 

**Headteacher: Steve Wilson**

**Deputy Headteacher: Linda Buckle**

**Deputy Headteacher: Andy Sherlaw**

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# APPLICATION FOR SUPPORT STAFF APPOINTMENT

**PART A: PERSONAL DETAILS**

**Application for the post of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mr/Miss/Mrs/Ms/Other** (delete as applicable) **Surname** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Names** (in full) **Known As**

**Address for Correspondence** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Telephone Number / Mobile Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address**

**Preferred method of contact (email or telephone)**

**Your right to work in the UK**

**Are you eligible to work in the UK? Yes No**

**Are you subject to immigration restrictions Yes No**

**Please give details of any restrictions and current work permits including the type of permit, the number and the expiry date**

**PART B: EDUCATION AND EMPLOYMENT HISTORY**

**Education/Qualifications -** we will seek proof of qualifications at interview.

Secondary and Further Education

|  |  |  |
| --- | --- | --- |
| Town | **School Attended** | **Duration**From To |
|  |  |  |  |
|  |  |  |  |

**Examinations taken**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Examination** | **Subject** | **Grade** | **Date** | **Subject** | **Grade** | **Date** |
| GCSE or equivalent |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| A Level, GNVQ, NVQ |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Higher Education and Post Graduate Qualifications**

|  |  |  |
| --- | --- | --- |
| **Institution attended (including Town)** | **Full or part time** | **Duration****From To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Particulars of Degrees (including Higher degrees and degrees of the Open University)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | **Class** | **Division** | **Subjects** | Date of Award |
|  |  |  |  |  |
|  |  |  |  |  |

Particulars of other Certificates and Diplomas

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Awarding Body | **Qualification** | **Subjects and level taken** | Grade attained | Date of Award |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| School or College and Duration | **Key Stages/Ages** | **Subjects** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**Please give details of any professional development work you have done, or courses you have attended recently (within the last three years).**

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**Current Employer**

**Present Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date appointed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Scale and any additional responsibility values \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Salary \_\_\_\_\_\_\_\_\_\_\_**

**Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Previous Employment.** Please give full details and precise dates of all employment (the most recent first, including present job). Please give an explanation if there is any gap in employment. (Continue on an additional sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Employer (Name and Address)** | **Position and Nature of Duties and whether Full or Part Time** | **From** | **To** |
| **1.** |  |  |  |  |
|  | **Reason for Leaving** |  |
| **2.** |  |  |  |  |
|  | **Reason for Leaving** |  |
| **3.** |  |  |  |  |
|  | **Reason for Leaving** |  |
| **4.** |  |  |  |  |
|  | **Reason for Leaving** |  |

**If appointed, when can you commence duty? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special interests and experience e.g. in drama, music, sport, youth work etc.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Reference Request**

Please give the names and contact details for two referees. If you are in employment/have recently left employment one should be your current line manager (or your most recent manager/employer). If you have just left full time education and/or have no employment history, one reference from your education provider should be provided or a character reference. Character references are acceptable if employment references cannot be taken. However, they cannot be accepted from relatives or friends.

**Referee 1**

|  |  |
| --- | --- |
| **Name:** | **Job Title:** |
| **Organisation:** | **Address:** |
| **Email Address:** | **Contact Telephone Number:** |
| **Relationship/Connection with you:** |  |

I consent to this referee being contacted if I am shortlisted for interview for this post

**Referee 2**

|  |  |
| --- | --- |
| **Name:** | **Job Title:** |
| **Organisation:** | **Address:** |
| **Email Address:** | **Contact Telephone Number:** |
| **Relationship/Connection with you:** |  |

I consent to this referee being contacted if I am shortlisted for interview for this post

**Referee 3** (A 3rd reference is only necessary if the first two references are **not** from an employment which involves working with children and young people or vulnerable adults

|  |  |
| --- | --- |
| **Name:** | **Job Title:** |
| **Organisation:** | **Address:** |
| **Email Address:** | **Contact Telephone Number:** |
| **Relationship/Connection with you:** |  |

I consent to this referee being contacted if I am shortlisted for interview for this post

**Assistance with interviews**

To ensure we do not create any barriers in our selection process and to help us to implement our equality policy effectively, please state below if you would like us to provide any particular assistance for your interview:

**Positive about Disabled People ‘Disability Confident’ employer**

The school is committed to the employment and career development of people with disabilities, as part of our policy we guarantee an interview to all applicants with disabilities who have demonstrated that they have skills, knowledge and experience required for the post. If you wish to be considered for an interview under this scheme, please tick the box in the declaration below.

**What do we mean by disability?**

To be eligible for the Guaranteed Interview Scheme you must have a disability or long-term health condition which has a substantial and adverse effect on your ability to carry out normal day-to-day activities. The disability could be physical, sensory or mental and must be expected to last for at least 12 months.

**Declaration**

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme 

**Ex-Armed Forces Personnel**

As an employer, we guarantee an interview to all applicants who have served with the Armed Forces who have demonstrated that they have the skills, knowledge and experience required for the post.

Please tick the box if you think you are eligible under this commitment 

**Criminal Convictions**

Are you registered with the DBS update service? Yes  No 

If yes, do you give North Tyneside Council permission to check the update service when it is appropriate to do so?

 Yes  No 

If yes, please provide your DBS certificate number:

If your application is successful, you will be required to complete a DBS Application form online. A criminal record will not mean that you won’t be considered for this post, but the nature of the offence and how long ago it was committed will be looked at when deciding on your suitability for the post. For information regarding transgender issues, contact DBS sensitive applications team sensitive@dbs.gov.uk or telephone 0151 676 1452

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’?

Yes  No 

*As defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013). Further guidance on when cautions or convictions are deemed to be protected is in the guidance notes* <http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>

If yes, please provide details below including the nature of the offence, date committed and any other relevant factors:

**Declaration**

Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body

 Yes No

If yes, please give their name and state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I declare that all the information given in this application is true, and that I have not canvassed directly or indirectly any member of the Governing Body, nor will I do so. I understand that any falsification or withholding of information will be judged as serious and could result in disqualification from applying for other jobs or possible dismissal if we have already appointed you.

Please note by submitting this form electronically you are accepting this declaration.

Candidate’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:**

1. Candidates canvassing members of the Governing Body or those directly involved in the selection process either directly or indirectly shall be disqualified.
2. If you are not notified, within ten days of the closing date for applications you may presume that you have not been selected for interview, and no further communication will be made.

**PART C: EQUALITY MONITORING FORM**

#### Whitley Bay High School is an Equal Opportunities Employer

Whitley Bay High School operates a policy of equal opportunities and wishes to ensure that all applicants are considered solely on their merits. Therefore, we need to be able to check that our decisions are not influenced by unfair or unlawful discrimination. To help with this, please complete the following. Your answers will be treated confidentially and will not form part of the appointment process. This form will be detached from the application form and the information will only be used for statistical purposes.

#### POST TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. My gender is:** Male Female Non-Binary

Do you identify yourself as transgender? Yes No Prefer not to say

**2.** **My Age Is**: 16-19 20-29 30-39 40-49 50-59 60+

**3. Are you:** Single Married Civil Partnership

 Widowed Divorced Co-habiting

**4. Sexual Orientation:**

 Heterosexual Gay/Lesbian Bisexual Prefer not to say

**5. Disability**

In the Equality Act 2010, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to perform normal day-to-day activites.

 Do you consider yourself to meet this definition: Yes No

If yes please provide details**:**

**6. Caring responsibilities**

A carer is someone who, without payment, provides help and support to a partner, child, relative or friend, who could not manage without their help.

 Do you have any caring responsibilities for dependants? (if yes, please tick all that apply): Yes No

 Primary carer of a child/children (under 18) Primary carer of disabled child/children

 Primary carer of disabled adult (18+) Primary carer of older person/people (65+)

 Secondary carer Prefer not to say

**7. Religion and Belief**

 Buddhist Christian Hindu Jewish

 Muslim Sikh None Prefer not to say

 Other Religious belief (please specify)

**8. Ethnic Origin**

 ***Asian or Asian British*** Indian Pakistani Bangladeshi

Any other Asian background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Black or Black British*** Caribbean African

***African/Caribbean***

Any other Black/African/Caribbean background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Chinese*** Chinese

######

Any Other Chinese background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Mixed***/***Multiple Ethnic*** Mixed Asian Mixed African

***Groups***

 Mixed Caribbean

Any other Mixed/Multiple ethnic background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***White*** British English

 British Welsh

 British Scottish

 British Other

 Irish

Any other white background (please specify)

Any Other Ethnic Group (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-disclosure I do not wish to disclose my ethnicity