

APPLICATION FOR A SUPPORT STAFF POSITION



Position Applied For:	
------------------------------	--

Name:	
--------------	--

FOR OFFICE USE

Date Received:	
-----------------------	--

Completed application forms should be returned to:

recruitment@flixtongirls.com

You can also return your application form by post to:

Recruitment, Flixton Girls School, Flixton Road, Urmston, Manchester M41 5DR

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Flixton Girls School is an organisation where all employees are in a position of trust with children and young people. We must therefore obtain an Enhanced Disclosure and Barring Service (DBS) Disclosure for all staff appointed to the School.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Entitled to work in the UK?

In order to comply with the Immigration, Asylum and Nationality Act 2006 we are required to ask for proof of your right to work in the UK. No appointment can be confirmed until evidence is produced. If you are selected for interview, we will ask you to bring the appropriate documents to the interview.

GUIDANCE NOTES

Please complete ALL sections of the application form paying particular attention to the job description and person specification, demonstrating how you meet the requirements as this will be used to shortlist candidates through to the next stage in the process.

If you continue some of your answers on a separate sheet please make sure any additional sheets have your name on them and which section they relate to. A CV may be submitted to supplement your application but not be accepted in replacement of a completed application form.

Receipt of your application form will be acknowledged by email. Should you be shortlisted, you will be invited to interview. During the interview you may be asked specific questions on any discrepancies or gaps in your application form.

DATA PROTECTION

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so. We are under duty to protect the public funds that we administer and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

PERSONAL DETAILS

Surname:		First Names(s):		Title:
Former Surname: (if applicable)				
Address: (including Postcode)		Contact Telephone Numbers:		
		Home:		
		Work:		
		Mobile:		
Date of Birth:		National Insurance Number:		
Email Address:				
Do you need permission to work in the UK?			YES / NO	
Teacher Ref No:		Are there any restrictions on your registration?	*YES / NO	
*If YES, please provide details on a separate sheet.				

PRESENT / MOST RECENT EMPLOYMENT

Employer:			
Job Title:			
Address: (including Postcode)	Date appointed:		
	Current / Latest Salary:		
	Salary Scale & Point:		
	Threshold status:		
	Notice Period or date left:		
	Reason for leaving:		
Contact Name:		Contact Telephone Number:	

MEMBERSHIP OF PROFESSIONAL BODIES / PROFESSIONAL QUALIFICATIONS

Date obtained:	Name of Body / Qualification:	Class / Grade of Membership:

EDUCATION, TRAINING AND QUALIFICATIONS

Please give full details of all qualifications you have obtained from school, college and university, starting with the most recent first.

Name & Address of School / College / University:	Dates Attended: (From/To)	Subject:	Qualifications: (including grades / class of diploma, degrees etc.)	Dates Obtained:

WORK RELATED COURSES / TRAINING/ PROFESSIONAL DEVELOPMENT

Please give details of any training/ professional development you have completed which is relevant to this post.

Date Attended:	Length of Course:	Organising Body:	Course Title / Subject:

PREVIOUS EMPLOYMENT

Please give full details of your employment history, starting with the most recent first (including all part time and voluntary posts).

Dates: (From & To)	Job Title:	Employer Name, Address & Tel No:	Salary:	Brief Outline of Duties (including whether this was full or part time or voluntary work:	Reason for leaving:

MOTIVATION & SUITABILITY FOR THE POST

Please give a detailed statement which may be followed up at interview, regarding your motivation and suitability for the position as advertised. This should include:

- a) why you have applied for this post;*
- b) examples of how you can demonstrate you meet the requirements of the role;*

CULTURE & ETHOS

Please indicate the contribution you would make towards promoting the School's Culture and Ethos.

INTERESTS AND LEISURE ACTIVITIES *(including any relevant qualifications)*

CANDIDATES WITH DISABILITIES

Do you require any special arrangements if shortlisted for interview?	YES / NO
-----------------------------------------------------------------------	----------

REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. *One referee should be able to comment on your suitability to work with children and young people.*

	Referee 1:	Referee 2:
Title (e.g. Mr, Mrs, Miss):		
Name:		
Position:		
Organisation:		
Address:		
Tel:		
Email:		

DECLARATION

<p>If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.</p> <p>I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, disciplinary action may be taken which may include dismissal from the post.</p>			
SIGNED:		DATED:	

DISCLOSURE OF CRIMINAL CONVICTIONS FORM

This document must be completed and returned with your application form.

Protection of Children

Flixton Girls School is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service.

You must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES		NO	
Have you ever been cautioned for a criminal charge?	YES		NO	
Are you at present the subject of a criminal charge or investigation?	YES		NO	
Is there any other relevant information that you wish to disclose?	YES		NO	

If **YES to any of the above questions**, please give details including dates.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

DECLARATION

I declare that the above response is, to the best of my knowledge, correct.

Signed:		Dated:	
Printed:			

EQUAL OPPORTUNITIES MONITORING FORM

This document must be completed and returned with the Application Form

Position Applied For:

Name:

Flixton Girls School is committed to the principle of equality in employment. This form will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

PLEASE MARK THE RELEVANT BOXES AND USE CAPITAL LETTERS WHERE APPLICABLE

Gender:

Male

Female

Age:

16 – 25

26 – 35

36 – 45

46 – 55

56 +

Prefer not to say

DISABILITY

To make positive changes, Flixton Girls School wants to address the different barriers faced by disabled people.

What do we mean when we say disability?

- *Do you have a physical or mental impairment?*
- *Is it long term?*
- *Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?*

Do you consider yourself to have a disability or long term health condition?

Yes

No

What is the impact of your disability or health condition?

Prefer not to say

Please indicate whether the post is: (tick all that apply)

Full-time

Part-time

Term-time Only

Casual / Supply

Job Share

Fixed Term / Temp

Other (please state)

Where / how did you hear about this vacancy?					
Local Press		TES Paper		TES Website	
FGS Website		Job Centre		University / College	
Internal Applicant		Other (please state)			

What is your sexual orientation?			
Bisexual		Heterosexual/Straight	
Gay man		Prefer not to say	
Gay woman/Lesbian		Other (please state below)	

What is your legal marital or same sex status?			
Single		Civil partnership	
Married		Prefer not to say	
Married, same sex partner		Other (please state below)	

Please indicate your religious background:			
Buddhist		Christian	
Hindu		Jewish	
Muslim		Prefer not to say	
No religious background		Other (please state below)	

Which ethnic group do you most identify with? Please choose one section for (a) to (e), and tick the appropriate box.			
(a) WHITE British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background <input type="checkbox"/> <hr/>	(d) BLACK OR BLACK BRITISH Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other black background <input type="checkbox"/> <hr/>		
(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"/> <hr/>	(e) CHINESE OR OTHER ETHNIC GROUP Chinese <input type="checkbox"/> Other Ethnic Group <input type="checkbox"/> <hr/>		
(c) ASIAN OR ASIAN BRITISH Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background <input type="checkbox"/> <hr/>	(f) Prefer not to say <input type="checkbox"/>		

DECLARATION

Information from this form may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them.			
SIGNED:		DATED:	
PRINTED:			