**CONFIDENTIAL**

**POSITION APPLIED FOR:**

*Changsha WES Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

*The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory references, medical clearance, extended police check clearance, identity and qualification checks.*

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| **1. PERSONAL DETAILS**  |
| **Preferred Title (Mr/Mrs/Ms/Dr)**  |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Previous Surnames** |  |
| **Address (including postcode)** |  |
| **Home Telephone Number** |  |
| **Work Telephone Number** |  |
| **Mobile Telephone Number** |  |
| **Email Address** |  |

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| **Do you have Qualified Teacher Status** | **Yes / No** |
| **Awarding Body** |  |
| **Are you related to any member of the Council/employee of Changsha WES Academy** | **Yes/No** |
| **If Yes, please give name of person:** |  |

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| **2. EDUCATION AND ACADEMIC QUALIFICATIONS** |
| **School/College/University** | **From** | **To** | **Subjects, Qualifications, Grades, Honours** |
| **Secondary School(s) (list details here)** |  |  |  |
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| **Higher Education/University (list details here)** |  |  |  |
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| **Further postgraduate or professional qualifications (list details here)** |  |  |  |
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| **3. DETAILS OF PRESENT POSITION, SALARY AND SCALE** |
| **Current / Most recent employer’s name and address** |
| **Full details of present post** | **Date started**  |
| **Date ended if applicable**  |
| **Brief description of responsibilities** |
| **Notice required** | **Salary (excluding any additional allowances)** |
| **Details of any additional allowances** |

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| **4. DETAILS OF ALL PREVIOUS EMPLOYMENT** * ***Please start with the most recent before your current post***
* ***Any gaps in employment should be recorded under section 5***
* ***Please continue on separate sheet if necessary***
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| **Name and address of employer** | **Job Title and Main Duties** | **Period of Service****From To**  | **Reason for Leaving** |
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| **5. PERIODS WHEN NOT WORKING*** ***Please give details of any voluntary work and other periods when you have not been in paid employment since leaving Higher Education/University***
 |
| **From** | **To** | **Voluntary work or other reason** |
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| **6. DETAILS OF PROFESSIONAL DEVELOPMENT/OTHER TRAINING COURSES*** ***Please give details of courses relevant to this application attended in the last 5 years and indicate any awards or certificates achieved, if applicable***
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| **Course Title** | **Provider** | **Duration** | **Dates** | **Awards or Certificates** |
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| **7. INTERESTS, HOBBIES, ETC.*** ***Please give details below***
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| **8. REFEREES** |
| * ***Please give details under Referee 1 of your present or most recent employer who will be contacted and asked to prepare a reference before interview (teaching posts only)***
* ***Please provide the name and address under Referee 2 of one other person (not a relative or your present or most recent employer) who could be approached for a reference. This referee will be contacted before interview***
* ***If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations***
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| **REFEREE 1** | **REFEREE 2** |
| **NAME** | **NAME** |
| **POSITION** | **POSITION** |
| **ADDRESS (including postcode)** | **ADDRESS (including postcode)** |
| **TEL NO**  | **TEL NO**  |
| **EMAIL ADDRESS (REQUIRED)** | **EMAIL ADDRESS (REQUIRED)** |
| **In what capacity do you know the referee?** | **In what capacity do you know the referee?** |

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| **9. SUPPORTING INFORMATION** |
| * **Please supply a letter of application of not more than one side of A4, setting out the reasons why you believe you will be suitable for this post with particular reference to the qualities and experiences you will bring to the role.**
* **You may also provide a CV if you wish but please note that this will not be used to discriminate between candidates or to select them for interview.**
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