# CONFIDENTIAL

#### Job Application Form

**Please complete all sections of the form using black ink or type.**

**Barnton Community Nursery and Primary School, Grange Community Nursery and Primary School, Comberbach Nursery and Primary School, Leftwich Community Primary School, Westminster Community Primary School and Halton Lodge Primary School are part of Weaver Trust Multi-Academy Trust.**

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained. This ensures that your application is dealt with objectively. Please complete these pages even if you are submitting a CV.

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| Data Protection Act Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Weaver Trust in accordance with the Act**.** |

Weaver Trust is under a duty to protect the public funds it administers. To this end we may use the information we hold for the prevention and detection of fraud, which also includes for the assessment and/or collection of any tax or duty. This will include sharing of information held internally and with external organisations where the law allows.

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| For internal candidates only |
| Are you on the Redeployment Recruitment List? Yes ☐ No ☐ |

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| **Title of job applied for** | |
| Title of job applied for: **Finance Assistant** | Ref: |

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| --- | --- | --- |
| Personal Details | | |
| Mr/Mrs/Miss/Ms/Dr | First Names: | Known as: |
| Surname:       NI Number: | | |
| Previous Surname(s): | | |
| Address: | | |
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|  | | |
|  | | |
| Post Code: | | |

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| Telephone Numbers | |
| Home: | Work: |
| Mobile: | E-mail address: |
| May we contact you at work? Yes ☐ No ☐  How can we contact you? Telephone / E-mail / Mobile | |

**Where did you first see the advertisement for this job? If a newspaper, please state which one.**

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| Previous Applications |
| Have you previously applied for a position within Weaver Trust? Yes ☐ No ☐ |

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| References | | | |
| Please provide two referees. One of these must be your present or most recent employer. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. Note: Weaver Trust Recruitment Policy requires references to be provided by current line managers for internal candidates, who should identify who that is under present/most recent employer.  **Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.** | | | |
| Present/most recent employer\* | | Previous employer/other | |
| Organisation: | | Organisation: | |
| Name: | | Name: | |
| Role in Organisation: | | Occupation: | |
| Address: | | Address: | |
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|  | |  | |
| Postcode: | | Postcode: | |
| Phone No: | | Phone No: | |
| E-mail: | | E-mail: | |
| Preferred method of communication:  Letter ☐ E-mail ☐ Letter ☐ E-mail ☐ | | | |
| In what capacity does the referee know you? | | In what capacity does the referee know you? | |
| * Employer/former employer | ☐ | * Employer/former employer | ☐ |
| * Colleague/former colleague or manager but the reference is given on a personal basis | ☐ | * Colleague/former colleague or manager but the reference is given on a personal basis | ☐ |
| * Personal | ☐ | * Personal | ☐ |
| If the referee knows you by a different name please state: | | | |
| \* If you have not had previous employment, please provide details of another referee.  A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement. However, all references will be taken up prior to interview.  Please do not contact my present/most recent employer | | | |

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**CVs will only be accepted** **if the information requested in these sections is covered. Please write the reference number at the top of your CV. You should not include the equal opportunities information on your CV.**



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| **Title of job applied for:** | **Ref:** |

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| **Name:** |

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| **Current/Most Recent Appointment** | |
| Title of current Job: | Start Date: |
| Current Employer: | Salary Range: |
| Employer Address: | Current Salary: £ |
| Permanent or temporary contract: | Notice Required: |

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| **Main Responsibilities** |
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| Job related training |
| Brief details and dates of any training courses attended, excluding further education. |

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| Current memberships of institutions/professional bodies |
| Please state level of membership, i.e. Graduate, Fellow, and membership number. |

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| **Full Employment History (since education)** | | |
| (Most recent first)  Name of Employer, type of Business and job title | Dates | Duties and reason for leaving |

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| Relationship to Councillors or employees |
| If you have any personal relationship to any employee of Weaver Trust, please give their name and relationship. This does not stop an employee giving a reference.   If Employee: Name: Relationship:  Work location:  Their present job: |

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| Education and training |

**Maths and English Qualifications**

Do you have a qualification in English and/or maths\*? Please list your highest full qualification attained:

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| --- | --- | --- | --- |
| **Subject** | **Qualification** | **Grade attained** | **Date** |
| English |  |  |  |
| Maths |  |  |  |

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| Please give details of schools and colleges attended from age eleven, including part-time education and other courses. | | | |
| Secondary education  (name and town of school) | Dates  from / to | Qualifications gained or for which you are studying | Grade attained |
| Education and training after school (name and town of college/university) |  |  |  |

Weaver Trust is committed to supporting literacy and numeracy skills across all its employees.

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| **Other Information** |
| Additional skills e.g. languages sign language, keyboard skills.    Do you have a valid driving licence? Yes ☐ No ☐  If yes, please state type of licence        Does your licence have any endorsements or penalty points? Yes ☐ No ☐  If yes, please give details |

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| **Supporting Information** |
| Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. |
| If you require more space please attach a separate sheet. |

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| **Activities and interests away from work which may be relevant to the job applied for.** |

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| **Diversity** |
| **We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place This will also enable us to comply with our obligations under current legislation.**  **The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**  **Do you describe yourself as? Male ☐ Female ☐**  **Marital Status: Married ☐ Civil Partnership ☐ Single ☐**  **Date of Birth:       Age:**  **Please indicate your ethnic origin**  **White: Mixed: Asian**  **White British ☐ Mixed White/Black Caribbean ☐ Indian ☐**  **White Irish ☐ Mixed White/Black African ☐ Pakistani ☐**  **Any other White ☐ Mixed White/Asian ☐ Bangladeshi ☐**  **Other Mixed ☐ Other Asian ☐**  **Black or Black British: Other:**  **Black Caribbean ☐ Chinese ☐**  **Black African ☐ Gypsy/Traveller ☐**  **Other Black ☐ Other ☐**  **Nationality ( Please State)**  **How would you define your sexual orientation?**  **Bisexual ☐ Gay ☐ Heterosexual ☐ Lesbian ☐ Prefer not to say ☐**  **What is your religious belief?**  Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐  No religion ☐ Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say ☐ |

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| **Disability:** The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.  **Do you consider yourself to have a disability? Yes ☐ No ☐** |

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| The Rehabilitation of Offenders Act 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.  <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act1974> |
| Disclosure and Barring Check Successful applicants will be asked to apply for a ‘Disclosure and Barring’ check from the Disclosure and Barring Service.  Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.  A copy of the Disclosure and Barring Service Code of Practice is available on request.  Further information about the Disclosure process can be found at www.disclosure.gov.uk |
| I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal. Signed       Date |