

Newall Green High School

Application for Employment (Non-Teaching Staff)



The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Position applied for _____

Closing date _____

Surname _____ Title (Mr, Mrs, Miss, Ms) _____

Forename(s) _____ Previous Name(s) _____

Address _____ National Insurance No _____

_____ Date of Birth ⁽¹⁾ _____

_____ Mobile Phone No _____

Post Code _____ Home Telephone No _____

Email Address _____

Where did you see this appointment advertised? _____

How soon after an offer of a job would you be able to start? _____

Are you related to any employee / governor of Newall Green High School.

Yes No Don't know

If yes please give the name of the employee / governor _____

⁽¹⁾The Governing Body does not discriminate on grounds of age. Date Of Birth and dates are requested in line with the recommendations of Safeguarding Children, Safer Recruitment in Education Settings, DfES-1568/ 2005

EDUCATION

Date mm/yyyy From To		SECONDARY: School/College	Qualifications gained (with grades)	
Date mm/yyyy From To		HIGHER: University/Other Institution	Qualifications gained (with grades)	Name of Awarding Body

OTHER EDUCATION

Date mm/yyyy From To		Establishments attended State full or part time	Qualifications awarded or to be awarded. Give a brief outline of courses taken, chief fields of study and specialist area of teacher training where appropriate.	Name of awarding Body

IN-SERVICE TRAINING COURSES

Give details of residential and non-residential courses attended during the last five years, including title of course, organising body, dates and sessions attended.

REFERENCES

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (Note: If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend)

Name: _____ Position: _____

In what capacity do you know the referee: _____

Name of organisation: _____

Address: _____

Telephone Number: _____

Email: _____

Name: _____ Position: _____

In what capacity do you know the referee: _____

Name of organisation: _____

Address: _____

Telephone Number: _____

Email: _____

Please note that we will contact these referees if you are short listed for this post and seek reference before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact Sheila Hamer 0161 413 8546 to discuss the issues

Personal Statement

Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position for which you are applying. Please include your reasons for applying and interest in this position

Please continue on an additional sheet if necessary

For persons who are not British or EU Nationals

If you have any conditions relating to your employment please give details

PERSONAL DECLARATIONS

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act .

Have you ever been convicted of any offence or "bound-over" or given a caution? YES/NO

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level

Declaration – Please read carefully

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Newall Green High School relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed: _____ Date: _____

Print Name: _____

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview

Are you disabled? Yes No

If 'yes' are you registered as disabled? Yes No

Please return completed application to:

**Personnel Department
Newall Green High School
Greenbrow Road
Manchester
M23 2SX**

Telephone 0161 413 8546

E: admin@newallgreenhigh.manchester.sch.uk