



ACADEMIC APPLICATION FORM

www.wgs.org.uk

Please complete this form in **BLACK INK** or **TYPESCRIPT** only. Please complete all sections of this form.

POST APPLIED FOR:

Where did you see this post advertised?

PERSONAL DETAILS:

Title:		Surname:		First Name:	
Address:				Maiden Name:	
				NI Number:	
				May we discreetly contact you at work: Y <input type="checkbox"/> N <input type="checkbox"/>	
e-mail address:				Work telephone number:	
				Other:	
Home tel. number:				Mobile telephone number:	

Do you have qualified teacher status?	
DfE Number:	
Are you registered with the GTC? <i>(If 'yes', please provide number)</i>	

PRESENT OR MOST RECENT EMPLOYMENT:

Name & address of employer:	Position held:		
	From:		To:
	Salary:		
Notice required:		Other allowances:	

Please give a brief description of your current duties & responsibilities:

Reasons for leaving / wishing to leave:

EMPLOYMENT HISTORY: (THERE SHOULD BE NO UNEXPLAINED GAPS IN YOUR EMPLOYMENT HISTORY. PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY)

Name of School	Position held	From: To:	Main Duties	Reason for Leaving

EDUCATION & QUALIFICATIONS:

Level of qualification	School/College/ University attended	From: To:	Subject	Result (if Degree give class)

TRAINING UNDERTAKEN: (please list courses that are relevant to this position)

Training Courses	Organising body	Dates

HOBBIES / INTERESTS / MEMBERSHIP OF ORGANISATIONS ETC:

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COMPUTER / SOFTWARE EXPERIENCE:

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ADDITIONAL INFORMATION:

<p>Do you know / are you related to any person at Wolverhampton Grammar School? If 'yes' who?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p>Do you require a permit to work in the UK?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If Yes, do you have a current permit to work?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>(If requested to attend interview, please bring the original permit along with you)</p>		

DRIVING LICENCE

<p>Do you hold a current driving licence?</p>	
<p>Do you have any endorsements? (If 'yes' please detail)</p>	
<p>What class of vehicle are you licensed to drive?</p>	

REFERENCES:

Please give the names and addresses of 2 people for whom you have worked from whom we may obtain references, one of these must be your current / most recent employer. If you are (or were recently) a student, one referee should be a senior member of staff at your place of study. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Name:		Name:	
Address:		Address:	
Telephone Number:		Telephone Number:	
e-mail address:		e-mail address:	
Occupation / Position in Organisation:		Occupation / Position in Organisation:	
Relationship of referee to you:		Relationship of referee to you:	
Can we approach this referee prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Can we approach this referee prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

DISCLOSURE OF CRIMINAL BACKGROUND:

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be disclosed. I declare that I have not been disqualified from working with children, am not named on the DfE List 99 or the Protection of Children Act List and am not subject to any sanctions imposed by a regulatory body. (please tick as appropriate):

- I have no convictions, cautions or bind-overs OR
- I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'Confidential'. (This envelope will only be opened in the event that you are shortlisted to attend an interview. The fact of such a conviction will not necessarily debar you from employment but will be taken into consideration by the interview panel.)

Applicants should note that an Enhanced Disclosure check will be obtained for the successful applicant. (Further information about the Disclosure Scheme can be found at www.crb.gov.uk).

DECLARATION & SIGNATURE:

I confirm that, to the best of my knowledge, the information given on this Application Form and on any accompanying information to which a selection is made is true and correct.

I am in possession of the certificates that I claim to hold and I understand that wilful falsification may result in dismissal if I am appointed.

SIGNED:		DATE:	
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Details of the School's Policies on Equal Opportunities and Child Protection together with a statement on the recruitment of ex-offenders are enclosed. The Child Protection Policy may also be found on the School's website www.wqs.org.uk/Policies and Downloads/Policies and Procedures/Show All

PLEASE RETURN THIS COMPLETED FORM TO: HEAD'S PA, WOLVERHAMPTON GRAMMAR SCHOOL, COMPTON ROAD, WOLVERHAMPTON WV3 9RB