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Description automatically generated

**Headteacher: Steve Wilson**

**Deputy Headteacher: Linda Buckle**

**Deputy Headteacher: Andy Sherlaw**

Tel no: (0191) 731 7070

Email: info@whitleybayhighschool.org

# APPLICATION FOR SUPPORT STAFF APPOINTMENT

**PART A: PERSONAL DETAILS**

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

**Preferred Title** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Surname** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Previous Surname (If applicable)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Telephone Number / Mobile Number**

**Email Address**

**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 |  |  |  |  |  |  |
|  |  |  |  |  |  |
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**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/Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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).

If there is any gap in employment, please give an explanation.

(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/Hobbies e.g. in drama, music, sport, youth work etc.**

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

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**Professional registration**

|  |  |  |
| --- | --- | --- |
| Please detail any professional bodies you hold membership of which are relevant to the post applied for. | | |
| Professional body | Level of membership and membership number | Expiry |
|  |  |  |
| **If you have worked as a Teacher in a previous role**, please complete the box below. | | |
| Teacher Reference Number(TRN): |  | |

**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.

If you are applying for a post which involves working with children and young people or vulnerable adults, there is a requirement for a reference from employment where you have worked with children and young people or vulnerable adults. If your first 2 referees are not from such employment, please provide details of a 3rd who is from this employment areas so that a reference / this requirement can be undertaken.

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

**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

**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.

You'll only be guaranteed an interview if you meet the essential criteria for the job. You **must** also include in your application enough information to show how you meet the criteria.

**Declaration**

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

**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:

|  |  |  |
| --- | --- | --- |
| **Ex-Armed Forces Personnel**  We are committed to supporting those who have served in the Armed Forces into employment. We guarantee an interview to all applicants who have served with the Armed Forces who meet the essential and desirable criteria for the post. Please indicate if you think you are eligible under this commitment.   |  |  | | --- | --- | | Yes | No |   You'll be guaranteed an interview if you meet the following conditions:   * You are currently serving in the armed forces (or are within 12 weeks of your discharge date). * You meet the essential criteria for the job.   Or alternatively   * The Armed Forces was your last long-term employer. * You can demonstrate you've been job seeking for at least 6 months since leaving the armed forces. * A maximum of 2 years (24 months) has elapsed since you left the armed forces. * You meet the essential criteria for the job.   You **must** also include in your application enough information to show how you meet the criteria. |
| If you meet the conditions stated above, please state your veteran status below: |

|  |  |  |
| --- | --- | --- |
| **Driving licence**  Do you hold a full current driving licence? | Yes | No |
| If the role you are applying for will involve you driving a School Vehicle, please provide the information request below: | | |
| Do you have any endorsements? | Yes | No |
| If you have answered ‘Yes’ above, please provide details: | | |

|  |  |  |
| --- | --- | --- |
| **Further information**  Please provide any further information **not** covered by previous sections **or** **your covering letter**, that you would like to give in support of your application. | | |
|  | | |
| As a School we recognise continuous service in Local Government Employment for all staff. Do you have continuous service? | Yes  No | If yes, what is your continuous  Service date? |
| **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 the above is true, and that I have not canvassed directly or indirectly any member of the Governing Body, nor will I do so.  Candidate’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **On-line Searches**  In accordance with Keeping Children Safe in Education (2024) as a School we are required to undertake online searches for all candidates that we shortlist to attend for the next stage in our recruitment process and/ or interview. This is required to ensure that any individual who we choose to appoint into our School is appropriate to work with children and young people. These searches will include information that is publicly available online and will not involve searches that are covert/overt/done in secret. You will be provided with additional information/ further clarity if you are invited to the next stage in our recruitment process and/or invited to attend for interview. | | |
| **Our Safeguarding Commitment**  As a School within North Tyneside, safeguarding is everybody’s business and we are committed to safeguarding and promoting the welfare of children and young people, and adults at risk of harm. All staff and volunteers are expected to share this commitment and as an individual making an application for a post in our school if you were successful, you would be required to also share this commitment and follow our policies, procedures and practices to support this. | | |

|  |
| --- |
| **Vetting & Barring Checks**  As this post is within a School all employees who work in schools have to have a successful Data Barring Service (DBS) check. As an applicant you need to understand this and consider how this applies to you. In accordance with the DBS Code of Practice if you were shortlisted for interview, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children (or adults) and we will use this information as part of our interview/ pre-screening process.    The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. An additional change was made on 28 October 2023, which noted that all unspent conditional cautions and convictions (as defined by the Rehabilitation of Offenders Act) will be automatically disclosed. This change ensures that all records that are disclosed on a DBS Basic check will also appear on Standard and Enhanced checks.  If you are shortlisted for the next stage in our recruitment process and/or interview you will be provided with some additional information (as also referenced) to support you in what you will need to/ should not declare, you may want to contact the following organisations/ review information noted on their website which may be of assistance. |

|  |  |  |
| --- | --- | --- |
| **WEBSITE** | **CONTACT 1** | **CONTACT 2** |
| **Nacro** –  <https://www.nacro.org.uk/criminal-record-support-service/> | [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) | 0300 123 1999 |
| **Unlock** –  <http://hub.unlock.org.uk/contact/> | 01634 247350 | 07824 113 848 |
| **Ministry of Justice –** <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974> | <https://contact-moj.service.justice.gov.uk/> | 0203 334 3555 |
| **DBS -** <https://www.gov.uk/government/organisations/disclosure-and-barring-service> | [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk) | 03000 200 190 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please make sure all parts of this and the related application form are completed before signing this declaration.**  I confirm the above information provided on my application form is complete, correct, and factual and I understand that any offer of employment is subject to:   1. References which are satisfactory. 2. A satisfactory DBS certificate and check of the Barred list. 3. The entries on this form proving to be complete and accurate. 4. A satisfactory medical report. 5. Further pre-employment checks being satisfactory that are relevant to the post.   I understand that deliberately giving false or incomplete answers would exclude me from consideration, or in the event of my appointment, could result in dismissal without notice.  **I accept that in** submitting this form electronically I am accepting this declaration/ ‘signing’ this form by returning the form to school. | | | |
| 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. | | | |

**This page is intentionally blank, please proceed to page 10 to continue your application.**

**Part C: EQUAL OPPORTUNITY MONITORING**

This information is only used to measure the effectiveness of our School Equality Policy. **The administrator at School overseeing the administration of the recruitment process will remove Part C** when they receive your application, and it will not be seen by anyone else involved in the selection process. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (Equality Act 2010).

The data provided will be used to support our school to monitor our recruitment process and we will use the data provided to support monitoring of our recruitment process and we will use the data to inform future recruitment/ review of our recruitment policy. If you would prefer not to provide this data, please indicate this on the form, there is no requirement or obligation to provide the data within any of the sections noted below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A.  Gender** | | | | | | | | | | |
| I identify my gender as | |  | | | | | | | | |
| **B.  Age** | | | | | | | | | | |
| 16-19 | 20-29 | | | 30-39 | | | | | 40-49 | |
| 50-59 | 60+ | | | Prefer not to say | | | | |  | |
| **C. Marriage and Civil Partnership** | | | | | | | | | | |
| Single | Married | | | | Civil Partnership | | | | Widowed | |
| Divorced | Co-habiting | | | | Prefer not to say | | | |  | |
| **D.  Sexual orientation** | | | | | | | | | | |
| Heterosexual | Gay / Lesbian | | | | Bisexual | | | | Prefer not to say | |
| If you would prefer to use your own term, please specify | | | | | | | | |  | |
| **E.  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 activities. | | | | | | | | | | |
| Do you consider yourself to meet this definition? | | | | | | | Yes    No | | | |
| If yes, please provide details: | | | | | | | | | | |
| **F.  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 | | |
| **F.  Religion and belief** | | | | | | | | | | |
| Buddhist | Christian | | Hindu | | | Jewish | | | | |
| Muslim | Sikh | | None | | | Prefer not to say | | | | |
| Other Religious belief (please specify): | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **G.  Ethnicity -** Please tell us which ethnic group you belong to (please mark one): | | |
| Asian / Asian British | Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| Any other Asian background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Black British / Black / African / Caribbean | African |  |
| Caribbean |  |
| Any other Black/African/Caribbean background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Chinese | Chinese |  |
| Any other Chinese background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Mixed / Multiple Ethnic Groups | Mixed Asian |  |
| Mixed African |  |
| 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Other Ethnic Group | Any other ethnic background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Non-disclosure | I do not wish to disclose my ethnicity |  |