

#  Hindley High School

##  Mornington Road, Hindley, Wigan, WN2 4LG

##  Headteacher: Dr Ian Butterfield

 **Telephone: 01942 767704 Fax: 01942 748054**

 **email: julie.rigby@hindleyhs.wigan.sch.uk**

 The Governing Body is committed to equal opportunities in employment and

 welcome applications from all sections of the community

|  |  |
| --- | --- |
| **1.** | **SUPPORT STAFF POST APPLIED FOR** |

|  |  |
| --- | --- |
| Post |  |
|  |  |  |  |
| As advertised on/in |  | on (date) |  |
|  |  |  |  |
| **2.** | **PERSONAL DETAILS** |
|  |  |  |  |
| Title |  | Surname (family name) |  | Forename |  |
|  |  |  |  |
| Address |  |
|  |  |  |  |
|  | Post Code |  |
|  |  |  |  |
| Telephone | Home |  | Work |  | Mobile |  |
|  |  |  |  |
| E-mail address  |  |
|  |  |  |  |
| Are you entitled to work in the UK? | YES/NO |

|  |  |
| --- | --- |
| **3.** | **CURRENT POST** |

|  |  |
| --- | --- |
| Employer  |  |
|  |  |  |  |
| Job title |  |
|  |  |  |  |
| Current salary |  | Date of appointment |  |
|  |  |  |  |
| Notice period |  |
|  |  |  |  |
|  |  |  |  |
| Brief outline of main duties and responsibilities |  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Reason for leaving  |  |
|  |

|  |  |  |
| --- | --- | --- |
| **4.** | **PREVIOUS APPOINTMENTS** |  |

Please give details of **ALL** full and part-time work including particulars of **ALL** paid and unpaid employment or experience after the age of 18, for example: commercial experience; raising family; youth work; voluntary work; VSO; work overseas. Work backwards from the present. If you have had breaks in employment, input "Break" where the form says "School/ Employer" and provide details in the "Posts held" section.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Employer** | **Dates of employment** | **Post(s) held indicating** | **Reasons for leaving** |
|  |  | **salary points/allowances** |  |
|  | **from** | to |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **5.** | **EDUCATION & TRAINING** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary school** | From | To | **Qualifications - grades, awarding bodies** **and dates are required** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **6.** | **FURTHER & HIGHER EDUCATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/University** | **From** | **To** | **Qualifications - grades, awarding bodies & dates****degree(s), subject(s), class & date(s)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **7.** | **ANY OTHER RELEVANT QUALIFICATIONS OR ACHIEVEMENTS** |

|  |
| --- |
| Please give details of any other relevant qualifications you have for this post. Please state awarding body and dates awarded. |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| **8.** | **DETAILS OF CONTINUING PROFESSIONAL DEVELOPMENT OVER LAST 3 YEARS** |

|  |  |  |
| --- | --- | --- |
| Date/duration | **CPD** | **Provider** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **9.** | **ADDITIONAL INFORMATION** |

|  |  |
| --- | --- |
| * Are you related to any or have any personal relationship with any councillor, employee of the school or Local Authority or member of the governing body relevant to this appointment?
 | YES/NO |
|  |  |
| * If yes, please state name, department and position, and relationship with you
 |  |
|  |  |
| * The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (i.e. has lasted or is expected to last over 12 months). Do you consider yourself to be disabled according to this definition?
 | YES/NO |
|  If you answered yes, how would you define this impairment?  |  |
|  |  |
| * Do you have any physical or mental impairment which may prevent you from carrying out the duties of the post?
 | YES/NO |
|  |  |
| * Have you ever been dismissed from any previousemployment on the grounds of misconduct or incapability?
 | YES/NO |
|  |  |
| * If yes, please give details of dates and reasons
 |  |
|  |  |
|  |
|  |  |
|  | (Answering yes to this question will not necessarily prejudice your application) |
|  |  |  |  |

|  |  |
| --- | --- |
| * Are you at present undergoing disciplinary or capability procedures?
 | YES/NO |
|  |  |
| * An offer of appointment will be subject to medical clearance.
 |
|  |  |
| * In order to ensure fairness and equality in the recruitment process, I should be obliged if you would contact me if there are any other special arrangements you require to ensure you are given fair consideration such as special arrangements for access. Please do not hesitate to contact me.
 |

|  |  |
| --- | --- |
| **10.** | **REFERENCES** |

Please state the names, addresses and telephone numbers of two persons from whom references may be obtained. One must be your current or most recent employer. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |
|  |  |  |  |  |
| Position  |  |  | Position  |  |
|  |  |  |  |  |
| Address |  |  | Address |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Tel no. |  |  | Tel no. |  |
|  |  |  |  |  |
| Fax no. |  |  | Fax no. |  |
|  |  |  |  |  |
| E-mail  |  |  | E-mail  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **11.** | **FURTHER INFORMATION FOR CANDIDATES** |

|  |
| --- |
| * You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
 |
|  |  |
| * It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions. As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role. Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public. We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. 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.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). YES/NOIf the answer is yes, please provide full details: ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **12.** | **DECLARATION** |

|  |
| --- |
| * The information supplied by you will be subject to verification and the school may contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc. The school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.
 |
|  |  |
| * By submitting this application form you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.
* I confirm that the statements in this application are true.
 |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

|  |  |
| --- | --- |
| **13.** | **LETTER IN SUPPORT OF APPLICATION** |
| Please use this section to explain in detail how you meet all the requirements of the person specification and why you consider yourself suitable for the post. This should include all aspects of your education and experience that are relevant to this position (please use no more than 1 page of A4). |

****