

**THE HEYS SCHOOL**

**JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

HEYS ROAD,

PRESTWICH,

MANCHESTER.

M25 1JZ

**TELEPHONE:** 0161 773 2052

**EMAIL:** [jobs@theheys.school](mailto:s.bramah@theheys.school)

1. **POST APPLIED FOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For:** |  | | |
| **School:** | The Heys School, Heys Road, Prestwich, Manchester. M25 1JZ | | |
| **As advertised in:** |  | **On date:** |  |

**2. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAMES:** |  |
| **TITLE:**  **(Optional)** |  | **Date of Birth:**  **(Optional)** |  |
| **Address:** |  | | |
|  | | |
| **Postcode:** |  | **Mobile No:** |  |
| **Telephone No:** |  | **National Insurance No:** |  |
| **Email:** |  | | |

**3. CURRENT POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CURENT EMPLOYER:** |  | | | |
| **JOB TITLE:** |  | | | |
| **DATE OF APPOINTMENT:** |  | | **SALARY:** |  |
| **NOTICE PERIOD:** |  | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | |
|  | | | | |
| **Reason for this application** | |  | | |

**4. PREVIOUS WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF EMPLOYER** | **Dates of employment** | | **Post(s) held** | **Reasons for leaving** |
| **From** | **To** |
|  |  |  |  |  |

**5. OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post** | **Dates** | | **Employer** | **Grade/Salary** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |  |  |

**6. GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|  |  |  |  |

**7. FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|  |  |  |  |

**8. ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

|  |
| --- |
|  |

**9. ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? *(If yes, please state relationship)* | Yes  / No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?  *(If yes, please give details)* | Yes  / No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?  *(If yes, please give details)* | Yes  / No |
| Do you hold a current and valid driving licence?  *(if yes, please state the category)* | Yes  / No |
| Do you have a disability?  If so, reasonable adjustments would be made to allow you to participate fully in an interview. | Yes  / No |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes  / No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes  / No |
|  |  |
| In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.    The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.    To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:     * Facebook * Instagram * Twitter * LinkedIn * TikTok * Youtube | |

**10. STATEMENT IN SUPPORT OF APPLICATION**

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

**11. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **REFEREE 1**  Please provide name and address | | | | **REFEREE 2**  Please provide name and address | | | |
|  | | | |  | | | |
| **TELEPHONE NUMBER:** |  | | | **TELEPHONE NUMBER:** |  | | |
| **EMAIL:** |  | | | **EMAIL:** |  | | |
| **Reference Type:**  (Please circle) | Employer | Education | Character | **Reference Type:**  (Please circle) | Employer | Education | Character |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. | | | | | | | |

**12. FURTHER INFORMATION FOR CANDIDATES**

1. In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
2. Please note that it is the policy of the Trust and the Governing Body to preclude employment of persons over the age of 65.
3. You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
4. Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:       Date: