



Job Application Form

Please note that all applications must be submitted via email to: wcaapplications@westcoventryacademy.org CVs will not be accepted.

Vision Statement

To be a community in which all enjoy learning, achieve individual goals and aspire to excellence. We will achieve this through our core values; respect, honesty and trust.

Job Reference Number: Closing Date: Job Title: Service/Location: Please note all jobs are open to job share unless otherwise stated

Personal Details – Please complete this section in capital letters Last name: Title: First Name(s): Any previous names: Address: Post Code: Home Telephone Number: Mobile Telephone Number: Other Contact Number: E-mail Address: DCSF/GTC No:

Current Employment Status Employed Unemployed Redeployee

Are you eligible to work in the UK? YES/NO Do you require a work permit? YES/NO National Insurance Number:

First Reference (Current or last employer): Name: Job Title: Organisation: Address: Telephone No: E-mail Address: In what capacity do they know you? If you are known by another name please state: Second Reference: Name and address: Telephone No: E-mail Address: In what capacity do they know you? If you are known by another name please state:

Family members may not be used as referees. Any offer of appointment will be subject to references which are satisfactory for our purposes. Teaching posts: If your current or last employer is not from a teaching post or a post where you have worked with children, your second reference will need to be a contact from your last appointment/placement in that environment. No candidate will be considered without the Academy being able to take up references prior to shortlisting.

Please list any dates you are unavailable for interview:	
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<b>Current or Last Occupation</b> Name and address of current/last employer:	Job Title: Date Appointed: Notice Required: Present or last Salary:
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Please list all previous positions, including any voluntary work, explaining any gaps in employment.

Date from	Date to	Employer/Organisation	Post Held, (Key Stage/Subject)	Salary/Grade	Reason for Leaving

Please state if you are a member of a particular institute or registered body relevant to the post applied for.

**Educational/Training and Academic qualifications including Continuous Professional Development (CPD)**  
 (only if relevant to the requirements on the Person Specification).

Please note that you will be required to bring original documents as proof of qualifications if selected for interview.

Level	School/College/University	Subject/Course Title	Result	Date

**Further Education**

Name of College or University	From	To	Degree (subject, class & division)	Date

Teaching Qualification (Certificate/Diploma/GTP/RTP) – Particulars of subjects studied	Type and date of award

Other Qualifications – Particulars of Course(s) and Award(s)	Date of Award

Additional Professional Qualifications and Membership of Professional Associations	Dates awarded
Details of other relevant courses attended during the past 3 years	Dates

**Personal Statement**

Please give a personal statement in support of your application, with clear demonstration of how you meet the criteria on the person specification. You can use experience/knowledge/skills and abilities gained through paid, unpaid or voluntary work etc to demonstrate how you meet the criteria.

**Working Time Directive** - Are you intending to hold additional jobs? YES/NO

If yes, please state the number of hours you will be working in other jobs in this box

This information is required to ensure we comply with the Working Time Regulations.

Are you related to any senior officer of this Academy or any member of the Governing Body or staff of the Academy? If so, give name, position and relationship.

NB: A candidate who knowingly fails to disclose such a relationship will be disqualified from appointment.

**Convictions/Disqualifications**

If you have a conviction, which is **not spent** under the terms of the Rehabilitation of Offenders Act 1974, you must indicate below. However, if you are applying for a post which requires a DBS check all convictions **remain unspent** and you must declare them.

I have convictions or disqualifications which are **unspent** :  Yes  No

If yes, please give details and dates of any **unspent\*** criminal convictions, disqualifications, cautions or driving offences.

*\*Please note unspent convictions will only be taken into account if thought relevant to the job and would preclude you from being considered.*

**Disclosure and Barring Service Checks (DBS)**

If you are applying for a post here a DBS check is requested you will be required to declare all convictions whether *they* are spent or unspent. DBS checks are required where a post is in contact with children and vulnerable adults.

**Rehabilitation of Offenders and Disclosure and Barring Service** – Successful applicants for posts that are exempted from the provisions of the Rehabilitation of Offenders Act 1974 will require a DBS and a check of the List 99 (a list of people who are banned from working with children).

**Disability** – The Academy welcomes applications from disabled people. This means that the Academy is committed to interviewing all applicants with a disability who meet the minimum criteria for a job vacancy and to consider them on their abilities.

Do you consider yourself to have a disability that you would like us to be aware of at this stage of the application process? YES/NO

If **YES**, would you welcome the opportunity to discuss any reasonable adjustments you require either during the recruitment process or to enable you to do the job? YES/NO

**PLEASE READ CAREFULLY - Data Protection Act 1988** - The personal data that you provide will be used in connection with your application for vacancies at the Academy. Your information will be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidates application forms will be destroyed after 6 months.

**Signature** – I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking. I have not canvassed an Elected Member/employee of the Academy, either directly or indirectly in connection with this application and I will not do so.

Signature:

Date:

Please note: If you are invited to attend an interview your signature confirming the above will be requested.

**FOR OFFICE USE ONLY**

Date application received \_\_\_\_\_

Shortlisted: YES  NO  If yes, date letter of invite was sent: \_\_\_\_\_

If no, date reject letter sent: \_\_\_\_\_

If appointed, date offer letter sent: \_\_\_\_\_

If not appointed, date letter sent: \_\_\_\_\_

# 1) Equal Opportunities Monitoring Form

**Confidential**

Coventry City Council is committed to equal opportunities in employment and service delivery. To help us do this, **it is mandatory that all applicants complete this monitoring form. Failure to do so will result in your application being withdrawn from the recruitment process.**

The information contained in the form is for **monitoring purposes only** and is **not** provided to the short listing panel.

**Tape**
 **Large Print**
 **E-mail**
 **Braille**

Job Ref: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Gender**

Male
  Female
 Date of Birth  DD/MM/YYYY

**Ethnic Group (These groups are from the 2001 National Census)**

1) Choose one section from a) to f)  
 2) Then select the box that best describes your cultural or ethnic background.  
 3) If you select the last box within any category, please detail your ethnicity in the space provided underneath.

**a) White**

- British
- Irish
- Other

Please state

**b) Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

Please state

**c) Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Please state

**d) Black or Black British**

- Caribbean
- African
- Other

Please state

**e) Chinese or other ethnic group**

- Chinese
- Other

Please state

**f) Prefer not to state ethnicity**

Prefer not to state ethnicity

**Sexual orientation**

- Heterosexual
- Gay Man
- Gay Woman / Lesbian
- Bisexual
- Prefer not to state

Is your gender identity the same as the gender you were assigned at birth?

Yes
  No
  Prefer not to state

**Religion/Belief**

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- None
- Other
- Prefer not to state

**2) Disability Discrimination Act 1995**

The Council is required by the government to record numbers of applicants protected by the Disability Discrimination Act 1995. This information is also important in monitoring the success of Council policies and initiatives that aim to attract more applications from people with disabilities.

- The Disability Discrimination Act 1995 protects people who:
  - have an impairment
  - are disabled
  - have long-term health conditions

This is providing that this has a "substantial and long term\* adverse effect on a person's ability to carry out normal day-to-day activities". Long term is defined as 12 months or longer (or, if the condition is a new one, the expectation that it will be 12 months or longer).

**Disability Discrimination Act**

Do you think that you have a disability in accordance with the terms of the Disability Discrimination Act 1995?

Yes     No

If yes, please indicate which category best describes your disability:

- Hearing impairment
- Visual impairment (not corrected by spectacles or contact lenses)
- Physical impairment
- Mental health
- Learning difficulties
- \*Other (please specify)
- Prefer not to state

**Media:** Where did you hear about this vacancy?

- School / College / Careers Service
- Job Centre
- Casual Enquiry
- Advertisement \*

\*Please specify where the advert was seen

- Information from existing employee
- Job Vacancy Circular
- Website
- Recruitment Event
- Open Day

**Data Protection Act 1998** - The personal data that you provide will be used in connection with your application for vacancies at the Council. Your information will not be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidate's application forms will be destroyed after 6 months.

I agree to the processing of the information that I have provided.

Signature:

Date: