



PENKETH HIGH SCHOOL

SUPPORT STAFF JOB APPLICATION FORM

To be completed electronically or in black ink. All relevant sections must be completed.
A curriculum vitae must not be submitted in place of any information on this form.



1| VACANCY INFORMATION

Application for the post of:

This form to be returned to

Mrs Jane Regan, Penketh High School, Heath Road, Penketh, Warrington WA5 2BY
E Mail jregan@penketh.warrington.sch.uk or fagnew@penketh.warrington.sch.uk

by the closing date of :

Shortlisting Date :

Interview Date :

2| PERSONAL DETAILS

Surname		Title	
Previous Surname			
First Name(s)		Known as	
Have you ever been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes please give details			
Address			
Postcode			
Telephone : Business		Private	
Mobile Tel:		e-mail	
		(if shortlisted you may be invited to interview via e-mail)	
Are you applying for this job as a job sharer? : Yes <input type="checkbox"/> No <input type="checkbox"/>			

3| RECRUITMENT MONITORING

Please indicate where you first saw or heard about the advertisement for this vacancy.

INTERNET VACANCY BULLETIN LOCAL PRESS NATIONAL PRESS
 JOBCENTRE PLUS OTHER Please state where

4| REFERENCES

Please give details of two people who are not related to you, from whom references about your suitability for the job can be obtained. If presently employed one must be your current employer. If unemployed one must be your most recent employer. In the absence of previous employment experience a reference from your headteacher / tutor or related to relevant voluntary work is acceptable.

If you are not currently working with children and/or vulnerable adults, but have done so in the past, please supply details of an additional employer by whom you were most recently employed to work with children/vulnerable adults. (This is only relevant if the job you are applying for involves working with children/vulnerable adults).

We reserve the right to request alternative references during the processing of your application.

1. Current or most recent employer		2.	
Name:		Name:	
Title: (Mr, Mrs etc)		Title: (Mr, Mrs etc)	
Occupation:		Occupation:	
Address:		Address:	
Postcode:		Postcode:	
Business Telephone:		Business Telephone:	
Home Telephone:		Home Telephone:	
Mobile:		Mobile:	
E-mail:		E-mail:	
How long have you known this referee and in what capacity?		How long have you known this referee and in what capacity?	
Please tick this box if you do not want this referee to be contacted prior to interview.	<input type="checkbox"/>	Please tick this box if you do not want this referee to be contacted prior to interview.	<input type="checkbox"/>

After shortlisting we reserve the right to take up references. If you have indicated on your application that you do not wish us to contact the referees we will only contact the referees after interview, if you are the successful candidate.

Please contact your referees to advise them that you have provided their details and to confirm that they would be prepared to provide a reference for you if requested.

For posts having substantial access to children the school reserves the right to approach any previous employer

5| DISCLOSURE OF CRIMINAL CONVICTIONS AND POLICE CLEARANCE

A criminal record will not necessarily exclude you from employment. The information provided will be treated as strictly confidential and will only be considered in relation to the job for which you are applying.

The job for which you are applying has substantial opportunity for access to children. Your employment is therefore exempt from the Rehabilitation of Offenders Act 1974. You will be required to complete an Enhanced Disclosure & Barring Service Disclosure Form. You must therefore give details of any convictions or pending prosecutions you have, even if they would otherwise be regarded as 'spent' under this Act. Should you identify that you have a criminal conviction, this will be discussed in confidence at interview.

Do you have any criminal convictions, cautions, reprimands or final warnings or any pending prosecutions?

Yes No

If "YES", give details below:-

Details of offence & Sentence	Date	Court or police force who dealt with the offence

Posts that may have substantial opportunity for access to children or vulnerable adults are exempt from the Rehabilitation of Offenders Act and will require a CRB check.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children/vulnerable adults. Failure to do so may disqualify me from appointment or result in dismissal.

6| DECLARATION OF RELATIONSHIP

Are you or your spouse related by marriage, blood or as a cohabitee to any member of the school governing body or senior member of staff within the school?

Yes No

If you are related please give their name and state the nature of the relationship. Failure to disclose such a relationship may lead to disqualification from the recruitment process or dismissal without notice.

Name:	Relationship:
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If you canvass any Member or employee of the School about your application, you will be disqualified. This does not stop a Member or employee giving a written reference about you.

7| IMMIGRATION ASYLUM AND NATIONALITY ACT 2006

Please refer to the enclosed guidance notes before answering these questions.

Nationality at birth:	Present Nationality:		
<ul style="list-style-type: none">Have you ever possessed any other Nationality or Citizenship?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">Are you subject to immigration control?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, do you have unrestricted entitlement to take up employment in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">Do you have or are you entitled to obtain a National Insurance Number?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">If you have answered 'No' to the above question, do you have the right to work in the UK and can you provide the relevant requested information to prove that this is the case?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

8| CERTIFICATION / DECLARATION

I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my contract of employment.

Signed:

Date: dd/mm/yyyy

Providing false information is an offence and could result in:-

- the application being rejected;
- Summary Dismissal if the applicant has been selected.

All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, DBS if relevant to post and Asylum & Immigration checks.

If you require further information, please contact the School on the telephone number provided in attached documentation.

We must protect the public funds we handle so may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

We will record and hold the information given for personnel, employment, education and training purposes in accordance with the Data Protection Act 1998.

We should like to take this opportunity to thank you for your interest in the advertised post. If you have not been contacted concerning your application within 4 weeks of the closing date, please assume you have not been shortlisted for interview

9 | EQUAL OPPORTUNITIES AND MONITORING

Penketh High School is an equal opportunities employer. As such we welcome applications from people of all backgrounds, irrespective of race, sex, disability, age, sexual orientation, religion or belief.

We need to carry out diversity monitoring in order to make sure our recruitment processes are fair for all and in order to meet our statutory obligations. Please help us to do this by completing this section of the form.

The information given in this section will be used for statistical purposes only and will not form part of the shortlisting or interview process.

1. Post applied for							
2. Directorate / Unit							
(A) White							
	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any other white background	<input type="checkbox"/>	
(B) Mixed							
	White & Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>			
	White & Asian	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>			
(C) Asian or Asian British							
	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>			
	Bangladeshi	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>			
(D) Black or Black British							
	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>	
(E) Chinese or other ethnic group							
	Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>			
4. Are you: Male <input type="checkbox"/> Female <input type="checkbox"/>							
5. Do you have a disability in accordance with the definition under the Disability Discrimination Act? (see section 11 for definition) Yes <input type="checkbox"/> No <input type="checkbox"/>							
6. Are you currently employed?		Yes <input type="checkbox"/> No <input type="checkbox"/>					
7. Date of birth		dd/mm/yyyy					
8. What is your religion?				Not prepared to say		<input type="checkbox"/>	
	Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish <input type="checkbox"/>
	Sikh	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Other	<input type="checkbox"/>	None <input type="checkbox"/>
9. Sexual orientation							
How would you describe yourself?							
	Heterosexual / straight	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Gay woman / Lesbian	<input type="checkbox"/>	
	Gay man	<input type="checkbox"/>	Prefer not to declare	<input type="checkbox"/>			

10| VACANCY DETAILS (to be completed by Penketh High School)



Application for the post of
Interview Date / Time:
Interview Availability:

NOTE TO APPLICANT : In meeting our commitment to equal opportunities the decision to shortlist you for interview will only be based on the information you enter onto the following pages of your application.

11| DISABILITY AND REASONABLE ADJUSTMENTS

By answering the following questions, you will assist the Academy Trust to comply with its obligations arising from the Disability Discrimination Act 1995(as amended by DDA 2005). You are not compulsorily required to give this information. However, if you advise us that you do have a disability and you meet the essential criteria of the person specification, the Council will guarantee you an interview.

DISABILITY DEFINITION (DDA 1995 as amended by AS AMENDED BY DDA 2005)

"a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities"

DO YOU HAVE A DISABILITY IN ACCORDANCE WITH THE ABOVE DEFINITION? Yes No
(regardless of whether or not it has an impact on your ability to do the job for which you are applying)

If you do have a disability or health condition, and require particular adjustments or arrangements to facilitate your participation in the selection process, please give details below.

12| EDUCATION ATTAINMENTS

Education, training and professional qualifications

FROM (Month & Year)	TO	Full Name and Address of School / College / University / Institution	Qualifications	
			Gained (with grades)	For which you are studying

PROFESSIONAL BODIES

(Please give details of any professional body of which you are a Member. Indicate those obtained by examination)

Please note that you will be required to produce evidence of qualifications attained.

13| DRIVING LICENCE DETAILS

Do you hold a full current licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, what type of licence: -	Private / Light Goods <input type="checkbox"/>	HGV <input type="checkbox"/>	CLASS <input type="checkbox"/>
Other			

Do you hold a PSV licence which would allow you to drive a school minibus? YES NO

14| CURRENT EMPLOYMENT DETAILS

Title of present/most recent job:		
Name & address of employer:	Date appointed:	Date left if applicable:
	Current Salary or at time of leaving:	
	Permanent or Temporary:	Part time or Full time:
Tel No.	Reason for leaving if already left:	

15| FULL OCCUPATIONAL HISTORY

Please give details of **ALL** full and part-time work as well as particulars of **ALL** paid or unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work or periods when you were not employed. Please complete the columns by entering the most recent first. **PLEASE DO NOT LEAVE ANY GAPS IN THIS HISTORY.** (Continue on a separate sheet if necessary)

Type of experience/Post title (paid or unpaid) and reason for leaving	Name & Address of Employer	Nos on Roll	Age Range taught	Dates	
				From	To

16| WRITE IN SUPPORT OF YOUR APPLICATION HERE – This section must be completed

A Curriculum Vitae must not be submitted in place of any information required on this form.

You may, however, wish to submit supplementary evidence to your application form by attaching a maximum of 2 sides of A4 paper.

Please explain how you meet the requirements outlined in the Person Specification. You should give examples from previous paid, unpaid or voluntary experience.