| **PLEASE NOTE:**  Woodside Group is unable to accept copies of CV’s in place of an application form. If you wish to proceed with your application, the application form must be completed and returned prior to your first interview. |
| --- |

| **What role are you applying for?** |  | |
| --- | --- | --- |
| **How did you hear about this position?** |  | |
| **Are you related to, or associated with an existing Woodside Group team member** | Yes | No |
| **If yes, please confirm their name and role within the organisation and how you’re known to one another** |  | |
| **Have you been referred to Woodside Group by an existing staff member** | Yes | No |
| **If yes, please confirm their name and role within the organisation** |  | |
| **Are you known to any current or former Woodside Group students** | Yes | No |
| **If yes, how are you known to one another?** |  | |
| **Please note, it is Woodside Group policy not to employ relatives of current Woodside Group students** | | |

**Personal details**

| **Preferred pronouns** |  |
| --- | --- |
| **Surname as shown on passport** |  |
| **Forenames as shown on passport** |  |
| **Previous forename:** |  |
| **Previous surname:** |  |
| **National Insurance Number:** |  |
| **Current address:** |  |
| **Day time telephone number:** |  |
| **Evening telephone number:** |  |
| **Email:** |  |

| **Pre Employment Criteria:**  Woodside Group uses the [Referencing Agency](https://www.thereferencingagency.com/page/privacy) to complete elements of its pre-employment screening process. If you’re offered a role with Woodside Group you will receive an email from the Referencing Agency to commence the Woodside Group pre-employment screening process and a copy of this completed application form will be shared with them. All roles are subject to meeting the following eligibility criteria and answering all of the following questions. You must have or be able to provide all of the following information/requirements, prior to appointment to the role. Offers of employment are conditional upon the pre employment criteria for the role being satisfied. Failure to provide the required information may result in an offer being withdrawn or termination of employment if employment has commenced.  Additionally you will be required to complete  -An online DVLA check  -A DVLA eyesight test  - Provide proof of all qualifications listed in your application form to the Referencing Agency  - Complete a satisfactory Enhanced Disclosure and Barring (DBS) check  Please circle yes or no. |
| --- |

| Do you have a full, valid UK driving licence registered to your current address? | | Yes | No | |
| --- | --- | --- | --- | --- |
| Do you have any current endorsements? | | Yes | No | |
| If Yes, please provide details of all current endorsements | | | | |
| Do you have use of a personal, roadworthy car? | | Yes | No | |
| Do you have use of a smart mobile phone (smartphone), to use for business tele-communication purposes | | Yes | | No |
| Do you have proof of vehicular business insurance | Yes | No | | |
| Are you able to provide *a minimum* of two satisfactory references | Yes | No | | |
| Are you currently subject to any formal disciplinary or capability proceedings? | Yes | No | | |
| If yes, please give details | | | | |
| Are you able to provide proof of address | Yes | No | | |
| Are you able to verify your identity and right to work in the UK | Yes | No | | |
| Are there any restrictions on your right to work in the UK | Yes | No | | |
| If yes, please state restrictions and the expiry date of any permissions. |  | | | |
| Proof of Qualified Teacher Status (if applying for a role where QTS is essential) | Yes | No | | |

| **Suitability Statement: Please provide a statement, describing your personal qualities and experience that you believe are relevant to your suitability for the position advertised and how you meet the person specification.** |
| --- |
|  |

**Employment history**

| **Present post** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Job title:** | | | | | | |
|  | | | | | | |
| **Employer Name:** | | | | | | |
|  | | | | | | |
| **Employment start date:** | | | **Employment end date:** | | | |
| **\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_** | | | **\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_** | | | |
| **Reason for leaving:** | | | | | | |
|  | | | | | | |
| **Current salary:** | | | | | | |
|  | | | | | | |
| **In the box below, please list your major duties and responsibilities:** | | | | | | |
|  | | | | | | |
|  | **Previous posts (please start with the most recent and provide a minimum of 5 years work history):** | | | | | |
| **Job title:** | **Employer Name:** | **Start date of employment**  **(Day/Month/Year)** | | **Last date in employment (Day/Month/Year** | **Reason for leaving** | **Salary at the time of leaving:** |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |

| **Time Spent Living And/or Working Overseas** |
| --- |
| If you’ve lived and/or worked outside of the UK, Woodside Group must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you’ve spent in or out of the UK |

**Gaps in employment:**

| **Gaps in employment history** | | |  |  |
| --- | --- | --- | --- | --- |
| **Start date** | **End date** | **Description of activities undertaken during this gap in employment** | **Did these activities take place in the UK or overseas?** | **If overseas, please specify which country** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Education/training**

| **Secondary education:** | **Qualifications/grade:** | **Awarding Body** | **Date qualification achieved** | |
| --- | --- | --- | --- | --- |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| **Further/higher education:** | **Qualifications/grade:** | **Awarding Body** |  | |
|  |  |  |  | |
|  |  |  |  | |
| **Other relevant training, professional qualifications or work related skills:** | | |  | |
|  | | |  | |
| **If you’re successful in your appointment, will you require Team Teach (Safe handling) Training?** | | | Yes | No |
| **If you answered no, please confirm the date your training is valid from and it’s expiry date** | | | Valid from: | Expiry date: |
| **Do you have a live paediatric first aid qualification** | | | Yes | No |
| **If you answered yes, please confirm the date your training is valid from and it’s expiry date** | | | Valid from: | Expiry date: |
| **Are you undertaking any course of study at present? (if so, please give details including how much time per week this requires)** | | |  | |
| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** | | | | |
|  | | | | |
| **It is the Employer's policy to verify the qualifications of all successful job applicants. If successful, you will need to upload proof of all the qualifications you have listed to the Referencing Agency website.** | | | | |

| **Teacher status** | |
| --- | --- |
| Do you have QTS | Yes/No (If No, please move to the ‘References’ section) |
| Teacher reference number |  |
| If yes, please provide your QTS certificate number |  |
| Date of qualification |  |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? |  |
| Are you subject to a General Teaching Council sanction or restriction? |  |

| Please sign to confirm you have read and understood the eligibility criteria and can meet the requirements.  I understand that by signing this disclaimer I am confirming that all of the information I have provided is accurate and up to date, to the best of my knowledge and that I will make the school aware of any changes in my circumstances that may affect the answers I’ve provided above, or my suitability for the post.  I understand that to falsify information is grounds for the withdrawal of any conditional offer of employment made to me or grounds for dismissal, should I be employed by Woodside Group before screening is completed.  I understand that offers of employment are conditional upon the pre employment criteria for the role being satisfied. Failure to provide the required information may result in an offer being withdrawn or termination of employment if employment has commenced. | Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| --- | --- | --- | --- |
| **Disability and Accessibility** | | | |
| **Do you require any special arrangements to be made for your interview/assessment on account of a disability?** | | Yes | No |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview/assessment and thus meet our obligations under the Equality Act 2010: | | | |

| **References:**  Woodside Group reserves the right to apply for any employment or character references we deem appropriate via the Referencing Agency, to validate an applicant's suitability to work with children. If you’re successful in your application, you will be required to provide referee details to the Referencing Agency as part of the pre-employment screening process.  **Employment referees:**  Please provide referee details from your last two employers in chronological order. One should be your current or most recent employer. If you did not work with children at either of your last two employers, please also provide a third referee from the employer where you last worked with children or, if you have never worked with children please provide details of a character referee who can validate your suitability to work with children.  Referees should hold a senior post and have appropriate authority to complete the references. References for shortlisted candidates will be taken up after an offer of employment has been made., unless otherwise stipulated.  **Time spent overseas:**  Please provide referee details for any overseas employers during the last 10 years.  **Character Referees:**  If you have been out of employment, have gaps in your employment, this is your first job since leaving education or your first job working with children please give the details of two character referees. The referee’s need to be someone who can speak to your character, personality, abilities and qualities and someone that has known you in a professional capacity such an Accountant, Teacher, Doctor, Police etc or from a recognised association/team, such as a church/place of worship, football club etc. The character referee must have known you for at least 3 years  **Self employment**  Please provide details of either the accountant they used at the time you were self employed. or, if you didn’t use an accountant, please provide details of a character referee to verify your self employment and you will be asked to provide copies of your tax returns from each year you were self-employed.  Woodside group reserves the right to request any references it deems necessary, to validate your suitability to work with children. |
| --- |

| **1. Employment Referee Name** | | **2. Employment Referee Name:** | | **3. Employment Referee Name (employer where you last worked with children)** |
| --- | --- | --- | --- | --- |
|  | |  | |  |
| **Name of organisation they work for:** | | **Name of organisation: they work for:** | | **Name of organisation: they work for:** |
|  | |  | | **O** |
| **Address:** | | **Address:** | | **Address:** |
|  | |  | |  |
| **Telephone number:** | | **Telephone number:** | | **Telephone number:** |
|  | |  | |  |
| **Email:** | | **Email:** | | **Email:** |
|  | |  | |  |
| **Job title:** | | **Job title:** | | **Job title:** |
|  | |  | |  |
| **Start date and leave date** | | **Start date and leave date** | | **Start date and leave date** |
| Start \_\_/\_\_/\_\_\_\_ | Leave\_\_/\_\_/\_\_\_\_ | Start \_\_/\_\_/\_\_\_\_ | Leave\_\_/\_\_/\_\_\_\_ |  |
| **May references be taken up before the first stage interview?**  YES/NO | | **May references be taken up before the first stage interview?**  YES/NO | | **May references be taken up before the first stage interview?**  YES/NO |

**Time spent overseas:**

Please provide referee details for any overseas employers during the last 10 years.

| **Overseas employment referees** | | | |
| --- | --- | --- | --- |
| **1. Referee Name** | | **2. Referee Name:** | |
|  | |  | |
| **Name of organisation they work for:** | | **Name of organisation: they work for:** | |
|  | |  | |
| **Address:** | | **Address:** | |
|  | |  | |
| **Telephone number:** | | **Telephone number:** | |
|  | |  | |
| **Email:** | | **Email:** | |
|  | |  | |
| **Job title:** | | **Job title:** | |
|  | |  | |
| **Start date and leave date** | | **Start date and leave date** | |
| Start \_\_/\_\_/\_\_\_\_ | Leave\_\_/\_\_/\_\_\_\_ | Start \_\_/\_\_/\_\_\_\_ | Leave\_\_/\_\_/\_\_\_\_ |
| **May references be taken up before the first stage interview?**  YES/NO | | **May references be taken up before the first stage interview?**  YES/NO | |

**Character Referees**

If you have been out of employment or this is your first job since leaving education please give the details of two character referees. The referee needs to be someone who can speak to your character, personality and abilities and qualities and someone that has known you in a professional capacity such as an Accountant, Senior Teacher, Doctor, Police Officer, Solicitor etc, from a recognised association/team, such as a church/place of worship,school, football club etc. **The character referee must have known you for at least 3 years.**

| **1. Name:** | | | **2. Name:** | | |
| --- | --- | --- | --- | --- | --- |
|  | | |  | | |
| **Address:** | | | **Address:** | | |
|  | | |  | | |
| **Telephone number:** | | | **Telephone number:** | | |
|  | | |  | | |
| **Email:** | | | **Email:** | | |
|  | | |  | | |
| **Occupation:** | | | **Occupation:** | | |
|  | | |  | | |
| **How long have they known you?** | | | **How long have they known you?** | | |
|  | | |  | | |
| **In what capacity do they know you?** | | | **In what capacity do they know you?** | | |
|  | | |  | | |
| **May references be taken up before the first stage interview?** | Yes | No | **May references be taken up before the first stage interview?** | Yes | No |
| **If no, please confirm the reason in the box below** | | | | | |
|  | | | | | |

**Gap referee**

If you have a gap of over 14 days in your employment history, please provide details of a referee who can confirm what you were doing during the gap. The referee needs to be someone who can speak to your character, personality and abilities and qualities and someone that has known you in a professional capacity such as an Accountant, Senior Teacher, Doctor, Police Officer, Solicitor etc, from a recognised association/team, such as a church/place of worship,school, football club etc. The character referee must have known you for at least 3 years.

| **1. Name:** | | | **2. Name:** | | |
| --- | --- | --- | --- | --- | --- |
|  | | |  | | |
| **Address:** | | | **Address:** | | |
|  | | |  | | |
| **Telephone number:** | | | **Telephone number:** | | |
|  | | |  | | |
| **Email:** | | | **Email:** | | |
|  | | |  | | |
| **Occupation:** | | | **Occupation:** | | |
|  | | |  | | |
| **How long have they known you?** | | | **How long have they known you?** | | |
|  | | |  | | |
| **In what capacity do they know you?** | | | **In what capacity do they know you?** | | |
|  | | |  | | |
| **May references be taken up before the first stage interview?** | Yes | No | **May references be taken up before the first stage interview?** | Yes | No |
| **If no, please confirm the reason in the box below** | | | | | |

**Self employment**

Please provide details of either the accountant you used at the time you were self-employed. or, if you didn’t use an accountant, please provide details of a character referee to verify your self employment and you will be asked to provide copies of your tax returns from each year you were self-employed by the Referencing Agency as part of the screening process.

| **1. Accountant Name:** | | | **2. Character Referee Name:** | | |
| --- | --- | --- | --- | --- | --- |
|  | | |  | | |
| **Address:** | | | **Address:** | | |
|  | | |  | | |
| **Telephone number:** | | | **Telephone number:** | | |
|  | | |  | | |
| **Email:** | | | **Email:** | | |
|  | | |  | | |
|  | | | **Occupation:** | | |
|  | | |  | | |
|  | | | **How long have they known you?** | | |
|  | | |  | | |
|  | | | **In what capacity do they know you?** | | |
|  | | |  | | |
| **May references be taken up before the first stage interview?** | Yes | No | **May references be taken up before the first stage interview?** | Yes | No |
| **If no, please confirm the reason in the box below** | | | | | |

| **Safety and Welfare of Children** | | |
| --- | --- | --- |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? | Yes | No |
| If yes, please provide details | | |

**Criminal record Self-Declaration Form**

Now that you have been shortlisted for a vacancy and as part of our duty to safeguard students we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you’ve applied for.

Please complete the following form as accurately as possible.

**Note:**

**How we’ll use this information**

We’ll use the information in this form to:

* Identify whether you may be ineligible for a role based on barring, a section 128 direction or childcare disqualification requirements
* Inform our conversations with you about any relevant details during the interview process

We won’t use this information to make decisions about job offers.

If we offer you a position, we’ll compare the information you’ve provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

Please visit our website and read our Child Protection Policy and Safer Recruitment Policy for understanding of our child protection practices and employment of ex-offenders.

**Self-declaration**

| **Self-declaration** | **YES/NO** |
| --- | --- |
| The role you’ve applied for is ‘regulated activity’, so is eligible for a barred list check.  Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children’s Barred List)? |  |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? |  |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? |  |
| Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK? |  |
| **For roles in Primary settings only**  Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?  This includes, but is not limited to:   * Any offence against or involving a child * Any sexual offence * Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH) |  |
| Do the police or children’s social care have your name and/or information on file for any reason? |  |
| If you answered ‘yes’ to any of the questions above, please provide further information. | |

**Disclaimer**

I understand that by signing this disclaimer I am confirming that all of the information I have provided is accurate and up to date, to the best of my knowledge and that I will make the school aware of any changes in my circumstances that may affect the answers I’ve provided above, or my suitability for the post.

I understand that falsifying information is grounds for the withdrawal of any conditional offer of employment made to me or grounds for dismissal, should I be employed by Woodside Group before screening is completed.

I understand that offers of employment are conditional upon the pre employment criteria for the role being satisfied. Failure to provide the required information may result in an offer being withdrawn or termination of employment if employment has commenced.

**PLEASE NOTE THIS SECTION MUST BE SIGNED – ELECTRONIC SIGNATURES CANNOT BE ACCEPTED**

Signed: Date:

##### Applicant Privacy Notice

##### Data controller: Woodside Group, The Wharf (Building 1), 30 Loughborough Road, Mountsorrel, Leicestershire, LE12 7AT

**Data protection officer: Data Protection Education**

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does the organisation collect?**

The organisation collects a range of information about you. This includes:

* Name
* Address
* Contact details, including email address and telephone number
* Details of your qualifications, skills, experience and employment history;
* Information about your current level of remuneration, including benefit entitlements;
* Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* Information about your entitlement to work in the UK

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers , information from employment background check providers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems including email.

**Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment/comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the organisation will keep securely dispose of your data, via it’s confidential waste system.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes the Proprietor, Director of People and Culture, Director of Education, Executive head teacher, Hiring Managers, Administration staff and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

The organisation will then share your data with the Referencing Agency who will share it with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

**How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the organisation keep data?**

If your application for employment is unsuccessful, your data is deleted or securely destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your staff file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
* ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact us.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.