The Deanery Church of England High School and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

|  |
| --- |
| **Application for appointment as** |

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Given Name: | | Surname: |
| Have you ever used any other names? | | Yes  No | |
| If YES, please state in full | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Address |  | Tel. Home |  |
|  |  | Tel. Mobile |  |
|  |  | Tel. Work |  |
|  |  |  | |
| Postcode |  | E-Mail Address |  |
| DfE No. |  |  | |
| NI No. |  | This e-mail is | Personal  Work |

1. **Current Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | | |
| Address |  |  |  |
|  |  | Job Title |  |
|  |  | Start Date |  |
| Postcode |  | Current Salary | £ |
| Notice period |  |  |  |

1. **Previous Employment**

Please give details of ALL posts held, including part-time and unpaid work. If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times, e.g. unemployment, raising a family, study, voluntary work etc. Pleas use continuation sheet on page 8 if space is limited in any of the following sections

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Dates | | Position Held | Reason for Leaving |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Certificates for all qualifications shown in Sections 4, 5, and 6 below should, where possible, be produced at interview. The successful applicant must produce original certificates before the offer of the post is confirmed.*

1. **Secondary Education (11-16)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| School | Dates (MM/YYYY) | | Qualifications obtained | | | |
| From | To | Subject | Level  (eg GCSE) | Grade | Date  obtained |
|  |  |  |  |  |  |  |
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**5. Further Education (16+)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| School / College | Dates (MM/YYYY) | | Qualifications obtained | | | |
| From | To | Subject | Level | Grade | Date  obtained |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Higher Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | From | To | Qualifications obtained  (including classification) | Date  Obtained |
|  |  |  |  |  |
|  |  |  |  |  |

1. **References**

Please supply the names and address of two people (**one of which must be your current employer**), to whom application may be made for a reference. **NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.**

Current or most recent employer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | |  | Address |  |
| Name |  | |  |  |
| Position | |  |  |  |
|  | | |  |  |
| Place of Work | |  | Postcode |  |
| E-Mail Address | |  | This e-mail is | Personal  Work |

I do not wish my present employer to be contacted.

Second Reference

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | |  | Address |  |
| Name |  | |  |  |
| Position | |  |  |  |
|  | | |  |  |
| Place of Work | |  | Postcode |  |
| E-Mail Address | |  | This e-mail is | Personal  Work |

Faith Reference (if desired)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | |  | Address |  |
| Name |  | |  |  |
| Position | |  |  |  |
|  | | |  |  |
| Place of Work | |  | Postcode |  |
| E-Mail Address | |  | This e-mail is | Personal  Work |

**Requirements**

|  |  |
| --- | --- |
| Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job. | Yes  No |
| If YES, please give details | |

**Asylum and Immigration Act 1996**

|  |  |
| --- | --- |
| Do you have the right to work in the UK? | Yes  No |
| If yes, please state on what basis: | UK Citizen  EU settled status  Skilled worker visa  Graduate visa  Youth mobility visa  Other - please provide full details in the box below |
|  | |

**Disclosure & Barring and Recruitment Checks**

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, along with any other information held by local police that is considered relevant to the role. Any information that is ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a Barred List check. It is an offence to seek employment in regulated activity if you are on a Barred List.

**Do you have an enhanced DBS certificate?**   Yes  No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

**Declaration**

|  |  |
| --- | --- |
| I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise The Deanery Church of England High School and Sixth Form College to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.  I agree that personal data relating to me which has been, or is obtained by The Deanery Church of England High School and Sixth Form College, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to the Governors and authorised employees of the school and used by the school for any purpose relating to my application and prospective recruitment and employment within the school. | |
| Signed | Date |

|  |
| --- |
| **LETTER OF APPLICATION**  Along with your application form, you should also provide a separate letter outlining the following areas:   1. Why you want to work at our school 2. How your previous experiences will help you in this role 3. Your personality, attitude and what makes you unique 4. What positive impact you could have on our school   The letter should be word processed (font Tahoma pt 11) and should **not be longer than two sides of A4**.  It should be addressed to Mr M Wood, Headteacher. |

Your letter and application form should be emailed to:

**Mrs T Wogan**

**Executive Assistant to the Headteacher**

**The Deanery Church of England High School & Sixth Form College**

**Frog Lane**

**Wigan**

**WN1 1HQ**

on [swogant@deanery.wigan.sch.uk](mailto:swogant@deanery.wigan.sch.uk)

**Applicants sending their application via e-mail will accept the above declaration on sending this document. A signature may be required at interview stage. Failure to declare correct information could affect your application.**

**IMPORTANT**

* Please do not send a CV
* Please see our website for Privacy Notices

The Deanery Church of England High School & Sixth Form College supports the principle of equal opportunities in employment and a copy of the school’s equal opportunities policy is available on request**. Please take time to fill out the Equal Opportunities questions to help us develop this policy further.**

**Continuation Sheet** for any further information you wish to provide.

**Equal Opportunities Policy in Employment**

In order to ensure the successful development of this policy in relation to recruitment and selection of staff, all applicants must fill in the appropriate details as shown below. Existing employees of The Deanery Church of England High School & Sixth Form College, as well as external applicants, are included in monitoring this scheme.

Please return this form with your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members on the Selection Panel.

**Details of Post Applied for**

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment | The Deanery Church of England High School & Sixth Form College | Post Title |  |
| Name |  | Gender | Male  Female |

**Please tick the box which best describes your ethnic/ cultural/ racial origin**

|  |  |  |
| --- | --- | --- |
| **a. White** | **b. Mixed** | **c. Asian or Asian British** |
| British  Irish  Other (Please State) | White & Black Caribbean  White & Black African  White & Asian  Other (Please State) | Indian  Pakistani  Bangladeshi  Other (Please State) |
| **d. Black or Black British** | **b. Chinese** |
| Caribbean  African  Other (Please State) | Chinese  Other |

**How did you find out about this job? Tick and specify names and brands below selection.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Newspaper | TES | eTeach | Internet Source | Deanery website | Other |
|  |  |  |  |  |  |
| **Name of publication:** |  |  | **Name of site:** |  | **Details:** |
| Click here to enter text. |  |  | Click here to enter text. |  | Click here to enter text. |

Thank you for your assistance. Your co-operation will help promote equality of opportunity.