you are a first year teacher please also give details of your QTS inc. skills tests in literacy, numeracy and ICT. | | | | | | |
| **Education and training** | | | | | | |
| Secondary education | | | | | | |
| From | To | Name of school/college | Examinations passed | | | |
| dd/mm/yy | dd/mm/yy | Subject (inc. awarding body) | Level | Grade | Date awarded |
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| **Education and training** | | | | | | |
| Further vocational training | | | | | | |
| From | To | Name of college/university | Examinations passed | | | |
| dd/mm/yy | dd/mm/yy | Subject (inc. awarding body) | Level | Grade | Date  awarded |
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| **Membership of professional bodies** | | |
| Name of body or association | Grade of membership or qualifications | Date awarded |
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| **Relevant short courses** | |
| Name of course | Date awarded |
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**5 Rehabilitation of Offenders Act 1974 (as amended)**

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) . The amendments to the Exceptions Order provide that certain’ spent’ convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found using the following link.

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

* your application will be taken no further
* an offer of employment will be withdrawn
* disciplinary action leading to dismissal will be taken (if employment has commenced)

You are required to say whether you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Do you have anything to declare in relation to the above? Yes  No

Have you ever been disqualified from working with children and /or included on the Childrens barred list (or its predecessor List 99) or subject to sanctions imposed by a regulatory body e.g. NCTL, DfE, DBS? Yes  No

If you answered Yes to either of the above questions, please provide details below:

**6 References**

Please give details of two referees, the first of which must be your current or most recent employer, or your Headteacher if you are seeking a first appointment. References from relatives or friends will not be accepted. If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job.

If you are not currently working with children but have done so in the past we will need a reference from the most recent employer with whom you were employed to work with children (this may include voluntary/unpaid work). You have the right to view these references although the authorship must remain confidential. **Please note references may be taken up prior to interview.**

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| --- | --- | --- | --- | --- |
| 1. | Name: |  | 2. | Name: |
|  | Job title: |  |  | Job title: |
|  | Address: |  |  | Address: |
|  | Postcode: |  |  | Postcode: |
|  | Email: |  |  | Email: |
|  | Tel no: |  |  | Tel no: |
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Any issues raised in the references may be discussed at interview

**7 Disability & Reasonable Adjustments**

Is there anything we need to know about your disability in order to offer you a fair selection interview?

**Yes  No**

If yes, please give details of adjustment required.

We may be able to make adjustments/adaptations to job requirements/environment etc

Safeguarding Children

Dormers Wells High School is committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants’ suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

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| **8 Data Protection and Declarations**  The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 2018 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.  The school is under a duty to protect the public funds it administers, and to this end, **should the school employ you**, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.  I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form is an offence and could result in my application being rejected or summary dismissal and possible referral to the teachers’ misconduct team or police if appropriate. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management. Date       (dd/mm/yyyy) Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If applying on line you will be asked to sign your application at interview. |

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| 9 Supporting Statement **a)** Your supporting statement should cover the relevant criteria for shortlisting in the person specification. In some instances this will be all of the criteria listed in the person specification, for others only certain criteria will require a response from you. Please read the person specification for further guidance. If no instructions are given please answer all of the criteria. For each point please explain/give examples of how your skills, knowledge and experience make you suitable for the job. If completing a paper application form you can attach extra sheets if required. Please note CVs will not be accepted. |
| b) Please provide details of any specialist areas of teaching including a statement as to why you are applying for this post and what attributes you would contribute. In this personal statement please also include any hobbies or interests you may have. |

**10** **Monitoring information**

Dormers Wells High School operates a policy on equal opportunity and fair treatment for employment and development. To ensure that it is working properly, all applicants are asked to provide the following information. Your answers to these questions will help the school keep fair selection for all.

I am Female  Male  (Please tick the appropriate box) date of birth (dd/mm/yyyy)

Ethnic background

Choose one section from (a) to (e) then tick the appropriate box to indicate your Ethnic Background.

|  |
| --- |
| A White |
| **25** British |
| **26** Irish |
| **30** Any other white background, please specify |
|  |
| B Mixed |
| **15** White and Black African |
| **16** White and Black Caribbean |
| **17** White and Asian |
| **21** Any other mixed background, please specify |
|  |
| C Asian or Asian British |
| **01** Indian |
| **02** Pakistani |
| **03** Bangladeshi |
| **07** Any other Asian background, please specify |
|  |
| D Black or Black British |
| **08** Caribbean |
| **09** African |
| **13** Any other black background, please specify |
|  |
| E Chinese or other ethnic group |
| **22** Chinese |
| **24** Any other ethnic group, please specify |

The Equality Act 2010 defines a person as having a disability if s/he ‘has a long physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities’. Dormers Wells Learning Trust is actively seeking to employ people with disabilities. We can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview, preferred type of seating etc.

Do you consider yourself to have a disability? Yes  No

# 11 Advertising monitoring

How did you find out about this vacancy?

(Name of the newspaper/journal, council jobs list, web site, friend etc)

**Guidance notes on completing your application form**

Please read these notes carefully as the decision to invite you to an interview will depend on the information you provide on your form.

1. **Personal Details**

It is important that you fill in this section accurately and in full. Please do not leave any section blank.

1. **Present/most recent post**

Starting with your current or last job, list the main duties of the jobs you have done. This information may be used to assess whether you meet the person specification for the job. Any breaks in employment dates should be explained.

1. **Employment history**

Starting with your current or last job, list the main duties of the jobs you have done. This information may be used to assess whether you meet the person specification for the job. Any breaks in employment dates should be explained.

1. **Education, training and relevant short courses completed**

List all the qualifications you possess and training courses you have attended. Information may be necessary to assess whether you meet the requirements for the job. Please ensure nothing important is omitted. Where a qualification is required, you will be asked to bring your original certificate if you are invited to an interview.

1. **Rehabilitation of Offenders Act 1974**

Dormers Wells High School has a duty to protect children, vulnerable adults, people with disabilities and learning difficulties. This section must be answered truthfully and in full.

1. **References**

References from your current or most recent employers will be required before any offer of employment is confirmed. You may wish to give the names of teachers, lecturers and other professionals (this must not be a relative or a friend).

1. **Pension**

It is important that you fill in this section accurately and in full. Please do not leave any section blank.

1. **Disability & Reasonable Adjustments**

Dormers Wells High School is committed to employing people with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

1. **Data Protection and Declaration**

Under the terms of the Data Protection Act 2018 the information you give us will only be used for the purpose of personnel management. Any false statements on this form is an offence and could result in the application being taken no further, or offer of employment withdrawn, or disciplinary action leading to dismissal will be taken (if employment has commenced).

1. **Supporting Statement**

This is the most important part of your application, as this is where you make your case for being given the job. Provide examples for each point on the person specification to show that you possess the skills and experience required. Please number your response to each of the points on the person specification form. Please ensure your supporting statement is a maximum of 2 A4 sides (font size 9).

1. **Monitoring information**

Please remember to complete the monitoring information as it is essential for Dormers Wells High School to determine whether its equality and diversity policy is working with regard to employment.

1. **Advertising monitoring**

We are interested in how you found out about this vacancy and would appreciate it if you could state where you saw this vacancy.

**Some points to bear in mind before you complete your application form**

You should present your application in a well organised and positive way (use active words such as ‘I plan/organise etc.). Consider doing a rough draft before you complete the application form. This will help you to organise, plan your application properly and avoid mistakes.

All posts have a person specification profile which lists the knowledge, skills, abilities, experience and qualifications needed. Clearly show in your application how you meet all the requirements listed, giving examples how you meet each point. If you also have a list of competencies for the job you are applying for then please provide for each competency an example of a time when you demonstrated this competency at paid (or unpaid) work.

**Do not submit the same application form for all jobs.**

**Look at the requirements listed on the person specification relevant to each post.**