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**Wolverhampton Girls’ High School - Employment Application Form: Support Staff**

***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. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK.***

Please ensure that you complete **all** sections of Part 1 and Part 2 of the Employment Application and return by post to: The Headteacher, Wolverhampton Girls’ High School, Tettenhall Road, Tettenhall, Wolverhampton, West Midlands, WV6 0BY or recruitment@wghs.org.uk Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs may be provided as supporting information providing that all information requested on this Employment Application is completed in full.

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| --- |
| **Please note: Employment Applications will only be accepted if they are fully completed, including signatures in all of the required places.** |

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| --- | --- |
| **Vacancy Job Title** | **Senior Finance Officer**  |

**PART 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING**

**Initials: ……………………………….… Surname or Family Name:……………………….……………….…………………**

**1. LETTER OF APPLICATION:** Please enclosea supporting letter of application (maximum 2 sides). In your letter you should state: your reasons for applying for the post; the experience you believe to have prepared you for the post and the skills and strengths you will bring to the school with reference to the person specification.

**2. PRESENT/MOST RECENT EMPLOYMENT:**

|  |  |
| --- | --- |
| Name of employer: |  |
| Address of employer: |  |
| Telephone Number: |  |
| E-mail address: |  |

|  |  |
| --- | --- |
| **Job title**Please give brief details of duties and responsibilities. |  |
| **Date appointed to current post** |  |
| **Current salary** | £ to £ Salary Pay Range to Salary Pay Range Current Point on Scale |
| **Date available to begin new job** |  |

**3. FULL CHRONOLOGICAL HISTORY** Please provide a full history in chronological order – most recent first - since

leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary

work as well as full-time employment, with start and end dates, explanations for periods not in employment or

education/training, and reasons for leaving employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title or****Position** | **Name, address and type of school, other employer, or description of activity** | **Type of school, if applicable** | **F/T****or P/T** | **Dates** | **Reason for leaving** |
|  |  |  | **From** | **To** |  |
|  |  |  | **Mth** | **Yr** | **Mth** | **Yr** |  |
|  |  |  |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |  |  |
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| **2** |  |  |  |  |  |  |  |  |

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| **3** |  |  |  |  |  |  |  |  |
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| **4** |  |  |  |  |  |  |  |  |
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| **5** |  |  |  |  |  |  |  |  |
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| **6** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |

**Please enclose a continuation sheet if necessary**

**4. SECONDARY EDUCATION AND QUALIFICATIONS (e.g. GCSE, A’ Level, etc. ) – most recent first**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College** | **From** | **To** | **Qualifications Level and Subject Gained**  |
|  | **Mth** | **Yr** | **Mth** | **Yr** |  |
|  |  |  |  |

**5. FURTHER OR HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Names and Addresses of FE College, University or College and/or University Education Department** | **Dates** **From/To** | **Full or Part-time** | **Qualifications Obtained** |
|  | **Mth** | **Yr** | **Mth** | **Yr** |  |
|  |  |  |  |

**6. OTHER RELEVANT EXPERIENCE, INTEREST, SKILLS**

|  |
| --- |
|   |

**Please continue on a separate sheet if necessary7. REFEREES**

Please provide details of two people to whom reference requests may be made. The first referee should normally be your present or most recent employer or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.**

**First referee (Headteacher,where school based employment)**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Name of Employer, Address and postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

|  |  |  |
| --- | --- | --- |
| I understand that this reference will be requested before interview. *please circle* | YES | NO |

**Second** **referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Name of Employer, Address and postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

|  |  |  |
| --- | --- | --- |
| I understand that this reference will be requested before interview. *please circle* | YES | NO |

**Any offer of a position at Wolverhampton Girls’ High School will be subject to the school obtaining two satisfactory references.**

**Reference Declaration**

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

* The referee’s relationship with the candidate
* Details of the applicant’s current post and salary
* Performance history
* All formal time-limited capability warnings which have not passed the expiration date
* All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
* All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns
* Details of any child protection concerns, and if so, the outcome of any enquiry
* Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below I consent to my named referees being contacted in accordance with the above.

Please sign in your handwriting.

|  |  |
| --- | --- |
| Sign: |  |
| Print: |  |
| Date: |  |

You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.

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**PART 2. This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.**

**8. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| 1. **Surname or family name**
 |  |
| 1. **All forenames**
 |  |
| 1. **Title**
 |  |
| 1. **Current Address**
 |  |
|  |
|  |
| 1. **Postcode**
 |  |
| 1. **Home telephone number**
 |  |
| 1. **Mobile telephone number**
 |  |
| 1. **Email address**
 |  |
| 1. **DfE reference number**
 |  |
| 1. **Do you have a current full driving licence?**
 | **Yes No** |
| 1. **Do you require sponsorship (previously a work permit)?**
 | **Yes No****If YES please provide details under separate cover.** |
| 1. **Are you related to or have a close personal relationship with any pupil, employee or governor?**
 | **Yes No****If YES, please give details separately under confidential cover. This will not be opened unless you are called for interview.** |

**9. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS**

 **OR BIND‑OVERS**

It is the school’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website.](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

**10. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)**

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice which can be found on our website.

The person responsible for Data Protection in our organisation is Mr D Bowdler and you can contact them with any questions relating to our handling of your data. You can contact them by contacting Wolverhampton Girls’ High School 01902 551515. The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

**11. Notes**

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

(d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

**Declaration**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 9 above, and in particular that checks may be carried out to verify the contents of my application form.

 **Signature of Applicant: …………………………………………………………….. Date: …………………………….**

 **Print Name: ………………………………………………………………………..…**

**Please note: You must append your hand-written signature to this Employment Application Form. Scanned signatures are acceptable. Forward your fully completed Employment Application Form by email or if completing by hand, you must post your fully completed Employment Application Form to the School.**

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**PART 3. EQUALITY AND DIVERSITY MONITORING – Support Vacancy – Data Assistant**

This section will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

**Ethnic Group** *Workforce* **Gender**

 *Census Code* *please tick please tick*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White | WBRI | British English Welsh Northern Irish Scottish |  | Female |  |
| WIRI | Irish |  | Male |  |
| OOTH | Irish Traveller |  | Transgender |  |
| OOTH | Gypsy |  | Prefer not to say |  |
| WOTH | Other White background |  |  |  |
| Mixed | MWBC | White and Black Caribbean |  | **Personal relationship** |  |
| MWBA | White and Black African |  | Single |  |
| MWAS | White and Asian |  | Living together |  |
| MOTH | Other Mixed background |  | Married |  |
| Asian or Asian British | AIND | Indian |  | Civil Partnership |  |
| APKN | Pakistani |  | Prefer not to say |  |
| ABAN | Bangladeshi |  |  |  |
| CHNE | Chinese |  | **Sexual Orientation** | *please tick* |
| AOTH | Other Asian background |  | Bi-sexual |  |
| Black or Black British | BCRB | Caribbean |  | Gay Man |  |
| BAFR | African |  | Gay Women |  |
| BOTH | Other Black background |  | Heterosexual |  |
| Other ethnic group | OOTH | Arab |  | Other |  |
|  | *Write in:*  |  | Prefer not to say |  |
| Prefer not to say | REFU |  |  |  |  |

**Religion or belief** *please tick* **Disability** *please tick*

|  |  |  |  |
| --- | --- | --- | --- |
| No religion |  | Do you consider that you have a disability? |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  | YesPlease complete the grid below |  |
| Buddhist |  | No |  |
| Hindu |  | Prefer not to say |  |
| Jewish |  | My disability is:  | *Please tick* |
| Muslim |  | Physical Impairment |  |
| Sikh |  | Sensory Impairment |  |
| Any other religion  |  | Mental Health Condition |  |
| *write in* |  | Learning disability/Difficulty |  |
| Prefer not to say |  | Long standing illness |  |
|  |  | Other |  |
|  |  | Prefer not to say |  |