



## HANLEY CASTLE HIGH SCHOOL

### CONFIDENTIAL WHEN COMPLETE SUPPORT STAFF APPLICATION FORM

<b>Post Applied For:</b>	
<b>Applicants Name:</b>	

Thank you for your interest in the above vacancy at Hanley Castle High School. We will use this form to help decide your suitability for the job so please make sure that it is accurate and complete. You should complete all sections.

Please do not send any curriculum vitae or testimonials unless asked to do so.

**Please return your completed form no later than the closing date to:**

**Via email to:**  
[moons@hanleycastlehs.org.uk](mailto:moons@hanleycastlehs.org.uk)

**Or via post to:**  
HR Officer  
Hanley Castle High School  
Church End  
Hanley Castle  
Worcestershire  
WR8 0BL

<b>1) Personal Details</b>	
Title <i>e.g. Mr. Mrs.</i>	
Surname/Family Name:	
Forename(s):	
Former Surnames: <i>(prior to marriage or change of name by deed poll)</i>	
Home Telephone:	
Mobile Telephone:	
E-Mail:	
NI Number:	
Home Address:	
Current Address: <i>(if different from above)</i>	
<b>Driving Qualifications</b>	
Do you hold a current, valid full driving licence?	
Do you own a car?	
Do you have access to a car?	
<b>Relevant Relationships</b> <i>If you are related to or have a close personal relationship with an employee or Governor of this academy, please state their name and relationship to you.</i>	
Do you subscribe to the DBS Update Service?	

## 2) Education, Training and Qualifications

*Applicants invited for interview will be required to produce documentary evidence of their qualifications.*

Name of School/College/ University attended	From-To Month/Year	Subject/Qualification obtained <i>including GCSE, O Level and A Level grades</i>	Date obtained Month/Year
Please list School information below (after age 11)			
Please list further or higher education below (Full and Part-time)			
Professional or other courses including training courses attended, NVQs etc. <i>Please give brief details of all training and other courses you have undertaken which are relevant to this post</i>			
Current Study			

Current membership of professional organisations				
Personal interests <i>Please give details of other relevant interests/hobbies/skills experience, including leisure time activities and voluntary work.</i>				
<b>3) Employment/Work Experience</b> <i>Please include any current and previous experience either paid, unpaid or voluntary starting with the most recent. If you have more than one job, please list under "Previous".</i>				
<b>Current</b>				
Employer Name:				
Employer Address:				
Position Held:				
Hours of Work:				
Start date and leaving date (if applicable):				
Present Salary and Grade:				
Period of Notice:				
Please give details of your current duties and main responsibilities in this post:				
Please give reason for leaving:				
<b>Previous</b>				
<i>Please include any previous experience either paid, unpaid or voluntary in chronological order, giving most recent first. If you run out of space, please supply a full employment history as a separate attachment.</i>				
Employer/Organisation <i>(most recent first)</i>	Position held and brief description of duties/responsibilities	Dates Months/Year From   -   To		Reasons for leaving and final salary


**Gaps in education/employment**

*If there are gaps in your education/employment history please explain them here e.g. looking after children, sabbatical year etc.*

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**4) Additional Information**

*Please study the Job Description and Person Specification and explain how your qualifications, skills, abilities, experience to date (including leisure and voluntary) would make you a suitable candidate for this post.*

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What is it about Hanley Castle High School that impresses you personally, why do you want to work for the Academy?
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How do you think you could make a difference in this role?
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Is there anything else in particular that makes you the right person for this post?
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## 5) References

*Please give details of two people who are able and willing to comment on your suitability for this job. If you are or have been employed, one should be your present or most recent employer.*

*If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.*

*Written references will not be accepted from relatives or friends.*

*To comply with 'Keeping Children Safe in Education' the school will seek and scrutinise references prior to interview. Referees will be contacted to provide further clarification if needed. All references will be compared for consistency against the information disclosed in your application form and you will be asked about any discrepancies at interview*

### Referee 1

Title and name:

Address:

Telephone number:

Email address:

Relationship to you e.g. Manager, colleague etc:

Do you wish to be consulted before this referee is approached?

### Referee 2

Title and name:

Address:

Telephone number:

Email address:

Relationship to you e.g. Manager, colleague etc:

Do you wish to be consulted before this referee is approached?

## 6) Declarations

### **Immigration, Asylum and Nationality Act (2006)**

*In accordance with the Immigration, Asylum and Nationality Act 2006, the school requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.*

Please confirm you are legally entitled to work in the UK:

### **Safeguarding Vulnerable Groups Act (2006)**

*The School is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.*

Please confirm you understand that it is an offence to apply for a role if barred from engaging in regulated activity relevant to children:

### **Disclosure & Barring Service**

*If you are the successful applicant, you will be required to have an Enhanced Disclosure and Barring Service disclosure and we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further.*

*All shortlisted candidates will be asked to complete a criminal self-declaration form. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.*

**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.**

**Signed:**

**Date:**





## Equal Opportunities Monitoring Form

***The Hanley and Upton Educational Trust is committed to the elimination of all forms of unjustifiable discrimination.***

*We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff.*

*Applicants for jobs are judged on their skills and suitability for the vacancy. To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.*

### 1) Ethnicity

*Please Note: These categories have been recommended to employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.*

(x)

White	English	
	Scottish	
	Welsh	
	Irish	
	Any other white	
Mixed	White & British Caribbean	
	White & Black African	
	White & Asian	
	Any other mixed	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Kashmiri	
	Any other Asian	
Black or Black British	Caribbean	
	African	
	Any other black	
Other Ethnic Groups	Chinese	
	Any other ethnic group	

### 2) Gender

Are you:	Female		Male		Gender Fluid /Non-Binary		Other		Prefer not to say	
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### 3) Disability

*For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.*

Do you have a disability?	Yes		No	
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### 4) Age

Please select the age band currently applicable to you:	Up to 19		20-29		30-39		39-49		50-65		Over 65	
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