

Audenshaw School

Application for Employment – Support Staff



Post applied for:	
Closing date:	

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

To enable us to process your application form, please ensure that all relevant information is completed. Checks may be undertaken to verify the information supplied on this form. Please complete in black ink or type. All applications will be treated in strictest confidence.

Section 1: Personal Details

Title:	Forename(s):	Previous Name(s):
	Surname:	Date of Birth:
Address:		National Insurance Number:
Postcode:		How did you find out about this job?
Home telephone:		Mobile:
Work telephone:		E-mail:
May we contact you at work? Yes / No		May we contact you by e-mail? Yes / No

Section 2: Education

Schools / Colleges (attended from age 11)	Dates		Qualifications obtained (O/A levels, GCSE or equivalent)	Date Obtained	Grade Attained
	From	To			
Further / Higher education establishment attended	Dates		Course title	Results (including class of degree)	
	From	To			

Section 3: Professional Qualifications (proof of job related qualifications will be required)			
Professional qualifications, with dates and levels attained:			
Awarding Body	Subject or Title of Qualification	Date Obtained	Grade Attained

Section 4: Training		
Other training / courses attended relevant to this post, with dates:		
Organising Body	Title of Course	Date Attended

Section 5: Member of Professional/ Technical Body		
Professional Organisation	Type of Membership	Date of Entry

Section 6: Present /Most Recent Employment

Present or most recent employer, nature of business and address	Dates (month & year)		Position held and nature of duties	Reason for wishing to leave or for having left
	From	To		

Current / most recent salary (salary details will be confirmed with current employer):

Period of notice required:	Date can take up post:
----------------------------	------------------------

Section 7: Employment Background

Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/ further education and explanations for any gaps (if applicable).

Dates (month & year)		Name & address of employer	Position held	Summary of main duties	Salary	Reason for leaving (if applicable)
From	To					

Section 7: Employment Background (continued)

Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education and explanations for any gaps (if applicable).

Dates (month & year)		Name & address of employer	Position held	Summary of main duties	Salary	Reason for leaving (if applicable)
From	To					

Have you ever been dismissed by any of the above employers?
If YES, please state the reason for dismissal (e.g. redundancy) and any other relevant details.

Yes ☐ No ☐

Section 8: Supporting Statement

In this section please demonstrate how your skills and experience meet the requirements of the job description and person specification. Please use A4 continuation sheets if necessary (up to a maximum of 2).

Please refer to the Guidance Notes for further information.

Section 9: References

Please give the names and addresses of two persons from whom reference may be obtained, **one of these should be your current employer/ Headteacher**. If 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.**

Present or most recent employer

Name and title:	Address:	
Position held:		
Telephone:		
Fax:	Email:	

Other referee

Name and title:	Address:	
Nature of contact:		
Telephone:		
Fax:	Email:	

Please note that the School's policy is for references to be taken up prior to interview. By providing your referee's details and signing this application form, you agree to the School doing so without further permission being sought from you.

Section 10: Rehabilitation of Offenders

Audenshaw School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 Disclosure and Barring Service website.

If you are short listed to attend an interview your suitability to work with children will be assessed, which will include the requirement to disclose any criminal convictions.

Section 11: Disability Status

If you have a disability you will be offered an interview as long as you meet the essential requirements of the job. Under the Equality Act 2010, a person has a disability if he/she has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you have a disability as defined above?

Yes ☐ No ☐

Any information you provide in this context will remain confidential and only be used for the purpose described above and for assessing any adjustments which may be required to the application and selection process.

If YES, do you require any adjustments to the application or selection process?

Yes ☐ No ☐

If YES, please give details

Section 12: General

Are you applying for a job share (if available)?

Yes ☐ No ☐

Are you related to, or do you have a close personal relationship with, any member of Audenshaw School's Governing Body or staff?

Yes ☐ No ☐

If YES, please give name and relationship:

Section 13: Right to Work in the UK

Current legislation means that you will need to provide documentary evidence (for example a copy of a passport or visa) showing your

entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment.

Section 14: General Data Protection Regulations

The information detailed in this application form may be used by Audenshaw School for the purposes of considering and determining your application, for compliance with any legal, regulatory or governance obligations and for the purposes of monitoring in accordance with the School's Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. For successful candidate(s) the application form will form part of the personal file.

I consent to Audenshaw School recording and processing my personal data and sensitive personal data detailed in this application form, including for the above purposes. I understand that this information may be used by the School for the purposes outlined above and in pursuance of its business purposes and my consent is conditional upon the School complying with their obligations under the General Data Protection Regulations 2018.

Bolton Council process the School's DBS applications online via Complete Background Screening Ltd. CBS have worked with the DBS for many years and have developed a highly secure and user-friendly system to process checks. Please be assured that your data is secure and processed to the highest security and confidentiality standards, with robust protection elements in-built to the CBS system. Only those people with a genuine reason to process your data for reasons of recruitment will have access to it.

Section 15: Declaration

PLEASE NOTE THAT APPOINTMENT TO THIS POST WILL BE SUBJECT TO MEDICAL CLEARANCE, SATISFACTORY ENHANCED ONLINE DBS DISCLOSURE, SATISFACTORY REFERENCES, VERIFICATION OF PROFESSIONAL QUALIFICATIONS AND VERIFICATION OF RIGHT TO WORK IN THE UK.

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post. I understand and accept that the information I have provided may be used in accordance with paragraph 14 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature: _____

Date: _____

Print name: _____

If you are returning this form by email, you will be asked to sign your application at interview.

RETURNING THIS FORM

By Hand or Post:

HR Department
Audenshaw School
Hazel Street
Audenshaw
Manchester
M34 5NB

By E-Mail:

recruitment@audenshaw.tameside.sch.uk

Enquiries:

Telephone Number: 0161 335 2129

Application forms should be returned not later than the closing date stated.

Only shortlisted candidates will be notified of the outcome of their applications; if you have not heard within two weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

Equal Opportunities Monitoring Form

Please complete this monitoring form and return with your application form. Please note that this form, will be detached from your application form before your application is progressed to the shortlisting stage of the recruitment process.

Below we explain why the details that you provide are important both for you as an applicant, and for us as an organisation committed to equal opportunities.

Audenshaw School is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. **Although you do not have to complete the form, by completing as much of the information as possible, you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.**

The request for this information and the uses to which it will be put are within the scope of the General Data Protection Regulations 2018 which allows for the collation and reporting of sensitive data for monitoring purposes.

The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

Please note that it is Audenshaw School's policy that an applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview. However, this will be determined based on an applicant's response to Section 10 of the Application Form, not the Equal Opportunities Monitoring Form.

Thank you for completing this form. We wish you success with your application.

Equal Opportunities Monitoring Form



Name:			
Post applied for:		Date of application:	

All applicants are asked to complete this sheet to enable us to monitor equal opportunities in our recruitment process in accordance with the School's Equal Opportunities Policy. Please help us by completing the appropriate sections. Any information given will not identify individuals, but will only be used to measure how we are progressing. The sheet will be separated from your application form immediately upon receipt and will form no part of the selection process.

My ethnic origin: *(please tick appropriate box)*

- | | | | | |
|-------------------------------|--|--|---|--|
| White | <input type="checkbox"/> British | <input type="checkbox"/> Irish | <input type="checkbox"/> European | <input type="checkbox"/> Other |
| Black or Black British | <input type="checkbox"/> Caribbean | <input type="checkbox"/> African | | |
| Asian or Asian British | <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Kashmiri | <input type="checkbox"/> Bangladeshi |
| Mixed Race | <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Black African | <input type="checkbox"/> White and Indian | <input type="checkbox"/> White and Pakistani |
| Chinese/other group | <input type="checkbox"/> Chinese | | | |

*For any other background
please write in box*

--

My gender: ☐ Female ☐ Male

My disability status: Disability is a "protected characteristic" under the Equality Act 2010. A person has a disability if he/she "has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities".

Do you have a disability as defined above? ☐ Yes ☐ No

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here: ☐

My age range:

<input type="checkbox"/> 16-19	<input type="checkbox"/> 30-39	<input type="checkbox"/> 50-59	<input type="checkbox"/> 65+
<input type="checkbox"/> 20-29	<input type="checkbox"/> 40-49	<input type="checkbox"/> 60-64	

My religion:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Christian <i>(including Church of England, Catholic, Protestant and all other Christian denominations)</i> | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Sikh | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Buddhist |
| | <input type="checkbox"/> None |

*Any other religion –
please write in box*

--