

APPLICATION FORM

When completing this application form please type or use black ink.

Post applied for: _____

Where did you see this post advertised? _____

1. PERSONAL DETAILS

Title: _____ First Name: _____

Last Name: _____

Address: _____

_____ Post Code: _____

You will be asked to produce photographic proof of identification if you are interviewed.

Contact Details:

Day: _____ Evening: _____ Mobile: _____

Email: _____

Do you need a work permit to work in the UK? Yes ☐ No ☐ (please tick)

If yes, please state any limitations/conditions on the work permit: _____

You will be asked to produce a valid original work permit and your Passport if you are interviewed.

National Insurance Number:

Please indicate if you have a disability you would like us to take into account:

Yes ☐ No ☐ (please tick)

Please outline what assistance, if any, you need during the recruitment and selection process (eg: a signer).

2. EMPLOYMENT HISTORY – CURRENT OR MOST RECENT POST

Provide details of your current or most recent post. Include: Job Title, Employer, Address, Date Started, Date Ended, Reason for leaving, Final Salary, Notice Period and describe your Key Achievements, Duties and Responsibilities.

Ensure you include all of the above details of your current or most recent post:

This image shows a full page of white paper with horizontal grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

2. EMPLOYMENT HISTORY (continued) – PREVIOUS EMPLOYMENT

Provide details of all your other previous employment history, the most recent first. Ensure you include: Job Title, Employer, Address, Date Started, Date Ended, Reason for leaving and briefly describe your Key Achievements, Duties and Responsibilities.

Ensure you include all of the above details for each of your previous posts:

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a template for handwriting practice or general note-taking. The margins are consistent on all sides.

3. EDUCATION & TRAINING

Detail your education & training history, the most recent first. Please list all schools, colleges, universities etc which you have attended, and include full-time, part-time or correspondence studies as well as any training relevant to the post.

Ensure you include the name of the establishment, name of course, qualifications achieved and dates started and completed for each course/qualification.

You will be asked to produce original proof of relevant qualifications if you are interviewed.

4. OTHER EXPERIENCE

List other experience relevant to the role including voluntary work, committees, professional qualifications or memberships etc.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

5. SUPPORTING STATEMENT

Please write a statement in support of your application (maximum of 1200 words).
You should address the Job Description and Person Specification, using examples (work or personal) to show how you meet the job criteria

[illegible]

6. REFEREES

Any job offer is subject to satisfactory references. Please provide us with the full contact details of two referees, including their name, address, email, mobile/landline and the capacity in which you know them.

Referees should not be related to you, and one must be your current or most recent employer.

If you have not been in paid employment please provide the contact details of the head of education or training and/or the manager for whom you have worked as a volunteer.

Name: _____

Address: _____

Contact Tel: _____ **Mobile:** _____

Email: _____

Capacity in which you know them: _____

Name: _____

Address: _____

Contact Tel: _____ **Mobile:** _____

Email: _____

Capacity in which you know them: _____

☐

Please tick this box if you do not wish us to contact your referees until, and if, a firm offer of employment has been made in writing.

7. REHABILITATION OF OFFENDERS ACT & CRIMINAL OFFENCES

It is a condition of employment for all Wac Arts College employees, volunteers and trustees that a check on the possible existence and content of a criminal record will be requested from the Criminal Records Bureau. An Enhanced Disclosure will be applied for if you are selected for appointment to a post.

Do you have any unspent criminal convictions? Yes ☐ No ☐ (please tick)
If yes, please provide details in the space below.

If the paragraph below applies to the position for which you are applying, please complete the question on spent criminal convictions. If you are unsure if this applies to you please contact the person to whom this application is to be sent.

“You do not generally have to disclose details of spent convictions. However under the Rehabilitation of Offenders Act 1974, Wac Arts College is allowed to ask about these offences and you must reveal details of all convictions spent or otherwise if the post you are applying for involves working with children or with certain vulnerable adults or managing staff who work with children.”

Do you have spent criminal convictions? Yes ☐ No ☐ (please tick)
If yes, please provide details in the space below.

8. PERSONAL RELATIONSHIPS AT WAC ARTS OR WAC ARTS COLLEGE

Wac Arts College values professional relationships between its employees and aims to ensure that members of staff are not open to allegations of impropriety, bias, abuse of authority or conflict of interest.

Applicants are asked to declare relevant personal relationships to ensure that the member of staff they are related to/in a relationship with is not involved in the application process.

Are you in a personal relationship with, or related to, any employee, volunteer or Trustee of Wac Arts or the College? Yes ☐ No ☐ (please tick)

If yes, please state the name of the person and the nature of your relationship:

9. DECLARATIONS

Criminal Records Bureau

It will be a condition of employment that you inform Wac Arts College if you are convicted of any criminal offence. Failure to do so may result in disciplinary action being taken including the termination of your employment.

I agree, if I am selected for the appointment to this post, to an application being made to the Criminal Records Bureau for an Enhanced Disclosure concerning myself. I also consent to Wac Arts College carrying out other appropriate checks with the Criminal Records Bureau if it so wishes.

Signature: _____

Date: _____

Data Protection Act

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a £10 fee the right to access to personal data held about them.

I hereby give my consent to Wac Arts College processing and retaining data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment.

Signature: _____

Date: _____

General

I confirm to the best of my knowledge the information given on this application form is true and correct and can be treated as part of any subsequent contract of employment.

Failure to disclose information or providing deliberate false information may result in rejection of the application form or lead to dismissal.

Signature: _____

Date: _____

This form may be signed electronically however you will need to provide an original signed copy if you are interviewed

