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| |  |  |  |  | | --- | --- | --- | --- | |  | Support Staff Application |  | The Hathershaw College  Bellfield Avenue  Oldham  OL8 3EP  **Tel 0161 770 8555 Fax 0161 770 8556** | |  | |  | | | |
| West Oldham Co-operative Trust |

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| Post  Closing Date | |  |
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| **PERSONAL DETAILS** | |  |
| Please ensure these are accurate as it is the only way we have to get in touch with you. It is important that you supply a National Insurance Number. | | |
| **Title: Mr/Mrs/Miss/Ms**  **First Name(s):**  **Surname:**  **Address:**  **Postcode:** | | |
| **Tel No (Home):**  **Mobile:**        **Preferred form of contact:**  **NI Number** | **Tel No (Work):**  **Email:**  **Date of Birth:** | |
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| Thank you for showing an interest in this post at The Hathershaw College.  We would like to take this opportunity to wish you every success in your application for employment.  Completing the application form is the first stage of the selection procedure. The information you provide on this form is the only information we will use in deciding whether or not you will be shortlisted for interview, so you are strongly advised to complete the application form as fully as possible.  **Pre-prepared CVs will not be considered.**  **If you have a disability and you meet all of the essential criteria for the post, you will be guaranteed an interview.** | | |

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| Job Ref. No |  | Application No.  OFFICE USE ONLY |

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| List your qualifications below ensuring that you do not miss any identified in the person specification or you may disqualify yourself at shortlisting. If you are awaiting results, give the expected grade and make clear that this result is still unknown. If called for interview you will be asked to provide evidence of your qualifications. Continue on a separate sheet if necessary. |

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| QUALIFICATIONS | Grade Awarded | Date Awarded |
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| List any training relevant to this post, even if undertaken outside of your formal employment. Continue on a separate sheet if necessary. |

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| **TRAINING** | Grade Awarded | Date Awarded |
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|  |  | Application No.  OFFICE USE ONLY |

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| Please give details of current Professional Membership or Apprenticeship. If membership of a professional body is a requirement of the post, make sure it is noted here or you may disqualify yourself at shortlisting. | | | |
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| Membership  Professional Body/Association | **Date Admitted** | **Status** | **Membership Number** |
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| **DETAILS OF EMPLOYMENT** | **Present or Most Recent Employer** |
| If this is your first job after leaving education, give the school or college’s name in place of employer’s name, and your date of leaving and disregard the other items.  **Job Title:**  **Employer’s Name:**  **Date Appointed:**  **Date of Leaving** (if applicable): | |
| **Salary:** | **Notice Period:** |
| **Reason for Leaving:** | |
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| **EMPLOYMENT HISTORY** |  |
| Please list your previous employment and any voluntary, part-time, casual and unpaid work **starting with the most recent.** You should try to make the information you give as full and accurate as possible.  **You must include details of any gaps in employment.**  Continue on a separate sheet if necessary. | |
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| **From** | **To** | **Name & Address of Employer** | **Job Title** | **Reason for Leaving** |
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| **FURTHER INFORMATION** |  |
| This section of the application is very important, as this is where you demonstrate how you meet the requirements of the job.  Read through the job description and person specification to get a clear view of what the job involves. The person specification you have been sent describes the necessary skills, experience and qualifications we are looking for.  Make sure that you tell us how you match the requirements of the job by giving examples of any relevant experience, qualifications, skills and abilities. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.  Ensure that the information you provide is well structured and relevant to the person specification. You may find it easier to structure the information you provide by using the criteria listed in the person specification.  Continue on a separate on a separate sheet if necessary. | |
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| **FURTHER INFORMATION** |  |
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|  |  | Application No.  OFFICE USE ONLY |

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| **REFERENCES** |  |
| One of your references must be your present/most recent employer or, if this is your first job after leaving full time education, one of your tutors.  References are usually requested before the interview unless you tick the box asking us not to contact your referee.  Please state in what capacity each referee is acting, e.g. current employer | |

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| First Referee | | Second Referee | | |
| **Title:** **Mr/Mrs/Miss/Ms**  **Name:**  **Job Title:**  **Address:**    **Postcode:**  **Tel No.**  **Mobile No:**  **Email:**  **How do you know this person?**    **If you are selected may we contact this person prior to interview?**  **Yes**  **No** | | **Title: Mr/Mrs/Miss/Ms**  **Name:**  **Job Title:**  **Address:**    **Postcode:**  **Tel No.**  **Mobile No:**  **Email:**  **How do you know this person?**    **If you are selected may we contact this person prior to interview?**  **Yes**  **No** | | |
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| **CRIMINAL CONVICTIONS** |  |
| The Governors of The Hathershaw College strive to be equal opportunities employers and challenge all forms of unlawful and unfair discrimination. You are advised that the disclosure of a criminal conviction or binding over order will not necessarily bar you from applying for work within the school as each case will be dealt with on its own merit and given full and fair consideration. The school is registered with the Disclosure & Barring Service (DBS) and as appropriate makes background checks into potential employees. This may disclose details of cautions, reprimands and final warnings as well as convictions. | |

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| **CANVASSING / RELATIONSHIPS** |  |
| You must not canvass (ask for help or favours) from other employees of the Academy in order to further your application or give you an unfair advantage. If it becomes clear that you have canvassed then your application will not be considered. Making a declaration about a personal, business or professional relationship with an employee of the Academy will not in itself disqualify you for consideration unless, in the view of the school, the nature of that relationship and the duties and influence of the post for which you are applying could result in a conflict of interest. If evidence of canvassing or failure to declare a relationship comes to light after you have been appointed you will face disciplinary action or possible dismissal.  **If you have a relationship with an employee of The Hathershaw College please state their name, position and the nature of your relationship.** | |
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| **ABSENCE** |  |
| If you have been absent from work in the last two years due to sickness, which is not related to a disability or pregnancy, please list each occasion and provide details below. If the reason for absence is of a sensitive nature and you do not wish to state it, you will be asked to discuss it with Occupational Health if you are the successful candidate. | |

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| **CONFIRMATION OF DETAILS** |  | |
| Please read the declaration below and sign and date to confirm that the information that you have supplied is complete and truthful and that you agree to the information being processed and used by the school for the purposes of recruitment, monitoring and (if appropriate) subsequent employment.  By supplying the information on this form you consent to its being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made.  We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds.  **I certify that to the best of my knowledge that all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, in the event of my appointment, may be dismissed without notice. I also understand that the appointment will be subject to satisfactory medical examination, references and criminal records checks (as appropriate).**  If this is an on-line application, please tick the box to confirm that the information you have supplied  is complete and truthful and enter the date below. Please note you will be required to sign this form should you be called for interview.  **Signature** …………………………………………………………. **Date**  Please provide dates during the next six weeks when you will **not** be available for interview: | |
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| **EQUAL OPPORTUNITIES MONITORING FORM** | | |  | | | |
| We recognise the importance of providing equal opportunities in employment. It is the Governing Body’s policy to ensure that all appointments are made on merit. The monitoring form will be detached from the application form before shortlisting takes place. Candidates who have declared themselves as disabled will be identified before this stage to ensure that candidates with disabilities who meet the essential requirements of the job can benefit from the school’s guaranteed interview scheme. This scheme forms part of the Governing Body’s policy on employment opportunities for people with disabilities. No other information from the monitoring form will be considered in any way during the appointment process. In order to monitor the effectiveness and success of this policy please provide the information requested below. The details supplied by you on this form are confidential, but will form part of the record of the successful candidate.  **My sex is**   Male  Female  **My age is**  16–18  19-24  25-39  40-54  55-65  over 65 | | | | | | |
| **DISABILITY** | |  | | | | |
| The Disability Discrimination Act says that you may be disabled if you have a substantial physical or mental impairment that affects your ability to carry out day to day activities and which has lasted, or is likely to last, for more than 12 months. Please provide details of the nature of your disability. Declaring your disability will not have any adverse effects on your application. You might also be entitled to further support.  **Do you consider yourself to have a disability?**  **Yes**  **No**  **If you have indicated ‘Yes’ please state the nature of your disability:** | | | | | | |
| **MY CULTURAL ETHNIC ORIGIN IS** | | **Black or Black British**  Caribbean  African  Other (please specify)  **Dual Heritage**  Asian and White  Black African and White  Black Caribbean and White  Other (please specify)  **Chinese and Other Ethnic Group**  Chinese  Other (please specify) | | | | |
| **White**  British  Irish  Other (please specify)  **Asian or British Asian**  Bangladeshi  Indian  Kashmiri  Pakistani  Other (please specify) | |  | | | | |
| **WHAT, IF ANY, IS YOUR RELIGION /BELIEF?** | |  | | | | |
| None  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Other (please specify) | | | | | | |
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| **WHERE DID YOU LEARN OF THIS JOB?** | |  | | | | |
| Local Press\*  Trade or professional magazine\*  Internet\*  Other\*  Oldham Council Jobs Bulletin  Job Centre  Word of mouth  \* Please specify | | | | | | |
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**DISCLOSURE OF CRIMINAL CONVICTIONS**

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| Your Name |  |
| Post Title Applied For |  |
| Job Ref No |  |

**This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act**

As part of your application for this post you are required to disclose all convictions, including pending prosecutions, against yourself which in other circumstances would be considered as “spent”.

The information will be kept strictly confidential and will only be used to consider your suitability for the post.

The disclosure of a criminal record will not, in itself, prevent you from being accepted; the nature of the offences, when they were committed and your age at the time they were committed will be taken into account when making the decision.

**HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES / NO**

If yes, please give details below (you must declare all past convictions, cautions, bind-over orders or reprimands, including those obtained as a youth). Continue on a separate sheet, if required.

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| Nature of Offence |  |
| Date of conviction, reprimand,  bind-over order or caution |  |
| Sanction imposed (e.g. fine) |  |

**I have read the statement and declare the information I have provided is true and accurate.**

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| Signed |  |
| Please Print Name |  |
| Date |  |

**If you are appointed and it is later discovered that you have not disclosed the information requested, you may be dismissed.**

WE TAKE SAFEGUARDING SERIOUSLY