**Application Number:**

**CANN BRIDGE SCHOOL**

Eden Valley Gardens,

Estover

Plymouth PL6 8EE

01752 207909

HEADTEACHER: Shane Baker

**Application Form**

|  |  |
| --- | --- |
| Name |  |
| Post Applied for: | HR & Office Manager |

(Please complete in black ink)

# **OUR GOVERNORS’ PROMISE TO YOU**

## FAIRNESS AND EQUALITY OF OPPORTUNITY

We do not operate an anonymous process but we will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless of whether or not you currently work for the Council, another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the job. We believe in equal opportunities, and will not unfairly discriminate against anyone.

Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be disabled person and need such help, please contact the school who will put you in contact with the relevant LA Officer.

## DOCUMENTARY EVIDENCE

Candidates called for interview will be required to bring the following original documents to the interview for verification purposes. Photocopies of documents will **not** be accepted.

i) Birth certificate

ii) Certificates of academic and professional qualification (where relevant).

**WARNING**: If you provide false information, this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified.

**The successful applicant will also be required to produce the following documents to comply with a DBS check: Passport or Driving licence : photocard type; birth/marriage certificates plus a recent utility bill, credit card statement or bank statement.**

**Working for CANN BRIDGE SCHOOL**

If you would like further information at this stage, please contact the School.

## RETURNING THIS FORM

This must reach us by the closing date. LATE APPLICATIONS CANNOT BE CONSIDERED.

Please send it to the Headteacher at the address shown above or [HR@cannbridge.co.uk](mailto:HR@cannbridge.co.uk)

1. **PRESENT EMPLOYMENT (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of employer: |  | | |
| Telephone number |  | Job Title |  |
| Date of Appointment  from mm/yy |  | Present Salary |  |
| Notice Period |  | | |
| Reason for wishing to leave |  | | |
| Brief outline of duties |  | | |

Please ensure that there are no gaps in your employment history since leaving full time education.

**2 PREVIOUS EMPLOYMENT (most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer/Voluntary Organisation | Post Held | Dates  From /to (mm/yy) | Salary/Grade | Reason for Leaving |
|  |  |  |  |  |

1. **GAPS IN EMPLOYMENT**

**Please provide details of any unaccounted periods in your employment history.**

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Reason for gap in employment** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **EDUCATION CHECKS (checks on qualifications will be made)**

|  |  |  |
| --- | --- | --- |
| School / College Qualifications  Include results and examinations where applicable | Dates | Checked  (office use only) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Courses and Relevant Training | Dates | Certificates Seen  (office use only) |
|  |  |  |
|  |  |  |
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|  |  |  |
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|  |  |  |
|  |  |  |

**5 MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES**

|  |  |  |  |
| --- | --- | --- | --- |
| Institute or Association | How obtained  (e.g. examination or election) | Date | Grade of Membership |
|  |  |  |  |

**6 REFERENCES**

**Two referees are required.** One should be from your present or last employer if possible. School leavers should give Headteacher. If you have not been in employment in recent years, you are welcome to give a suitable alternative referee of your choice.

|  |  |
| --- | --- |
| Name |  |
| Occupation |  |
| Company Name |  |
| Address  Post Code |  |
| Telephone Number |  |
| Email Address |  |

|  |  |
| --- | --- |
| Name |  |
| Occupation |  |
| Company Name |  |
| Address  Post Code |  |
| Telephone Number |  |
| Email Address |  |

N.B. References will be sought for all short-listed candidates, including internal candidates, and will be obtained before the interview so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview, unless otherwise indicated.

**7 LETTER OF APPLICATION**

|  |
| --- |
| Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.  If you are a disabled person, and because of your impairment, cannot fulfill certain aspects of the Personal Specification, but you feel you can meet the job requirements, in an alternative/adjusted way, you can provide details here.  **Please continue on a separate sheet if necessary.**  Please ensure your name and other personal details do not appear in this section. |
|  |

**8 PERSONAL DETAILS:**

DATA PROTECTION ACT**:** Information from this application may be processed by computer for purposes registered by the City Council under the data protection legislation. Individuals have the right of access to computerised personal data concerning them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Surname: |  | | | |
| 2 | Forenames: |  | | | |
| 3 | Title: |  | | | |
| 4 | Address  Post Code |  | | | |
| 5 | Home/Evening Telephone No: |  | Mobile number |  | |
| 6 | Email Address |  | | | |
| 7 | Date of Birth: |  | National Insurance Number |  | |
| 8 | Do you need permission to work in the UK? | | | Yes ❑ | No ❑ |
| 9 | Are you able to produce documents if asked for at interview which demonstrate that you are entitled to work in the UK? | | | Yes ❑ | No ❑ |
| 10 | If this post is open to job share, do you want to be considered for this option? | | | Yes ❑ | No ❑ |

**9 RELATIONS**

|  |
| --- |
| A candidate for any appointment with Plymouth Unitary Authority who knows he/she is related to any member of the Council, a Governor of the school or a senior officer is required to disclose that relationship when submitting an application. In educational establishment the designation **‘senior officer’** includes Headteacher, Deputy Head and Heads of Department. For other employees the designation includes anyone paid on Management Grade 1 or above. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice. |
| **If applicable please give details:** |
|  |

**10 REHABILITATION OF OFFENDERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criminal record check**  All candidates are required to complete the questions below in this section. If you have a criminal record, it will not necessarily bar you from working with us. It will depend upon the nature of the position that you are applying for and the circumstances and background of your offences.  As this post requires a Disclosure & Barring Service (DBS) check, you must declare all convictions, cautions, warnings, final reprimands and bind overs on your application form irrespective of whether they have subsequently been spent. For this post, the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001 applies. If successful during the interview process, an enhanced disclosure check will be undertaken.  As this post also involves contact with children and / or vulnerable adults, then as well as including details of spent convictions, you must declare whether or not you have been barred from working with children and / or vulnerable adults and therefore have been placed on the DBS Childrens’ List or the DBS Adults’ List.  Applicants should be aware that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.  The Disclosure & Barring Service code of practice is available on request.  **DBS Certificates (note for successful candidates only)**   1. If you are successful in your application for this role, you will be required to complete a DBS application and you will receive your DBS Certificate direct from the DBS. As employers no longer receive a copy of an applicant’s DBS certificate we are therefore reliant on you providing us with sight of your original DBS certificate. 2. Please ensure that you provide us with your original certificate as soon as you receive it in order to avoid delays in your recruitment process. An unreasonable delay in presenting us with sight of your original DBS Certificate may lead to the offer of employment being withdrawn. | | | | |
| Have you ever received any convictions, cautions, warnings, final reprimands or bind overs? | | Yes ❑ | | No ❑ |
| If yes, please give details: | | | | |
| Have you ever been barred from working with children/vulnerable adults or placed on DBS lists? | Yes ❑ | | No ❑ | |
| If yes, please give details: | | | | |

**11 DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed. | | | |
| Signed |  | Date |  |

**This form must be returned to the Headteacher of Cann Bridge School**

**Privacy Notice:**

The information you have provided will be used to assist in assessing your suitability for the post

applied for. The personal information you provide will be held securely.

If this form is completed on behalf of someone else, or personal details / contact data about a third

party are provided, it is your responsibility to make sure you have informed the other person of

what you have told the School/Plymouth City Council.

Retention of all employment application data will be for a 12 month period for the purpose of

investigating complaints about the selection process. At the recruiting manager's discretion, further

consideration of shortlisted applications may take place if the same post becomes vacant within 6

months of the closing date. Retention of data about successful applicants will be in accordance

with the Council’s Retention Schedule.

Contact details for the Council’s Data Controller can be found on the Privacy Notice link below.

This document will be processed in accordance with the Data Protection Act 2018, as outlined in the [Privacy Notice](http://web.plymouth.gov.uk/privacy_notice_hr__schools_and_nurseries__employment_records.pdf).

The School Child Protection Policy is available on the school website [www.cannbridgeschool.co.uk](http://www.cannbridgeschool.co.uk)

or can be provided through the school reception on request.

**Application Number:**

**SCHOOLS MONITORING FORM: PRIVATE**

**AND CONFIDENTIAL**

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY, AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

Plymouth City Council believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment.

To make equal opportunities meaningful, it is essential that the Council monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Please, therefore complete the following:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Job Applied for: |  | | | | | | | |
| 2 | School/College | CANN BRIDGE SCHOOL | | | | | | | |
| 3 | Grade: |  | | 4 Closing Date | | | |  | |
| 5 | Where did you find out about this vacancy? |  | | | | | | | |
| 6 | What is your sex? | Male ❑ | | | | Female ❑ | | | |
| 7 | What is your age? | 17-18 ❑ | 19-50 ❑ | | 51-65 ❑ | | 66-75 ❑ | | 76 + ❑ |

#### Ethnicity

To which of these groups do you consider you belong? (please tick one box only):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **WHITE** |  | **C** | **Asian or Asian British** | |
| British | | Yes ❑ | Bangladeshi | | Yes ❑ |
| Gypsy/Traveller | | Yes ❑ | Indian | | Yes ❑ |
| Irish | | Yes ❑ | Pakistani | | Yes ❑ |
| Any other White Background (please state) | |  | Any other Asian Background (please state) | |  |
| **B** | **MIXED** |  | **D** | **Black or Black British** | |
| White and Black Caribbean | | Yes ❑ | African | |  |
| White and Black African | | Yes ❑ | Caribbean | |  |
| White and Asian | | Yes ❑ | Any other Black Background (please state) | |  |
| Any Other Mixed Background (please state) | |  |  | |  |
| **E** | Chinese or other ethnic group (please state) | |  | | |
| **F** | Any other ethnic group (please state) | |  | | |

**Disability**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consider yourself to be a disabled person? | Yes ❑ | No ❑ | Prefer not to say ❑ |
| Would you like to let us know more about your disability? (Please write in). | | | |

Religion

|  |  |  |  |
| --- | --- | --- | --- |
| How would you describe your faith, belief, religion? (Please tick one box) | | | |
| Buddist | Yes ❑ | Jewish | Yes ❑ |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | Yes ❑ | Muslim | Yes ❑ |
| Hindu | Yes ❑ | Sikh | Yes ❑ |
| Other religion (please state) | Yes ❑ | None | Yes ❑ |
| Prefer not to say | Yes ❑ |  |  |

**Sexual Orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your sexual orientation? (please tick one box)** | | | |
| Bisexual | Yes ❑ | Hetrosexual/straight | Yes ❑ |
| Gay Man | Yes ❑ | Other (including questioning) | Yes ❑ |
| Lesbian/Gay Woman | Yes ❑ | Prefer not to say | Yes ❑ |

**Marital status**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your marital status (please tick one box)** | | | |
| Single | Yes ❑ | Married | Yes ❑ |
| Civil Partnership | Yes ❑ | Living with partner | Yes ❑ |
| Prefer not to say | Yes ❑ |  | |