



Walsall Academy

Lichfield Road, Bloxwich, Walsall WS3 3LX

CONFIDENTIAL

Application Form for Non-Teaching Post

Post for which you wish to be considered:

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1. Personal Details

| | |
|--|------------------|
| Title: | Surname: |
| Forename(s): | Middle Name(s): |
| Address: | |
| Daytime Tel No.: | Evening Tel No.: |
| Email: | Mobile No.: |
| N.I. No.: | |
| Are you in receipt of an Occupational Pension: Yes / No | |

2. Education and/or Training

Please provide details of your education and/or training from secondary school through to adult training.

| School / College / University | Course | Dates |
|-------------------------------|--------|-------|
| | | |

3. Qualifications

Please provide details of your qualifications gained, including grades, from secondary school to current time.

| Qualifications | Grade / Level | Date of Award |
|----------------|---------------|---------------|
| | | |

4. Employment

Please provide details of your full employment profile, commencing with your current position.

| Title of Post | Organisation | Age Range | No. on Roll | Salary including allowances | Dates | Reason For Leaving |
|---------------|--------------|-----------|-------------|-----------------------------|-------|--------------------|
| | | | | | | |

Please continue on a separate sheet if necessary

5. Relevant Courses attended during the last three years

| Course | Organised By | Dates | Duration |
|--------|--------------|-------|----------|
| | | | |

6. Additional Information

Please provide a separate statement explaining how your education and experience meet the requirements of this post, and adding any further information which supports your application.

7. References

Please give the name, address and status of two persons who can support your application and who have agreed to their names being used. Unless there are good reasons to the contrary, **one of the referees should represent your present employer**. References will be obtained prior to an interview date.

| | |
|---------------------------------|---------------|
| Name, Status and Address | |
| | Tel: |
| | Email: |
| | Fax: |
| Name, Status and Address | |
| | Tel: |
| | Email: |
| | Fax: |

8. Protection of Children

Please note that applicants will be subject to a Disclosure and Barring Service (DBS) Check in the event of the individual being offered the position.

Only those who pass a DBS Check will be able to take up the post. Please check our recruitment policy statement on the employment of ex-offenders.

Please Tick

I confirm that I understand I will need to pass a DBS Check

YES

By signing this declaration I confirm that I have read and understood the General Privacy Notice which can be found at <https://www.walsallacademy.com/wp-content/uploads/General-Privacy-Notice.pdf> and consent to my personal data being processed for the purposes of recruitment, in line with the General Data Protection Regulation.

I declare that the information I have given on this form and additions is correct.

Signed

Date

Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise they may assume that, on this occasion, their application has been unsuccessful. However, career opportunities may emerge in the future. If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies.

YES

NO

Please Tick

| |
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| |
| |

For marketing purposes only, how did you find out about this vacancy (please tick):-

| | |
|--|--|
| | Local newspaper |
| | Local newspaper website |
| | Search engine |
| | Walsall Academy website |
| | Thomas Telford Leadership & Teaching Opportunities website (https://schoolvacancies.net/) |
| | "Word of mouth" friend/ colleague/relative |
| | Other, please state: |

Please return completed Application Form and attached Monitoring Form to:

Mr S Rogers – Headteacher
Walsall Academy
Lichfield Road, Bloxwich, Walsall, West Midlands WS3 3LX
Email to: enquiries@walsallacademy.com



Walsall Academy

Lichfield Road, Bloxwich, Walsall WS3 3LX

Monitoring Form

This information is kept separate from the rest of your Application Form and is not seen by anyone involved in the selection process.

Please complete in BLOCK CAPITALS

| | |
|-------------------------|--|
| Post Title: | |
| Full Name of Applicant: | |
| Previous Name(s): | |
| Preferred Title: | |
| Date of Birth: | |

Please tick as appropriate:

| | | | | | | | | | | | | |
|------------|--------------|--------------------------|--------------|--------------------------|--------------|--------------------------|--------------|--------------------------|--------------|--------------------------|----------------|--------------------------|
| Age | 16-18 | <input type="checkbox"/> | 19-35 | <input type="checkbox"/> | 36-49 | <input type="checkbox"/> | 50-59 | <input type="checkbox"/> | 60-65 | <input type="checkbox"/> | Over 65 | <input type="checkbox"/> |
|------------|--------------|--------------------------|--------------|--------------------------|--------------|--------------------------|--------------|--------------------------|--------------|--------------------------|----------------|--------------------------|

Disabilities:

Do you consider yourself to be disabled? **Yes / No**

If **Yes** please provide details:

Ethnic Origin:

| Asian or Asian British | Black or Black British | Mixed | White |
|-------------------------------|-------------------------------|----------------------------|----------------------------|
| Indian | Caribbean | White & Black Caribbean | British |
| Pakistani | African | White & Black African | Irish |
| Bangladeshi | Any other Black Background | White & Asian | Any other White Background |
| Any other Asian Background | | Any other Mixed Background | |

Other Ethnic Group (Please specify)

How did you find out about this vacancy?