WIRRAL GRAMMAR SCHOOL

A Business & Enterprise School for Boys

APPLICATION FOR APPOINTMENT

(Support Staff Post)

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| NAME OF APPLICANT: |  |
| POSITION APPLIED FOR: |  |

Please return to: Recruitment

 Wirral Grammar School for Boys

 Cross Lane

 Bebington

 Wirral CH63 3AQ

 recruitment@wirralgrammarboys.com

Remember to enclose:

* This form with ALL sections completed (although sections 6, 8, 13 & 14 may be left blank if not applicable)
* A supporting letter (if requested) otherwise complete section 13 – the ‘Supporting Statement’)
* A completed ‘Self-Disclosure Form for applicants for posts involving contact with children’

 *Please* ***do not*** *enclose a CV (Curriculum Vitae) or testimonials*

*Wirral Grammar School for Boys is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding children at Wirral Grammar School for Boys is the responsibility of all adults who work or volunteer at this school in a permanent or temporary capacity and of members of the governing body. All applicants for posts at this school will be subject to recruitment and selection procedures designed to emphasise the school’s commitment to the safeguarding of its children and young people.*

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| 1. CONTACT DETAILS |
| Title |  |
| Surname |  |
| Forename(s) |  |
| Permanent address | postcode  |
| Daytime telephone |  |
| Evening telephone |  |
| Mobile telephone |  |
| Email address |  |

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| 2. PERSONAL DETAILS |
| Date of birth |  |
| Place of birth |  |
| National Insurance no |  |  |  |  |  |  |  |  |  |
| Do you require a work permit to work in the UK? | [ ]  YES [ ]  NO |
| Are you a Registered Disabled Person?  |  |
| List any previous names by which you have been known |  |

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| 3. DISCLOSURE OF A relationship |
| Canvassing members of Staff or the Governors of the School, both directly or indirectly, is forbidden and will disqualify applicants. Please give details if you are related to, or have a personal relationship with a member of the governing body, a member of staff or a student at Wirral Grammar School for Boys. A candidate who fails to disclose any such relationship shall be disqualified from the appointment and, if appointed, shall be liable to dismissal without notice. |
| Name of person (or write ‘NONE’) |  |
| Your relationship to that person |  |
| Position held by that person |  |

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| 4. CURRENT POST  |
| If not currently employed put ‘NONE’ (previous employment should be detailed in section 7). If currently a student put ‘STUDENT’ (higher education should be detailed in section 6) |
| Organisation |  |
| Post Held |  |
| Complete one box whichever is most appropriate | Annual Salary |  |
| Hourly Rate |  |
| Date of commencing post |  |
| Notice required  |  |

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| 5. SECONDARY EDUCATION & ACADEMIC QUALIFICATIONS  |
| SECONDARY SCHOOL(S) / COLLEGE(S) ATTENDED  |
| Name & Location of School / College | Date entered | Date left |
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| GCSE or equivalent qualifications |
| Subject/type if not GCSE | Grade | Board | Date | Subject/type if not GCSE | Grade | Board | Date |
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| AS or equivalent qualifications |
| Subject/ type if not AS | Grade | Board | Date | Subject/ type if not AS | Grade | Board | Date |
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| A level or equivalent qualifications |
| Subject / type if not A level | Grade | Board | Date | Subject / type if not A level | Grade | Board | Date |
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| 6. HIGHER EDUCATION & ACADEMIC QUALIFICATIONS – including any current courses |
| Shortlisted candidates will be required to bring certificates for inspection on the day of the interview  |
| Higher Education Institution | Dates attendedFrom To | Qualification awarded including subject(s) | Date of Award | Level of award(e.g. 2.1 Hons) |
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| 7. EMPLOYMENT HISTORY  |
| In chronological order – most recent last. Please explain any gaps in employment history.UNPAID / VOLUNTARY WORK CAN BE INCLUDED BUT SHOULD BE INDICATED AS SUCH |
| EMPLOYER’S NAME & LOCATION | NATURE OF EMPLOYMENT | FULL or PARTTIME | FROMMM/YY | TOMM/YY | REASON FOR LEAVING |
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| 8. RELEVANT COURSES OR TRAINING ATTENDED IN LAST THREE YEARS |
| Please include courses/training events which you have attended and which are relevant to the post for which you are applying. |
| DESCRIPTION OF COURSE/TRAINING | Qualification (if any) | Date  |
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| 9. PROFESSIONAL BODIES/ORGANISATIONS OF WHCH YOU HAVE MEMBERSHIP |
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| 10. DRIVING LICENCE (if applicable) |
| Do you hold a current driving licence? | [ ]  YES [ ]  NO |
| Do you own or have the use of a car? | [ ]  YES [ ]  NO |

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| 11. PLEASE INDICATE HOW YOU CAME TO KNOW ABOUT THIS POST |
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| 12. REFEREES  |
| In line with our safer recruitment procedures, we will contact both of your referees if you are shortlisted for interview.  |
| CURRENT/MOST RECENT EMPLOYER.  | OTHER REFEREE. |
| Name |  | Name |  |
| Job title |  | Job title |  |
| Organisation |  | Organisation |  |
| Address | Postcode  | Address | Postcode  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Fax |  | Fax |  |

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| 13. SUPPORTING STATEMENT (unless a separate letter is requested in the application pack) |
| The information contained within this part of the application provides the basis on which we shortlist candidates for the next stage of the selection process |
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| 14. interests |
| All staff are encouraged to play a full part in the life of the School. Please indicate your particular interests, qualifications and other ways in which you might be able to support the School. |
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| 15. MEDICAL FITNESS & HEALTH RECORD |
| With reference to your application for a post with this School. In order to assist in establishing that you are medically suitable and satisfy the health standards required please answer the questions set out below. The information provided will be treated in confidence and used only to determine whether it will be necessary to refer you for a medical examination prior to confirming your appointment with this school. |
| Has there been any cause for concern regarding your health during the period of employment with your present Employer?YES / NODuring the last TWO years, indicate the dates on which you have been absent from work due to ill health or state ‘none’.Has a medical examination or medical referral been required at any time in connection with your employment – this includes any referral to occupational health?YES / NOIf ‘YES’ to the above, give details of the reason for and results of the referral/examination.  |

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| 16. DECLARATION |
| I declare that to the best of my knowledge and belief, all statements contained in sections 1-15 above are correct and I understand and acknowledge that should I conceal any material fact I will be liable to the termination of my contract of service, with such notice as may be appropriate and I may be refused benefits under the sickness payments and superannuation schemes.I consent to undergo a medical examination or examinations if required and I have no objection to the school or their advisers communicating with my own doctor or obtaining any hospital records concerning my health or medical history.Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



WIRRAL GRAMMAR SCHOOL

A Business & Enterprise School for Boys

Equal Opportunities Monitoring Form

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| CONTACT DETAILS |
| Name of Applicant |  |
| Position Applied For |  |
| Age |  |
| Gender | [ ]  Male [ ]  Female |
| *If you are currently undergoing the process of gender reassignment please tick your future gender* [ ]  Male [ ]  Female |
| Marital Status |  |
| Nationality |  |
| Ethnic Group |
| White[ ] British[ ] Irish[ ] Traveller of Irish  Heritage[ ] Gypsy/Roma[ ] Any other White  background *(please*  *give details)* | Mixed[ ] White and Black  Caribbean[ ] White and Black  African[ ] White and Asian[ ] Any other mixed  background *(please*  *give details)* | Asian or Asian British[ ] Indian[ ] Pakistani[ ] Bangladeshi[ ] Any other Asian  background *(please*  *give details)* | Black or Black British[ ] Caribbean[ ] African[ ] Any other Black  background *(please*  *give details)* | Chines or other ethnic group[ ] Chinese[ ] Any other ethnic  background *(please*  *give details)* |
| [ ] I do not wish an ethnic background category to be recorded |
| Are you a registered Disabled Person? | [ ]  YES [ ]  NO |
| If YES please give details |  |
| Registration Number |  |
| Date of Expiry |  |
| For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Wirral Grammar School for Boys processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files. |
| Signature | Date |