



## SUPPORT STAFF JOB APPLICATION FORM

To be completed in black ink. All relevant sections must be completed.  
A Curriculum Vitae must not be submitted in place of any information on this form.

### VACANCY INFORMATION

Application for the post of:	
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This form to be returned to:	Mrs S Smith Bridgewater High School Broomfields Road Appleton, Warrington Cheshire WA4 3AE Email: s.smith@bridgewaterhigh.com
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### PERSONAL DETAILS

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

### RECRUITMENT MONITORING

Please indicate where you first saw or heard about the advertisement for this vacancy			
Internet <input type="checkbox"/>	Local Press <input type="checkbox"/>	National Press <input type="checkbox"/>	Jobcentre Plus <input type="checkbox"/>
Other <i>(please state where)</i>			

## REFERENCES

Please give details of two people who are not related to you, from whom references about your suitability for the post can be obtained. If presently employed **Reference 1 must be your current employer**. If unemployed Reference 1 must be your most recent employer. In the absence of previous employment experience, if you are currently in education, a reference from your current educational establishment or one related to relevant voluntary work is acceptable.

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

<b>Referee 1</b> (Current or most recent employer)		<b>Referee 2</b>	
<i>Please tick this box if you do not want this referee to be contacted prior to interview</i>		<i>Please tick this box if you do not want this referee to be contacted prior to interview</i>	
Name:		Name:	
Title:		Title:	
Occupation:		Occupation:	
School/Business:		School/Business:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Mobile No:		Mobile No:	
Email:		Email:	
<b>The referee's email address is important as we will request references this way. Please check it is correct</b>		<b>The referee's email address is important as we will request references this way. Please check it is correct</b>	
How long have you known this referee and in what capacity:		How long have you known this referee and in what capacity:	

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.

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

### DECLARATION OF RELATIONSHIP

Are you or your spouse related by marriage, blood or as a cohabitee of 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

**If you canvass any member of the Governing Body about your application, you will be disqualified. This does not stop a member or employee giving a written reference about you.**

### IMMIGRATION ASYLUM AND NATIONALITY ACT 2006

Nationality at birth:

Present Nationality:

Have you ever possessed any other Nationality or Citizenship?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you subject to immigration control?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever possessed any other Nationality or Citizenship?	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"/>
Do you have, or are you entitled to obtain, a National Insurance Number?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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"/>

**DISCLOSURE OF CRIMINAL CONVICTIONS AND POLICE CLEARANCE**

A criminal record will not necessarily exclude you from employment. The information provided will be created 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 a Disclosure and Barring Service (DBS) 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?

Details of offence and sentence	Date	Court or police force who dealt with the offence

**Bridgewater High School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment. This post has substantial opportunity for access to children or vulnerable adults, is exempt from the Rehabilitation of Offenders Act and will require an enhanced DBS check.**

**I acknowledge that it is my responsibility as the candidate, if invited to 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.**

### DRIVING LICENCE DETAILS

Do you hold a full current driving licence?

Yes  No

If yes, what type of licence:

Private/Light Goods  HGV  Other

Do you hold a PSV licence which would allow you to drive a school mini bus?

Yes  No

### DISABILITY AND REASONABLE ADJUSTMENTS

By answering the following question, you will assist us to comply with our 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 meet the essential criteria of the person specification, we will guarantee you an interview.

DISABILITY DEFINITION (DDA 199 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

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.

### INTERVIEW ATTENDANCE

Please indicate below any periods when you may not be available for interview. We cannot guarantee to accommodate alternative dates.

<b>CURRENT EMPLOYMENT STATUS</b>	
Title of present/most recent job:	
Brief description of role and responsibilities	
Name & Address of employer:	
Date appointed:	
Date left <i>(if applicable)</i> :	
Reason for leaving <i>(if already left)</i> :	
Permanent or Temporary:	
Part Time or Full Time:	
Salary per annum:	

### EMPLOYMENT 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 and reason for leaving	Name & Address of employer	Dates	
		From	To





**ADDITIONAL TRAINING AND COURSES**

(for previous 3 years as a participant or course leader)

Dates & Duration	Title of course/training	Name of Provider	Qualification (if any)

**PROFESSIONAL BODIES**

Please give details below of any professional body of which you are a member. Indicate those obtained by examination.


**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 two 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 work.

**Support of Application cont...**

## 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:

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 the post and Asylum & Immigration checks.

If you require further information, please contact the school on the telephone number provided on the first page of this application form.

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 the 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 FOUR weeks of the closing date, please assume you have not been shortlisted for interview.**

## EQUAL OPPORTUNITIES AND MONITORING

We are 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 our 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.**

Post applied for:

(A) WHITE

British  Irish  Any other white background

(B) MIXED

White & Black Caribbean  White & Black African  White & Asian   
Any other mixed background

(C) ASIAN OR ASIAN BRITISH

Indian  Pakistani  Bangladeshi  Any other Asian background

(D) BLACK OR BLACK BRITISH

Caribbean  African  Any other black background

(E) CHINESE OR OTHER ETHNIC GROUP

Chinese  Other

Are you Male  Female

Do you have a disability in accordance with the definition under the Disability Discrimination Act?

Yes  No

Are you currently employed? Yes  No

Date of Birth:

What is your religion? Not prepared to say

Christian  Muslim  Hindu  Jewish  Sikh  Buddhist  Other  none

Sexual orientation Prefer not to say

Heterosexual/straight  Bisexual  Gay woman/lesbian  Gay man