

# THE HEIGHTS PRIMARY

## NON TEACHING STAFF APPLICATION FORM



### POST APPLIED FOR:

Please complete this form clearly in **black ink or typescript**. Continue on a separate page if necessary and indicate any continuation on this form. There is no need to include a separate CV.

### 1. PERSONAL DETAILS

<b>Surname:</b>		<b>First Name:</b>	
<b>Previous Surname:</b>		<b>Any other previous name changes:</b>	
<b>Title:</b>		<b>NI Number:</b>	
<b>Home Address:</b>			
<b>Postcode:</b>		<b>Email:</b>	
<b>Telephone Number:</b>		<b>Mobile Number:</b>	
<b>Where did you see this advertisement?</b>			

### 2. QUALIFICATIONS

<b>A Levels, degrees, diplomas, post-graduate qualifications stating subjects.</b>	<b>Name of Institution</b>	<b>Level/class and date of Award</b>

**3A. CURRENT EMPLOYMENT**

Employer	Job Title	Brief description of role and responsibilities	Reason for leaving	From	To
				D/M/Y	D/M/Y
<b>Current Salary</b>					

**3B. PREVIOUS EMPLOYMENT**

Please account for every employment since leaving Secondary School, including full-time, part-time and voluntary positions. Please continue on another sheet of paper if necessary.

Employer	Job Title	Brief description of role and responsibilities	Reason for leaving	From	To
				D/M/Y	D/M/Y

**4. PERIODS NOT IN EMPLOYMENT OR TRAINING**

Please account for every gap in employment or training since leaving Secondary School. Please continue on another sheet of paper if necessary.

<b>From D/M/Y</b>	<b>To D/M/Y</b>	<b>Reason for Periods not in Employment or Training</b>

**5. LIST ANY OTHER RELEVANT TRAINING UNDERTAKEN**

## **6. SUPPLEMENTARY INFORMATION IN SUPPORT OF YOUR APPLICATION**

Within this supplementary information, please include a statement of personal qualities and experience you believe are relevant to your suitability for the post advertised and how you meet the personal qualities, skills and experience detailed in the job specification.

## 7. REFEREES

Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. References will not be accepted from people acting solely in the capacity of relatives or friends. **N.B. References will be taken up prior to interview if you are shortlisted.** Other previous employers may also be contacted.

If your previous posts have involved working with children questions will be asked about disciplinary offences related to children, including any which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example), whether you have been the subject of any child protection concerns and outcome of any enquiry or disciplinary procedure.

### 1. Present Employer

Name: .....

Position: .....

Address: .....

.....

Post Code: ..... Telephone No: .....

E mail: .....

### 2. Second Referee

Name: .....

Position: .....

Address: .....

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Post Code: ..... Telephone No: .....

E mail: .....

### 3. Working with children Referee

Where you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee, that being the employer with whom you were most recently employed to work with children.

Name: .....

Position: .....

Address: .....

.....

Post Code: ..... Telephone No: .....

E mail: .....

## **8. DECLARATION OF CRIMINAL CONVICTIONS**

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information about convictions, past cautions or prosecutions pending. If after interview it is decided to offer you the post a check will be undertaken with the police prior to confirmation of your appointment. You will be required to provide a Disclosure from the CRB at the appropriate level for the post.

Please complete the enclosed form titled **Additional Job Application Question - Disclosure Of Criminal Background**. Please note your application will not be accepted without it.

## **Data Protection Act 1998**

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection.

The information required is necessary for selection purposes and will be used by our school(s) for the selection and verification process in connection with any vacancy that arises.

Your name and contact details will be held electronically together with recruitment process monitoring.

*Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information.*

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

## **9. FOR PERSONS WHO ARE NOT BRITISH OR EU NATIONALS**

If you have any conditions related to your employment please give full details below:

## 10. DECLARATION

Are you related to or do you have a close relationship with a member of the school staff, Governing Body or Member of the Trust.

**Yes/No**      If yes, please provide details:

I certify that the information given on this form is correct and complete to the best of my knowledge. I have not canvassed either directly or indirectly any member of the school staff or governing body in connection with this application. I am aware that canvassing or giving false information will be a disqualification, or if an appointment is made, may lead to dismissal and possible referral to the police. Data Protection Act 1998 (see notes) – This information will be passed to relevant third parties for the selection and interview process. The information will be sent to referees in connection with this post and used to confirm the facts contained in the application. The information will also be used in assessing your qualifications where necessary for this post.

I have read and give my consent to my details being used in the way described therein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE HEIGHTS PRIMARY SCHOOL**

**STRICTLY CONFIDENTIAL**

**ADDITIONAL JOB APPLICATION QUESTION -  
DISCLOSURE OF CRIMINAL BACKGROUND**

The School has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults in Schools are suitable to undertake such a role. For this reason you are asked to disclose if you have any convictions or cautions, so they may be taken into account when your application is considered.

Further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application, is given in the explanatory note overleaf, which you are invited to read the before answering this question.

Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975) you must disclose any convictions you may have even if they would otherwise be regarded as “spent” under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

**In answering the following question you must disclose details of all convictions and cautions, including “spent” convictions.**

**Have you ever been convicted of a criminal offence? YES / NO**

**If YES, please give details of all convictions, bind-overs and cautions, including “spent” convictions and cautions.** Please also detail if you are on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g General Teaching Council (GTC).

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**DECLARATION**

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

**Signed.....date.....**

**Print name (capitals).....**

**Position applied for.....**

(When you have answered the above question please return this additional sheet with your application form. If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with your name and the position applied for, and clearly marked ‘Disclosure information, Strictly confidential’. This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.)



## **EXPLANATORY NOTE TO APPLICANTS AND STATEMENT OF POLICY ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL CONVICTION**

The position for which you are applying involves substantial access to children or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act 1974, and you are required to declare any convictions you may have even if they would otherwise be regarded as “spent” under this Act, and any cautions or bindovers. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment. The factors to be taken into account are: a. the responsibilities of the position, b. the vulnerability of children or adults supported, c. the nature of the offence(s), d. the number and pattern of offences (if there is more than one), e. how long ago the offence(s) occurred, f. the age of the offender when the offence(s) occurred.

Under government regulations the School is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Criminal Records Bureau. (The Bureau is an executive arm of the Home Office which carries out criminal conviction checks for employers.) Information on the Bureau can also be accessed on the Internet at: [www.disclosure.gov.uk](http://www.disclosure.gov.uk). If you do not give your permission it will not be possible to consider your application further. As part of its checking procedure the Bureau will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and the Department for Education and Skills.

Information received from the Bureau will be kept in strict confidence and will be destroyed following the recruitment decision. (Information will be retained for a short period after the selection process has been completed in case the applicant or the appointing manager has any queries concerning the information). You will be sent directly the results of your check by the Bureau.

If the Bureau check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

If you would like to discuss whether a conviction you have may debar you from working with children or vulnerable adults you may contact the School for further advice.



## EQUAL OPPORTUNITIES MONITORING PRIVATE AND CONFIDENTIAL

The School is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. The School will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, marital status, sexuality, disability, age, or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.

To ensure equal opportunities policies are being implemented and to comply with legislation please complete the form below and **return with your application form**. The information will be used for monitoring purposes and will not be available to those involved in the selection process.

	Please complete or select entry
<b>Post Applied For</b>	
<b>Full Name</b>	
<b>Gender:</b>	Female / Male
<b>Date of Birth</b>	
<b>Marital Status</b>	Single / Married / Divorced / Separated / Widowed

I would describe my cultural and ethnic origin as: Please select the appropriate description to indicate your cultural background.			
White - British		Pakistani	
White - Irish		Bangladeshi	
Any Other White Background		Any Other Asian Background	
White and Black Caribbean		Black Caribbean	
White and Black African		Black - African	
White and Asian		Any Other Black Background	
Any Other Mixed background		Chinese	
Indian		Any Other Ethnic Group	

The school seeks to make reasonable adjustments to the work environment and work practice in need to promote the employment of people with disabilities. To assist us in fulfilling our obligations under the Equality Act 2010 please answer the following questions:	
Do you consider you have a disability or impairment? (If yes, please provide details below)	Yes/ No
Printed Signature:	
Date:	