

WEST HILL SCHOOL

Application for Support Staff Appointment

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Post of: | | | | | | | | | | |
| **PERSONAL** | Surname: | | | | Forename(s): | | | | | | |
| Previous Name(s) if applicable: | | | | | | | | | Mr / Mrs / Miss / Ms | |
| Address: | | | | | | | | | | |
| E-mail: | | | | | | | Post Code: | | | |
| Telephone No. Home: | | | | Work: | | | | | | |
| **CURRENT EMPLOYMENT** | Name of Employer: | | | | | | | | | | |
| Employer Address: | | | | | | | | | | |
| Date of Appointment: | | | | | Title of Post: | | | | | |
| **PREVIOUS**  **EMPLOYMENT** | All previous employment (in chronological order beginning with the first): | | | | | | | | | | |
| Type of Establishment | Employer Name | From | To | | | Title of Post (Indicate full/part time) | | Area/Dept of Work | | Group/Grade |
|  |  |  |  | | |  | |  | |  |
|  |  |  |  | | |  | |  | |  |
|  |  |  |  | | |  | |  | |  |
|  |  |  |  | | |  | |  | |  |
| **EDUCATION – FURTHER/HIGHER** | Name of Establishment | | From | To | | | Qualification Gained (with dates) | | | | Grade |
|  | |  |  | | |  | | | |  |
|  | |  |  | | |  | | | |  |
|  | |  |  | | |  | | | |  |
|  | |  |  | | |  | | | |  |
|  | |  |  | | |  | | | |  |
|  | |  |  | | |  | | | |  |
|  | |  |  | | |  | | | |  |
|  | |  |  | | |  | | | |  |

**Please attach a brief letter in support of your application for this post.**

|  |
| --- |
| **LETTER OF APPLICATION** |
|  |

*Continue as necessary*

|  |  |
| --- | --- |
| **REFEREES** | **Please give the names and addresses of two people from whom a reference may be obtained, one of these should be your current employer. If you are not currently working with children, then one reference should be from a previous employer in a role related to this client group, if applicable. References from friends or relatives will not be accepted.** |
| Name:  In what capacity do you know the referee? |
| Position:  Name of Organisation:  Address:  Telephone number: Email address: |
| Name:  In what capacity do you know the referee? |
| Position:  Name of Organisation:  Address:  Telephone number: Email address: |
| Please note we will contact the above referee if you are short listed for this post and seek a reference before an interview. Also, in relation to work with children we will seek information about past disciplinary issues relating children and/or child protection concerns you may have been subject to. If you have any concerns about this, please contact the headteacher at the school. |

|  |
| --- |
| **REHABILITATION OF OFFENDERS ACT 1974** |
| The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales).  However, amendments to the exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.  Successful candidates will be subject to recruitment and vetting checks. |

|  |
| --- |
| **DATA PROTECTION ACT 2018** |
| The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information on 0161 338 2193.  I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other 3rd Party Processors for the purpose of this recruitment in accordance with Data Protection 2018. |

|  |  |
| --- | --- |
| **I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.** | |
| Signature: | Date: |
| Print Name: | |
| **BY SUBMITTING THIS FORM ONLINE, I AGREE THAT THIS IS EQUIVALENT TO ME SIGNING THE DECLARATION.** | |

|  |
| --- |
| **Online Checks** |
| The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.  Shortlisted candidates may be subject to online searches as part of pre recruitment checks. ` |