

Human Resources

UTC Warrington

Dallam Lane

Warrington \* Cheshire \* WA2 7NG

Telephone: 01925 737067

recruitment@utcwarrington.org

|  |
| --- |
| **J O B A P P L I C A T I O N F O R M** |

The application form should be completed in BLACK INK OR TYPE and emailed to recruitment@utcwarrington.org

|  |  |
| --- | --- |
|  **Application for the post of** |  |

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** |  |  |
| Name: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Birth: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| National Insurance Number: |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DfE Number: (Teaching post applicant only) |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Qualified Teacher Status?  |  | YES  | NO | N/A |  |
| Are you a member of the Teachers’ Pension Scheme? |  | YES | NO | N/A |  |
| Do you require/have a work permit to work in the UK: |  | YES | NO |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **E M P L O Y M E N T H I S T O R Y**  |  |
| Please give details of your past employment record, including any gaps in employment and the reasons. |
| **PRESENT OR MOST RECENT EMPLOYMENT** |
| Name & Address of Present Employer/Most Recent Employer:  |
| Position Held:  |
| Date Appointed: |  | Current Salary:Hours of Work:Period of Notice Required: |
| Date of Leaving: |  |
| Main Duties and Responsibilities:1 2 3 4 56 |
| Reason for Leaving:  |
| **PAST EMPLOYMENT (most recent first)** |
| Name & Address of Previous Employer | Position Held/Responsibilities | From | To | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| R E F E R E N C E S |  |
| Any offer of employment will be subject to satisfactory references. Please give the names, addresses and designations of two referees, one of whom should be your current or most recent employer. May we contact referees prior to interview?  |
| Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
| Name:  |  | Name:  |
| Designation:  |  | Designation:  |
| Address: |  | Address:  |
| e-mail address |  | e-mail address |
| Telephone No: |  | Telephone No:  |

|  |  |
| --- | --- |
| Q U A L I F I C A T I O N S |  |
| If you are invited for an interview, you must provide copies of relevant certificates/diplomas for any qualification you have detailed. |
| **SECONDARY EDUCATION** |
| School Name/Address | DatesFrom To | Qualification/Grade |
|  |  |  |  |
| **FURTHER/HIGHER EDUCATION & PROFESSIONAL TRAINING** |
| University/College | DatesFrom To  | Type of Course/Subject | Qualifications/Class of Degree |
|  |  |  |  |  |

|  |  |
| --- | --- |
| S U P P L E M E N T A R Y I N F O R M A T I O N |  |
| You are invited to give any additional information which you believe to be relevant to your application. For this section you should refer to the Person Specification and Job Description enclosed. Please include details of appropriate experience/competences and training both on a professional and personal level and a statement detailing why you think you should be considered for this post. Please attach a separate sheet(s) of paper.  |

|  |
| --- |
|  D E C L A R A T I O N S O F I N T E R E S T  |
| Details of relationships to any Trust Board member or employee of UTC Warrington:  |

|  |
| --- |
| Consent to Process Sensitive DataI (please insert your name) ……………………………….…………………. give my consent to UTC Warrington recording and processing information about me in the following categories:* race and ethnic origin
* physical/mental health or medical condition
* criminal records (all posts will be subject to an enhanced DBS Check)

The information will be used for the following purposes only:* recruitment and selection administration
* vetting/checking suitability and fitness to work at UTC Warrington
* equal opportunities monitoring
* managing duties and obligations under the Disability Discrimination Act

I understand that this information will be used for the purposes set out in the statement above, and my consent is conditional upon UTC Warrington meeting its obligations and duties under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.Signed Date |
| If I am unsuccessful at interview, I give my consent to UTC Warrington to store my details for any future suitable vacancies for a period of up to 6 months, after which my details will be destroyed. Signed…………………………………………………………………. Date…………………………………………………. |

|  |
| --- |
| Any misrepresentation in connection with this application, any canvassing of a UTCW Board member or employee, or a failure to disclose a criminal offence in accordance with the provisions of the Rehabilitation of Offenders Act may result in disciplinary action including dismissal. Any offer of employment which may ensue from this application is subject to satisfactory references and a report from UTC Warrington’s Occupational Health Advisor, confirming medical suitability for the post.**I confirm that the information I have given on this application form and additional sheets is correct.**Signature: Date |