



# Walsall Academy

Lichfield Road, Bloxwich, Walsall WS3 3LX

## CONFIDENTIAL

### Application Form for Non-Teaching Post

Please complete in Block Capitals

Post for which you wish to be considered:

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#### 1. Personal Details

Title:	Surname:
Forename(s):	
Address:	
Daytime Tel No.:	Evening Tel No.:
Email:	Mobile No.:
N.I. No.:	DfES No.:
Date of Recognition as a teacher:	
Are you in receipt of an Occupational Pension: Yes / No	

#### 2. Education / Training / Qualifications

School	Subject	Grade	Date Obtained

### 3. Award Bearing Post Secondary Education

College / University	Course	Dates

### 4. Employment

Please provide details of your full employment profile, commencing with your current position.

Title of Post	Organisation	Age Range	No. on Roll	Salary including allowances	Dates

*Please continue on a separate sheet if necessary*

### 5. Medical Information

Please give details below of any absences from employment that you have had during the last three years with reasons.

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### 6. Relevant Courses attended during the last three years

Course	Organised By	Dates	Duration

### 7. References

Please give the name, address and status of two persons who can support your application and who have agreed to their names being used. Unless there are good reasons to the contrary, one of the referees should represent your present employer.

Name, Status and Address	
	<b>Tel:</b>
	<b>Email:</b>
	<b>Fax:</b>
	<b>Tel:</b>
	<b>Email:</b>
	<b>Fax:</b>

### 8. Protection of Children

Disclosure of criminal background is required of those with substantial access to children.

Have you ever been convicted or cautioned of a criminal offence? Yes / No

*Answering YES does not necessarily bar you from appointment. If YES, you are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. A subsequent offer of appointment will be dependent upon the completion of a satisfactory police check.*

### Criminal Convictions or Cautions

Date	Offence	Sentence

## 9. Additional Information

Please provide a separate statement explaining how your education and experience meet the requirements of this post, and adding any further information which supports your application.

**I declare that the information I have given on this form and additions is correct.**

Signed

Date

Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise they may assume that, on this occasion, their application has been unsuccessful. However, career opportunities may emerge in the future. If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies.

**YES**

**NO**

Please Tick


**Please return completed Application and Monitoring Forms to:**

Miss V Evans – Head  
Walsall Academy  
Lichfield Road, Bloxwich, Walsall, West Midlands WS3 3LX  
Email to: [enquiries@walsallacademy.com](mailto:enquiries@walsallacademy.com)