

**WASELEY HILLS HIGH SCHOOL**

**With Academy Trust status**

School Road, Rubery, Birmingham, B45 9EL

🕿 0121 453 5211 🖂 [office@waseleyhills.worcs.sch.uk](mailto:office@waseleyhills.worcs.sch.uk)

www.**waseleyhills**.worcs.sch.uk

Headteacher : Alan Roll

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| **APPLICATION FOR EMPLOYMENT – SUPPORT STAFF** |

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| **APPLICATION FOR THE POST OF** |  |

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| **PERSONAL DETAILS** |

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| **FORENAME(S)** |  | | | **SURNAME** | | |  |
| **TITLE** |  | | | **NI NUMBER** | | |  |
| **ADDRESS** |  | | | | | | |
|  | | | | | | | |
| **POSTCODE** | |  | **EMAIL ADDRESS** | |  | | |
| **HOME TELEPHONE NO.** | |  | **MOBILE TELEPHONE NO.** | | |  | |

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| **EDUCATION AND TRAINING (most recent first)** | | | | |
| **NAME & ADDRESS OF SCHOOL / COLLEGE / UNIVERSITY ATTENDED** | **DATES** | | **QUALIFICATION GAINED** | **GRADE** |
| **FROM** | **TO** |
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| **TRAINING COURSE ATTENDED (most recent first)** | | **DATE(S)** | **TRAINING PROVIDER** | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | **BY EXAMINATION (Y/N)** | **GRADE OF MEMBERSHIP** | |
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| **CURRENT EMPLOYMENT** | | | |
| **EMPLOYERS NAME** |  | | |
| **JOB TITLE** |  | **DATE APPOINTED** |  |
| **CURRENT WAGE / SALARY / GRADE** |  | **NOTICE PERIOD** |  |
| **BRIEF DESCRIPTION OF DUTIES / RESPONSIBILITIES:** | | | |
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| **PREVIOUS EMPLOYMENT (most recent first)** | | | | | |
| **EMPLOYERS NAME / ADDRESS** | **JOB TITLE** | **BRIEF DESCRIPTION OF DUTIES** | **DATES** | | **REASON FOR LEAVING** |
| **FROM** | **TO** |
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Please use a continuation sheet if necessary

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| **IF THERE ARE ANY GAPS IN YOUR EMPLOYMENT / EDUCATION HISTORY PLEASE EXPLAIN THEM HERE** |
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| **STATEMENT OF APPLICATION:**  **Please use this space to explain your suitability for the post in terms of knowledge, skills and attributes** |
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Please use a continuation sheet if necessary

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| **LEISURE ACTIVITIES / OUTSIDE INTERESTS / VOLUNTEER WORK** |
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| **REFEREES**  **Please provide details of two referees of whom confidential enquiries may be made, one of whom should be your current (or most recent employer if not currently employed). If you have been with your current employer for less than three years you should give your previous employer as a referee. Please place an X in the box if you do not wish us to contact referees prior to interview.** | | | | | |
| **1.** |  | | **2.** |  | |
| **NAME** | |  | **NAME** | |  |
| **ORGANISATION** | |  | **ORGANISATION** | |  |
| **ADDRESS** | |  | **ADDRESS** | |  |
|  | | |  | | |
|  | | |  | | |
| **EMAIL ADDRESS** | |  | **EMAIL ADDRESS** | |  |
| **TELEPHONE NO.** | |  | **TELEPHONE NO.** | |  |
| **CAPACITY IN WHICH KNOWN TO YOU** | |  | **CAPACITY IN WHICH KNOWN TO YOU** | |  |

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| **REHABILITATION OF OFFENDERS ACT 1974** |
| **All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website.**  **Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.** |

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| **MISCELLANEOUS** | | | |
| **ARE YOU RELATED TO A GOVERNOR OR EMPLOYEE OF WASELEY HILLS HIGH SCHOOL?** | | | **YES  NO** |
| **IF YES PLEASE GIVE DETAILS** | NAME |  | |
| RELATIONSHIP |  | |
| All forms of canvassing will automatically disqualify candidates from appointment (e.g. you must not ask governors or employees of Waseley Hills High school to use their influence to help you get a job with the school). | | | |
| **Please give any dates you would NOT be available for interview:** | | | |
| **Where did you see this post advertised?** | | | |

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| **DECLARATION** | | | |
| **DECLARATION**  **I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to (a) references which are satisfactory to the school (b) a satisfactory DBS certificate and check of the Barred list (c) the entries on this form proving to be complete and accurate and (d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard** | | | |
| **SIGNATURE:** |  | **DATE:** |  |
| **This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Please read Part 1 of the Keeping Children Safe in Education 2019**  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828587/Keeping_children_safe_in_education_part_one.pdf>  **The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.**  **Please return this application form to:**  **Email:** [**applications@waseleyhills.worcs.sch.uk**](mailto:applications@waseleyhills.worcs.sch.uk)  **Post: to the address on the front of this form.** | | | |