|  |  |
| --- | --- |
| **Confidential** | Support Staff Application for the post of:  ……………………………………………………………………………………………………………………… |
| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.  **Please complete in black ink or type** | |

**Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mr/Mrs/Miss/Ms/Other (please state): | | | Surname: | | | |
| Address: | | | Forename(s): | | | |
| Daytime Number:  Evening Number:  Mobile Number: | | | |
| NI Number: | | |
| Email address: | | | | | | |
| Where did you learn of this vacancy? Please tick the relevant box | | | | | | |
| Canon Slade Website | 🞏 | Greater.jobs | | 🞏 | TES | 🞏 |
| Word of Mouth | 🞏 | Other (please specify) | | 🞏 |  |  |

**Referees**

Please give the names of two persons who are able to comment professionally on your suitability for this post. One should be your present Manager or employer. **If you are short-listed we will obtain references before interview.** If your name has changed, you will need to confirm this with your referees.

|  |  |  |
| --- | --- | --- |
| **(1)** Name: |  | **(2)** Name: |
| Position held: | Position held: |
| Organisation: |  | Organisation: |
| Address: |  | Address: |
| Telephone: | Telephone: |
| Email: |  | Email: |
| Your relationship with this referee:  Manager/Line manager/work colleague/friend |  | Your relationship with this referee:  Manager/Line manager/work colleague/friend |

If you would like to provide a reference concerning your religious commitment, please give the details of this person on a separate sheet. Please note that this will be in addition to the two references listed above.

**Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please list all formal courses and qualifications including GCSE, GCE O/A Level or equivalent, degree or equivalent, and any other courses which have resulted in a **formal** qualification. You will be required to show the school any relevant certificates. | | | | | |
| Qualification level | Course title and subject(s) | Grade | Dates | | Where obtained |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Current/Most Recent Employment**

|  |  |  |
| --- | --- | --- |
| Job title (please include details of the main duties and responsibilities you hold/held): | | |
| Annual Salary: | Date appointed to post: | Date left (if applicable): |
| Employers name and address: | | Notice required: |
| For Local Authority/School Employees  Grade/Spine Point:  Please note that, should you be offered the post, this information may be checked with your School or Local Authority | | |

**Previous Employment (in chronological order beginning with the most recent)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post | Employer | Dates | | Reason for leaving |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Were you dismissed from any of your previous posts? Yes  No | | | | |
| If yes, please provide brief details: | | | | |

**Explanation of any gaps**

|  |
| --- |
| Please explain here any gaps in employment, education or training since leaving full time education: |

**Relevant skills, knowledge and experience**

|  |
| --- |
| Please refer to the Job Description and Person Specification for the post and use this page to show what relevant experience you have. Additional pages may be attached but this section should be no more than 1,500 words in length. Please include any relevant CPD activities undertaken over the past three years and any other information you feel would help evaluate your suitability for the post. |
| Are you related to, or have a business relationship with, any Member/Officer of the School Governing Body or the Board of Education of the Diocese of Manchester? If yes, please state the person’s name and relationship: |
| Do you have any connections with Canon Slade School, either past or present? If yes, please give details: |

**Safeguarding Children**

Owing to the nature and location of the work, the post is exempt from the previous provisions of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. This post is subject to a clear enhanced check with the Disclosure & Barring Service.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you at any time been convicted of any criminal offence(including cautions, bind-overs and any pending or ‘spent’ prosecutions) | Yes |  | No |  |
| Are you disqualified from working with children or subject to any sanctions imposed by a regulatory body? | Yes |  | No |  |
| If you have answered yes to either of these questions, please enclose with your application a separate, confidential letter providing full details. | | | | |

**Declaration**

|  |  |
| --- | --- |
| I declare that, to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I conceal any material I will be liable to the termination of my contract of service with such notice as may be appropriate. I also confirm that I am eligible to work in the UK.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| If you are submitting your application electronically, please tick this box, which will serve as a substitute for a signature. If invited to interview, you may be required to sign a paper copy of your application form. |  |

**Applications and supporting statements should be returned to:**

Mrs Karen Hood, HR Officer

Canon Slade School

Bradshaw Brow

Bolton

BL2 3BP

We accept applications by post or email (jobs@canon-slade.bolton.sch.uk).