



Central England Academy Trust

Job Application Form

This form should be used to apply for a job and should be accompanied by an Equality Details Form. This form contains important information which will be used to assess your application for the role and also to then confirm your employment and personal details and so you should ensure it is accurately completed, and that you have clearly demonstrated how you meet the requirements of the role. **Further guidance is available in our Applicant Guide to Applying for a Job. This form must be received prior to the specified closing date** and is available in other formats on request.

As an employer we are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

Vacancy Details

Job Title			
School			
Where did you first hear / read about this job?			
Do you wish to apply for the position on a part-time or job-share basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Personal Details

Surname(s)			
Forename(s)			
Title			
NI Number			
Teacher application only	QTS Status - Please circle as appropriate: Qualified/Unqualified Teacher Reference Number (Formally DFES Number)		
Home Address			
Home Tel. No.		Mobile Tel. No.	
Email Address			



Employment History

Provide details of your employment history, starting with your most recent / current employer and working back. Please account for any gaps. Continue on a separate sheet if necessary.

Employer			
Job Title			
Start Date		End Date	
Current Salary	£		
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			



Education

Provide details of your education history, starting with your most recent / current experience and working back. Please account for any gaps. Continue on a separate sheet if necessary.

Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			

Qualifications / Training

Provide details of your qualifications which are relevant to the job. Continue on a separate sheet if necessary.

Type / Level	Subject	Date Obtained	Result



References

Oakwood Academy is committed to safer recruitment, and therefore please note that we will seek references prior to interview.

Please give details of two referees, one of which must be your current or most recent employer and the second either an employment or educational reference. Note: The referees given cannot be friends or relatives.

Surname(s)		
Forename(s)		
Title		
Job Title		
Address		
Telephone No.		
Relationship to you		
Email Address		
<hr/>		
Surname(s)		
Forename(s)		
Title		
Job Title		
Address		
Telephone No.		
Relationship to you		
Email Address		

Relationships

Please provide details of any relationships that you may have with significant individuals or groups.

Are you related to, or have a personal relationship with, a school director, employee or pupil of Oak Wood Schools Academy (Primary and Secondary)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please provide details, including name, position and relationship.		



Application Questions

Provide any additional information or comments you wish to bring to the attention of the selection panel. In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the person specification of the post you are applying for including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary / community work. You may find it helpful to address each of the criteria in turn. Continue on a separate sheet if necessary.

Additional Questions

We positively encourage applications from disabled people who have the necessary skills and experience for the job. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require for interview and / or to help you in this job.

Do you consider yourself to be disabled?

Yes

No

Do you require reasonable adjustments for your interview?

Yes

No

If YES, provide details.

Provide details of any memberships you have with any organisation that may be relevant to the job you are applying for.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Declaration

With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signature*

Date

*a signature is not required if this form is emailed from your given email address.

For queries about the role, your application or to submit this form, please use the details provided in the advertisement.



Guidance Notes

Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We cannot accept Curriculum Vitae (CVs) / Resumes alone. We recommend that you retain a copy of your application form so that you can refer to this, should you be invited to interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria / competencies needed to do the job. When completing the application, you should provide your entire work history, including a description of any gaps in this history. In addition, you should outline all the skills, qualification and awards you have, but these can be selective and you only need to provide those you consider relevant to the job you are applying for.

Additional Information

This is the most significant element of the application form, as this is the section where you have the opportunity to explain why you are suitable for the vacancy you are applying for. To give yourself the best opportunity of being short-listed, you should look at the criteria / competencies for the role (outlined in the Person Specification) and give examples from your personal, educational or work career that show how you can demonstrate these. If you do not meet all of the essential criteria, you are very unlikely to be invited to interview.

Declaration of interests and relationships

We ask all potential employees to inform us of any relationships to school directors or employees. We have to do this to ensure that everyone is treated fairly and so that we can ensure there is no reason why offering a position would be unfair. For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member. Likewise, it is not usually in the best interest of a pupil for a family member to be working in close proximity to them. As a school we will not place a successful applicant in the same class or key stage as the pupil they are related to. Whenever possible the applicant will be placed in the opposite school e.g. if the pupil is in the Primary School the successful applicant will be offered a position in the Secondary school.

Confirming the outcome of an application

Due to the number of applications, it is not possible to respond to them all. As a result, you should assume that you have been unsuccessful if you have not heard from us within 4-weeks of the closing date for the given job. We know this is not ideal but hope you can understand why we do this. If you are successful, we will contact you to confirm the outcome of all additional steps of the application process, as the numbers involved are far less.

Pre-employment Checks

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, if you are offered a job the offer will be conditional on satisfactory pre-employment checks, these can include; references, qualifications and other evidence e.g. driving licence, as well as a medical questionnaire, and in some instances taking a medical examination or Disclosure and Barring Service (DBS).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Please submit this form to the address given on the advertisement. However, if you require assistance or do not know where to submit this form, please contact; Oak Wood Schools Academy (Primary and Secondary), Morris Drive, Nuneaton, Warwickshire, CV11 4QH
Tel.: 024 76 74 0901 Secondary – Tel.: 024 76 74 0907 Primary



Equality Details Form

This form provides information about your equality details. This information is used by the organisation to review compliance with equality and diversity targets as well as helping to plan the workforce for the future.

Personal Details

Surname(s)		
Forename(s)		
Title		
Job Title		
Service		
Assignment Number (if appropriate)		

Gender

1. Provide your gender at birth

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Sexual Orientation

2. Provide your sexual orientation

<input type="checkbox"/> Heterosexual / Straight	<input type="checkbox"/> Gay / Lesbian
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say

Religion and Beliefs

3. Provide the religion or belief that is most suitable?

<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> No Religion	
<input type="checkbox"/> Prefer not to say		<input type="checkbox"/> Other* (Go to 4)	

4. If OTHER, provide details.

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Ethnic Origin

5. White

<input type="checkbox"/> White British	<input type="checkbox"/> White Irish	<input type="checkbox"/> White Other* (Go to 10)
<input type="checkbox"/> White Gypsy or Irish Traveller		

6. Mixed

<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African
<input type="checkbox"/> White & Asian	<input type="checkbox"/> Other Mixed Ethnic Group* (Go to 10)

7. Asian or Asian British

<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Asian or Asian British* (Go to 10)	

8. Black or Black British

<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Other Black or Black British*
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9. Other Ethnic Groups

<input type="checkbox"/> Arab	<input type="checkbox"/> Any Other Ethnic Group* (Go to 10)
<input type="checkbox"/> Prefer not to say	

10. If OTHER*, provide details.

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Disability

The Disability Discrimination Act (1995) defines a disabled person as someone with a '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.

Under this definition do you consider yourself to have a disability?

<input type="checkbox"/> Yes	Go to	<input type="checkbox"/> No	Got to Declaration
<input type="checkbox"/> Hearing Impairment		<input type="checkbox"/> Learning Difficulties	
<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Long standing illness or heart condition		
<input type="checkbox"/> Mental Health Condition		<input type="checkbox"/> Mental Illness	
<input type="checkbox"/> Mobility Impairment		<input type="checkbox"/> Neurological Condition	
<input type="checkbox"/> None	<input type="checkbox"/> Physical Coordination Difficulties		
<input type="checkbox"/> Physical Impairment		<input type="checkbox"/> Prefer not to say	
<input type="checkbox"/> Reduced Physical Capacity		<input type="checkbox"/> Sensory Impairment	
<input type="checkbox"/> Speech Impairment			
<input type="checkbox"/> Visual Impairment (not corrected by spectacles)		<input type="checkbox"/> Other	
If OTHER, provide details.			

If you have a disability that may have an effect upon your work, your health & safety at work or the health & safety of others, you must make your manager aware of this. This is so that any appropriate measures can be identified that would ensure the health & safety of you, your work colleagues or members of the public while you are at work.

Declaration

I certify that I have the authority to make this request and have provided information that is accurate to the best of my knowledge and belief. I recognise that failure to declare any relevant information or the provision of false or misleading information may result in appropriate action being taken.

Signature*

Date

*a signature is not required if this form is emailed from your given email address.

Submit this Form

Julie Walters, Oak Wood Schools Academy, Morris Drive, Nuneaton, Warwickshire,
CV11 4QH
Email: jwalters@oakwoodschoools.co.uk Tel.: 024 76 74 0901