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 (MM/YYYY) | Position Held | Reason for Leaving |
| From | To |
|                                |       |       |       |       |
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|                                |       |       |       |       |
|                                |       |       |       |       |
|                                |       |       |       |       |

*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 | DateObtained |
|       |       |       |       |       |       |       |
|  |  |  |       |       |       |       |
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|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
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|  |  |  |       |       |       |       |

**5. Further Education (16+)**

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

1. **Higher Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | From  | To | Qualifications obtained (**including Classification**) | DateObtained |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

1. **Relevant Professional Development**

|  |
| --- |
| Please state any relevant professional development, including in-house training or accredited qualifications obtained during your previous positions |
| Training | Date Completed |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

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 need a Work Permit or Worker Registration Certificate to work in the UK? | [ ]  Yes [ ]  No |

The Disability Discrimination Act 1995 defines a disabled person as: ‘A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.’ Someone who has had such a disability but is now recovered. Someone with a severe disfigurement.

|  |  |
| --- | --- |
| **Do you have a disability?** | [ ]  Yes [ ]  No  |

**Declaration**

|  |
| --- |
| I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Deanery C.E. High School & 6th 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 Deanery C.E. High School & 6th 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.I certify that I am not included on the Children’s Barred List or Adults’ Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for. |
| Signed       | Date       |

**LETTER OF APPLICATION**

Along with your application form, please also provide a letter outlining your experience relative to the job description and explaining what you will bring to the role. The letter should be addressed to Mr M Wood, Headteacher, should be word processed (font Tahoma pt 11) and should not be longer than two sides of A4.

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

**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 on Page 9 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       |

The Disability Discrimination Act 1995 defines a disabled person as: ‘A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.’ Someone who has had such a disability but is now recovered. Someone with a severe disfigurement.

|  |  |
| --- | --- |
| **Do you have a disability?** | [ ]  Yes [ ]  No  |

**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.