

# Application for Casual Employment



If you would like this document in large print, audio, Braille, alternative format or in a different language please ask.

## Instructions

- Please fill in **all sections**.
- Please write in **black ink** so the form can be photocopied.
- Please **sign and date** the declaration.

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of the successful candidate.

## Personal Details

Academy Location			
Title	Surname	Please only give numbers/addresses on which you are willing to be contacted	
First Names			
Have you ever used any other names? Yes/No	Date of Birth	National Insurance No:	
If yes please state	Mobile telephone		
Address (in full)	Telephone (home)		
	Telephone (work)		
	Postcode	E-mail (personal or work - please specify)	
Date which you could take up the appointment:			
Are you related to any of The Wensum Trust Trustees or anyone already employed by The Wensum Trust			Yes/No
If yes, please give the name of the person			

## References

**References will be required before an offer of employment can be confirmed.**

Please do not include friends or relatives as referees, these will not be accepted and will delay the recruitment process.

**First Referee:** Your first referee must be connected with your current or most recent employment/ period of self-employment/work experience/voluntary work, e.g. your manager, supervisor or a main contractor.

**Second Referee:** A suitable second referee would be a previous employer, business associate or leader/organiser of a voluntary organisation.

If you are applying for a job working with children, young people or vulnerable adults and you are either currently working/volunteering with the relevant group or have done so in the past, one referee will need to be that employer/organisation.

**Referee 1 Details**

**Referee Type**

Academic  Current Employer  Previous Employer

Title	Name	Telephone
Organisation		
Occupation	E-mail address	
Address (in full)	Can we contact before interview? YES/NO	
Post code		

**Referee 2 Details**

**Referee Type**

Academic  Current Employer  Previous Employer

Title	Name	Telephone
Organisation		
Occupation	E-mail address	

Address (in full)	Can we contact before interview?
	YES/NO
Post code	

### Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to a satisfactory disclosure being issued by the Disclosure and Barring Service (DBS). Where a post meets the eligibility criteria under the Protection of Freedoms Act 2012 for an Enhanced check for regulated activity, this check will be required. An Enhanced DBS check will be required where the criterion of Schedule 4 under the Safeguarding and Vulnerable Groups Act 2006 is met.

Where jobs are exempt from the Rehabilitation of Offenders Act 1974 all cautions and bind overs, including those regarded as 'spent', must be declared. However, *the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website*

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>.

The presence of a criminal record will not necessarily prevent employment with The Wensum Trust.

- I have no information to declare
- I have information to declare - please complete Appendix 1, place this in a separate envelope to your application form and write your name, post you are applying for on the envelope before attaching it to your application form (if you are applying by post). If you are returning your application by -e-mail send the conviction information via a separate e-mail using the details on the advert.

Please note, where you are providing additional details, the information will only be considered if relevant to the job.

### Arrangements for people with disabilities

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.

*We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.*

Do you have a disability?	Yes/No
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(For definition of disability please see Appendix 2)

Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job?	Yes/No
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If 'yes' please give details here	
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## Asylum & Immigration Act 1996

Do you need a Work Permit or Worker Registration Certificate to work in the UK?	Yes/No
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For further information for overseas and non-British applicants can be found at [www.norfolkccjobs.com](http://www.norfolkccjobs.com) or please contact The Wensum Trust's, Executive Office Manager, for advice.

### Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise The Wensum Trust to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been or is obtained by The Wensum Trust, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to authorised employees of The Wensum Trust and used by The Wensum Trust and their designated HR providers for any purpose relating to my application and prospective recruitment and employment within The Wensum Trust.

Signed	Date
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*The Wensum Trust, a limited company registered in England and Wales under company number 07982312*

**Appendix 1**

**Details of Criminal Convictions**

**First Name**  **Last Name**

**Post applied for**

<b>Date</b>	<b>Details of Conviction Information</b>

## Appendix 2

**The Equality Act 2010** makes it unlawful for employers to discriminate against current or prospective employees for a reason relating to their disability. They must make reasonable adjustments in order not to place a disabled person at a substantial disadvantage.

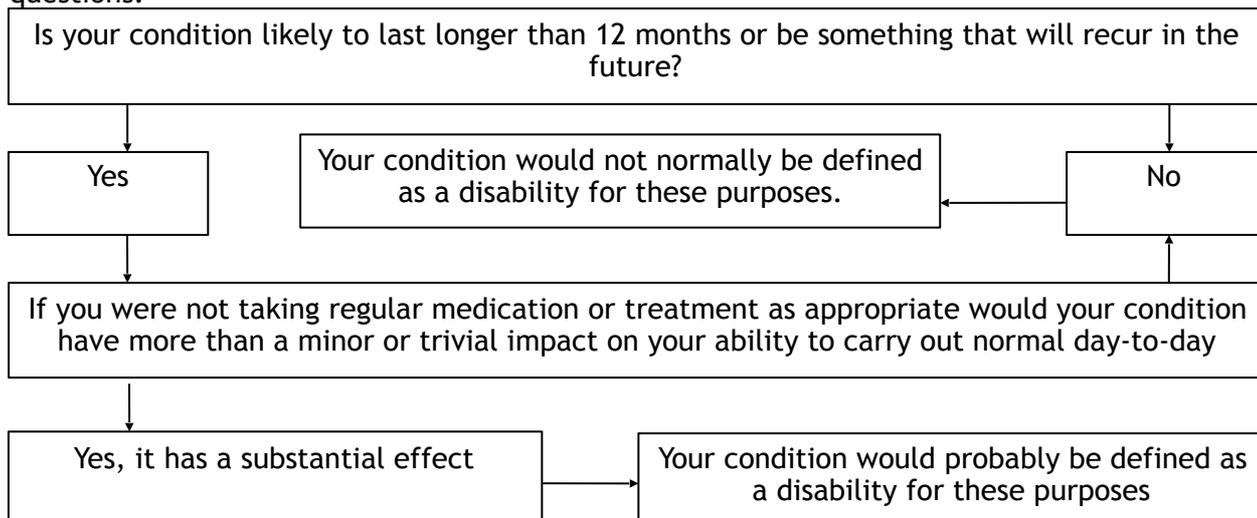
The Equality Act describes a disability as ‘physical or mental impairment, which has substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.’

The definition is intended to cover all forms of physical and mental disability, including sensory impairment, learning disabilities and mental illness (that are clinically well-recognised conditions). It includes people who have a disability where the condition is likely to last longer than 12 months, has occurred in the past or is likely to recur. Progressive conditions such as multiple sclerosis, cancer or HIV are covered by the Equality Act from the point of diagnosis.

The following are examples of impairments or long term conditions that could be considered a disability under this definition. It is not an exhaustive list but is intended to give you a guide as to what might be included.

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| <ul style="list-style-type: none"> <li>• Limited physical mobility</li> <li>• Hearing impairment</li> <li>• Upper limb disorders (e.g. repetitive strain)</li> <li>• Long term back/neck problems</li> <li>• Severe facial disfigurement</li> <li>• Muscular dystrophy</li> <li>• Severe allergies (not seasonal)</li> <li>• Sight impairment that cannot be corrected by glasses or contact lenses</li> <li>• Manic depressive illness</li> <li>• Severe agoraphobia</li> </ul> | <ul style="list-style-type: none"> <li>• Epilepsy</li> <li>• Heart/circulation complaints</li> <li>• Learning disability</li> <li>• Arthritis</li> <li>• Multiple sclerosis</li> <li>• Speech impairment</li> <li>• Schizophrenia</li> <li>• Dyslexia</li> <li>• Crohns Disease</li> <li>• Diabetes</li> </ul> |
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If you are still not sure if your condition is a ‘disability’ for this purpose, you might like to answer these questions.



Here is a list of day to day activities to help you consider whether you may be adversely affected.

**Mobility** - moving unaided from place to place  
**Manual dexterity** - use of the hands, Physical co-ordination  
**Perception of the risk of physical danger**  
**Ability to lift, carry or move everyday objects.**

**Memory or the ability to concentrate, learn or understand**  
**Speech, hearing, sight** (but not if it can be corrected by wearing glasses or contact lenses)  
**Continence**