 

**Headteacher: Steve Wilson**

**Deputy Headteacher: Linda Buckle**

**Deputy Headteacher: Andy Sherlaw**

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# APPLICATION FOR SUPPORT STAFF APPOINTMENT

**PART A: PERSONAL DETAILS**

**Application for the post of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred Title** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Surname** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Surname (If applicable)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Names** (in full) **Known As**

**Address for Correspondence** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Telephone Number / Mobile Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address**

**Preferred method of contact (email or telephone)**

**Your right to work in the UK**

**Are you eligible to work in the UK? Yes No**

**Are you subject to immigration restrictions Yes No**

**Please give details of any restrictions and current work permits including the type of permit, the number and the expiry date**

**PART B: EDUCATION AND EMPLOYMENT HISTORY**

**Education/Qualifications -** we will seek proof of qualifications at interview.

Secondary and Further Education

|  |  |  |  |
| --- | --- | --- | --- |
| Town | **School Attended** | **Duration** From To | |
|  |  |  |  |
|  |  |  |  |

**Examinations taken**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Examination** | **Subject** | **Grade** | **Date** | **Subject** | **Grade** | **Date** |
| GCSE or equivalent |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| A Level, GNVQ, NVQ |  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Higher Education and Post Graduate Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution attended (including Town)** | **Full or part time** | **Duration**  **From To** | |
|  |  |  |  |
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|  |  |  |  |

**Particulars of Degrees (including Higher degrees and degrees of the Open University)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | **Class** | **Division** | **Subjects** | Date of Award |
|  |  |  |  |  |
|  |  |  |  |  |

Particulars of other Certificates and Diplomas

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Awarding Body | **Qualification** | **Subjects and level taken** | Grade attained | Date of Award |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| School or College and Duration | | **Key Stages/Ages** | **Subjects** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**Please give details of any professional development work you have done, or courses you have attended recently (within the last three years).**

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**Current Employer**

**Present Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date appointed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Scale and any additional responsibility values \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Salary \_\_\_\_\_\_\_\_\_\_\_**

**Responsibilities**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Previous Employment.** Please give full details and precise dates of all employment (the most recent first, including present job). Please give an explanation if there is any gap in employment. (Continue on an additional sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Employer (Name and Address)** | **Position and Nature of Duties and whether Full or Part Time** | **From** | **To** |
| **1.** |  |  |  |  |
|  | **Reason for Leaving** |  | | |
| **2.** |  |  |  |  |
|  | **Reason for Leaving** |  | | |
| **3.** |  |  |  |  |
|  | **Reason for Leaving** |  | | |
| **4.** |  |  |  |  |
|  | **Reason for Leaving** |  | | |

**If appointed, when can you commence duty? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special interests and experience e.g. in drama, music, sport, youth work etc.**

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**Reference Request**

Please give the names and contact details for two referees. If you are in employment/have recently left employment one should be your current line manager (or your most recent manager/employer). If you have just left full time education and/or have no employment history, one reference from your education provider should be provided or a character reference. Character references are acceptable if employment references cannot be taken. However, they cannot be accepted from relatives or friends.

(A 3rd reference is only necessary if the first two references are **not** from an employment which involves working with children and young people or vulnerable adults.

**Referee 1**

|  |  |
| --- | --- |
| **Name:** | **Job Title:** |
| **Organisation:** | **Address:** |
| **Email Address:** | **Contact Telephone Number:** |
| **Relationship/Connection with you:** |  |

I consent to this referee being contacted if I am shortlisted for interview for this post

**Referee 2**

|  |  |
| --- | --- |
| **Name:** | **Job Title:** |
| **Organisation:** | **Address:** |
| **Email Address:** | **Contact Telephone Number:** |
| **Relationship/Connection with you:** |  |

I consent to this referee being contacted if I am shortlisted for interview for this post

**Referee 3** (A 3rd reference is only necessary if the first two references are **not** from an employment which involves working with children and young people or vulnerable adults

|  |  |
| --- | --- |
| **Name:** | **Job Title:** |
| **Organisation:** | **Address:** |
| **Email Address:** | **Contact Telephone Number:** |
| **Relationship/Connection with you:** |  |

I consent to this referee being contacted if I am shortlisted for interview for this post

**Positive about Disabled People ‘Disability Confident’ employer**

The school is committed to the employment and career development of people with disabilities, as part of our policy we guarantee an interview to all applicants with disabilities who have demonstrated that they have skills, knowledge and experience required for the post. If you wish to be considered for an interview under this scheme, please tick the box in the declaration below.

**What do we mean by disability?**

To be eligible for the Guaranteed Interview Scheme you must have a disability or long-term health condition which has a substantial and adverse effect on your ability to carry out normal day-to-day activities. The disability could be physical, sensory or mental and must be expected to last for at least 12 months.

**Declaration**

I consider myself to have a disability as defined above and I would like to apply under the GuaranteedInterview Scheme

**Assistance with interviews**

To ensure we do not create any barriers in our selection process and to help us to implement our equality policy effectively, please state below if you would like us to provide any particular assistance for your interview:

|  |  |  |
| --- | --- | --- |
| **Ex-Armed Forces Personnel**  We are committed to supporting those who have served in the Armed Forces into employment. We guarantee an interview to all applicants who have served with the Armed Forces who meet the essential and desirable criteria for the post. Please indicate if you think you are eligible under this commitment.   |  |  | | --- | --- | | Yes | No |   You'll be guaranteed an interview if you meet the following conditions:   * You are currently serving in the armed forces (or are within 12 weeks of your discharge date). * You meet the essential criteria for the job.   Or alternatively   * The Armed Forces was your last long-term employer. * You can demonstrate you've been job seeking for at least 6 months since leaving the armed forces. * A maximum of 2 years (24 months) has elapsed since you left the armed forces. * You meet the essential criteria for the job.   You **must** also include in your application enough information to show how you meet the criteria. |
| If you meet the conditions stated above, please state your veteran status below: |

|  |  |  |
| --- | --- | --- |
| **Driving licence**  Do you hold a full current driving licence? | Yes | No |
| *If the role you are applying for will involve you driving a School Vehicle, please provide the information request below:* | | |
| Do you have any endorsements? | Yes | No |
| If you have answered ‘Yes’ above, please provide details: | | |

|  |  |  |
| --- | --- | --- |
| **Further information**  Please provide any further information not covered by previous sections or your covering letter, that you would like to give in support of your application. | | |
|  | | |
| As a School we recognise continuous service in Local Government Employment for all staff. Do you have continuous service? | Yes  No | If yes, what is your continuous  Service date? |

**Declaration**

Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body

Yes No

If yes, please give their name and state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I declare that all the information given in this application is true, and that I have not canvassed directly or indirectly any member of the Governing Body, nor will I do so. I understand that any falsification or withholding of information will be judged as serious and could result in disqualification from applying for other jobs or possible dismissal if we have already appointed you.

Please note by submitting this form electronically you are accepting this declaration.

Candidate’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:**

1. Candidates canvassing members of the Governing Body or those directly involved in the selection process either directly or indirectly shall be disqualified.
2. If you are not notified, within ten days of the closing date for applications you may presume that you have not been selected for interview, and no further communication will be made.

|  |
| --- |
| **Vetting & Barring Checks**  As this post is within a School all employees who work in schools have to have a successful Data Barring Service (DBS) check. As an applicant you need to understand this and consider how this applies to you. In accordance with the DBS Code of Practice if you were shortlisted for interview, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children (or adults) and we will use this information as part of our interview/ pre-screening process.  In November 2020, the Rehabilitation of Offenders Act 1974, (i*ncluding amendments noted in the (exceptions order 1975) in 2013 and 2020)* was updated resulting in some changes to what will automatically be declared on a DBS, in real terms this means that some minor offences are now protected (filtered) and as such should not be disclosed; this also means that a potential employer (like ourselves) cannot take these offences into account, but also nor should you disclose them.  If you are shortlisted for interview, you will be provided with some additional information below to support you in what you will need to/ should not declare, you may want to contact the following organisations/ review information noted on their website which may be of assistance. |

|  |  |  |
| --- | --- | --- |
| **WEBSITE** | **CONTACT 1** | **CONTACT 2** |
| **Nacro** –  <https://www.nacro.org.uk/criminal-record-support-service/> | [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) | 0300 123 1999 |
| **Unlock** –  <http://hub.unlock.org.uk/contact/> | 01634 247350 | 07 824 113 848 |
| **Ministry of Justice –** <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974> | <https://contact-moj.service.justice.gov.uk/> | 0203 334 3555 |
| **DBS -** <https://www.gov.uk/government/organisations/disclosure-and-barring-service> | [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk) | 03000 200 190 |

|  |
| --- |
| **On-line Searches**  In accordance with Keeping Children Safe in Education (2022) as a School we are required to undertake online searches for all candidates that we shortlist to attend for the next stage in our recruitment process and/ or interview. This is required to ensure that any individual who we choose to appoint into our School is appropriate to work with children and young people. These searches will include information that is publicly available online and will not involve searches that are covert/overt/done in secret. You will be provided with additional information/ further clarity if you are invited to the next stage in our recruitment process and/or invited to attend for interview. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please make sure all parts of this and the related application form are completed before signing this declaration.**  I confirm the above information provided on my application form is complete, correct, and factual and I understand that any offer of employment is subject to:   1. references which are satisfactory 2. a satisfactory DBS certificate and check of the Barred list 3. the entries on this form proving to be complete and accurate, and 4. a satisfactory medical report, if appropriate 5. further pre-employment checks being satisfactory that are relevant to the post.   I understand that deliberately giving false or incomplete answers would exclude me from consideration, or in the event of my appointment, could result in dismissal without notice.  **I accept that in** submitting this form electronically I am accepting this declaration/ ‘signing’ this form by returning the form to school. | | | |
| Signature: |  | Date: |  |

**This page is intentionally blank, please proceed to page 10 to continue your application.**

**PART C: EQUAL OPPORTUNITY MONITORING FORM**

#### Whitley Bay High School is an Equal Opportunities Employer

Whitley Bay High School operates a policy of equal opportunities and wishes to ensure that all applicants are considered solely on their merits. Therefore, we need to be able to check that our decisions are not influenced by unfair or unlawful discrimination. To help with this, please complete the following. Your answers will be treated confidentially and will not form part of the appointment process. This form will be detached from the application form and the information will only be used for statistical purposes.

#### POST TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 1. I identify my gender as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** **My Age Is**: 16-19 20-29 30-39 40-49 50-59 60+

**3. Are you:** Single Married Civil Partnership

Widowed Divorced Co-habiting

**4. Sexual Orientation:**

Heterosexual Gay/Lesbian Bisexual Prefer not to say

If you would prefer to use your own term, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Disability**

In the Equality Act 2010, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to perform normal day-to-day activites.

Do you consider yourself to meet this definition: Yes No

If yes please provide details**:**

**6. Caring responsibilities**

A carer is someone who, without payment, provides help and support to a partner, child, relative or friend, who could not manage without their help.

Do you have any caring responsibilities for dependants? (if yes, please tick all that apply): Yes No

Primary carer of a child/children (under 18) Primary carer of disabled child/children

Primary carer of disabled adult (18+) Primary carer of older person/people (65+)

Secondary carer Prefer not to say

**7. Religion and Belief**

Buddhist Christian Hindu Jewish

Muslim Sikh None Prefer not to say

Other Religious belief (please specify)

**8. Ethnic Origin**

**Asian or Asian British:** Indian Pakistani Bangladeshi

Any other Asian background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black or Black British** Caribbean African

**African/Caribbean:**

Any other Black/African/Caribbean background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chinese:** Chinese

###### 

Any Other Chinese background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed**/**Multiple Ethnic** Mixed Asian Mixed African

**Groups :**

Mixed Caribbean

Any other Mixed/Multiple ethnic background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**White:** British English

British Welsh

British Scottish

British Other

Irish

Any other white background (please specify)

**Any Other Ethnic Group:** (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-disclosure:** I do not wish to disclose my ethnicity