

CONFIDENTIAL

WAKEFIELD GRAMMAR SCHOOL FOUNDATION APPLICATION FORM FOR SUPPORT STAFF

This application form must be completed in full. You are advised to read the Guidance Notes attached with the application.

POST APPLIED FOR:

SCHOOL:

SECTION 1. PERSONAL DETAILS

Surname (block capitals)	Other names in full (<i>please underline the name by which you are known</i>)				
Title (Mr, Mrs, Ms, Miss)	Date of Birth ¹				
Former surnames (if applicable)					
Address:	Telephone numbers:				
	Day:				
	Evening:				
	Mobile:				
Post Code:	E-mail:				
If you have lived at this address for <u>less</u> than five years, please provide details of previous addresses covering this period on separate sheet.					
National Insurance Number:					
Please indicate whether you have any family or close relationships with existing employees or Governors at WGSF. If Yes, please state.					

SECTION 2. EDUCATION & TRAINING

Give details of secondary schools, colleges and universities attended with subjects, dates, results and qualifications obtained. Please include any professional, vocational or post-graduate qualifications. Evidence of original certificates will be requested.

From	To	School / College / University	Full or Part Time	Subject, Examination Level & Awarding Body	Grade & Date Obtained

SECTION 3: DETAILS OF PRESENT OR MOST RECENT EMPLOYER

Name and address of present/most recent employer:	
Job title:	Date of Appointment: (mth/yr)
Present salary including any allowances:	Notice required to terminate:
Main duties & responsibilities of your present or most recent post:	

SECTION 4: DETAILS OF PREVIOUS EMPLOYERS

Please supply a full history (starting with the most recent) of all employment, self-employment and any periods of unemployment since leaving secondary education. Any gaps in your employment for example family duties, voluntary work, travelling etc must also be accounted for. Continue on a separate sheet if necessary.	
Start Date (mth/yr):	Leaving Date (mth/yr):
Job title:	Reason for leaving:
Name and address of employer:	Main duties & responsibilities:
Start Date (mth/yr):	Leaving Date (mth/yr):
Job title:	Reason for leaving:
Name and address of employer:	Main duties & responsibilities:
Start Date (mth/yr):	Leaving Date (mth/yr):
Job title:	Reason for leaving:
Name and address employer:	Main duties & responsibilities:

SECTION 5: REASON FOR APPLICATION

Please give below your reasons for applying for this post. Describe in your own words how your experience, skills and knowledge relate to the job description. You should also give any other information, which you feel is relevant to your application. Continue on a separate sheet if necessary.

SECTION 6. REFERENCES

Please give details of two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note that references will not be accepted from relatives or referees solely in the capacity of friends. It is the policy of WGSF to take up references prior to interview, should candidates be shortlisted.

Referee 1		Referee 2	
Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
E-mail:		E-mail:	
Your connection with the above person.		Your connection with the above person.	

SECTION 7: REHABILITATION OF OFFENDERS ACT 1974

WGSF is exempt from the Rehabilitation of Offenders Act Therefore, applicants are **not entitled** to withhold information about convictions, which for other purposes would normally be considered 'spent' under the provisions of this Act.

Delete as appropriate.

I have not / I have been disqualified from working with children, am not named on Section 142 of the Education Act 2002 (previously known as List 99) or the ISA Children's Barred List.

I have no / I do have convictions, cautions, bind-overs, final warnings or reprimands.

I am not / I am subject to any pending criminal convictions, pending criminal actions or Court hearings.

Tick as appropriate.

N/A

YES

I am sending details of any convictions, cautions, bind-overs, final warnings, reprimands or other pending criminal convictions/actions/court hearings in a sealed envelope marked **Confidential**.

I understand that any offer of employment is subject to receipt of a satisfactory Enhanced Criminal Record Certificate from the Criminal Records Bureau.

Signed **Date**

SECTION 8. ELIGIBILITY TO WORK IN THE UK

In accordance with the Immigration, Asylum and Nationality Act 2006, it is a criminal offence for an employer to employ staff whose immigration status prevents them from working in this country.

Tick as appropriate

YES

NO

Do you have the Right to Work in the UK? ²

If the answer to the above question is 'Yes', please describe any current restrictions on your stay or on your Right to Work in the UK. **If none, write 'none'**.

SECTION 9: DISABILITY MONITORING

This section is to ensure we monitor our Equal Opportunities policy and does not form part of the selection process.

Are there any reasonable adjustments WGSF can make to enable you to attend or participate at interview? If none, write 'none'.

SECTION 10. DATA PROTECTION ACT 1998

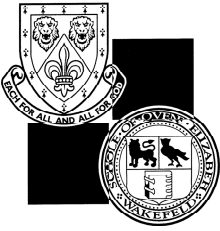
Wakefield Grammar School Foundation will use the information given for the purposes of recruitment and selection. If you become an employee of the Foundation the information will remain confidential. It will be used for the purpose of personnel administration, including pay and pensions, and by designated staff only. If you do not become an employee, the information will be destroyed.

SECTION 11. DECLARATION

I certify that to the best of my knowledge and belief, the information given in this application (and any accompanying documentation) is factually correct and I understand if I have given any false information or withheld relevant details, that my application may be rejected or in the event of employment, may result in summary dismissal or disciplinary action.

Signed Date

Issue 3
Sept 2010



WAKEFIELD GRAMMAR SCHOOL FOUNDATION

GUIDANCE NOTES ON THE APPLICATION AND RECRUITMENT PROCESS – SUPPORT STAFF

EQUAL OPPORTUNITIES

Wakefield Grammar School Foundation aims to be a fair employer and is committed to equal opportunities. Our policy is to ensure that no job applicant or employee receives less favorable treatment because of race, nationality or colour, sex, marital status, sexual orientation, disability, religion or age or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

There is a voluntary monitoring form that you are asked to complete to assist WGSF in monitoring its policy.

APPLICATION FORM

- Your application is an important part of the selection process. It is therefore essential that you complete the form accurately, with as much information as possible.
- Every section of the form (where applicable) should be completed in full. You may complete the form by hand (if so please ensure your writing is legible e.g. use block capitals) or alternatively it may be typed.
- If you do wish to submit a C.V. this must be in addition to a fully completed application form. For example, do not state “see C.V”, as an incomplete application form will run the risk of not being short-listed.
- Note 1: Date of Birth: WGSF complies with the Employment Equality (Age) Regulations 2006 and does not discriminate on grounds of age. This is requested in line with best safeguarding practice including ‘*Safeguarding Children: Safer Recruitment and Selection in Education*’, *DfES 1568/2005*.
- All posts within WGSF and the relevant School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the job. Please see the job description for the post.
- WGSF must receive your completed and signed application form by the advertised closing date.

REFERENCES

- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences related to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns, and if so the outcome of any enquiry or disciplinary procedure.
- If you are not working with children, your current employer will still be asked about your suitability to work with children, although they may answer “not applicable” if your duties have not brought you into contact with children or young persons.

REHABILITATION OF OFFENDERS ACT / DISCLOSURE OF BACKGROUND

- This post is exempt from the Rehabilitation of Offenders Act 1974. Therefore, all convictions, cautions, bind-overs, final warning or reprimands, including those regarded as ‘spent’ must be declared.
- The disclosure of any conviction, caution, reprimand or final warning, whether spent or otherwise, will not debar you from being considered for or offered the position unless it is considered that any conviction, caution, reprimand or final warning, affects your ability to do the job effectively, thus rendering you unsuitable.
- The successful applicant will be required to complete an Enhanced Disclosure form from the Criminal Records Bureau. The Certificate received from the CRB will be checked against any information supplied with your application form.

EVIDENCE OF ELIGIBILITY TO WORK IN THE UK

- Note ²: In accordance with the requirement of the Immigration, Asylum and Nationality Act 2006, if you are appointed to a post with WGSF you will be required to produce evidence of your eligibility to work in the UK before you commence employment.

MEDICAL FITNESS

In accordance with the Education (Independent Schools Standards) (England) Regulations 2003, all staff are required to satisfy their employer of their medical fitness on appointment and also during their subsequent employment. In this connection, any offer of employment will be subject to a satisfactory medical screening process to ensure the individual is medically fit to undertake the role. This is done by the individual completing a health questionnaire for consideration by an appointed Medical Officer. WGSF will fully comply with its duties under the Disability Discrimination Act.

INVITATION TO INTERVIEW

- If you are invited to interview, this will be conducted in person and the areas it will explore will include suitability to work with children.
- Candidates invited to interview must bring documents confirming any educational or professional qualifications that are necessary or relevant for the post. Original or certified copies of the documents must be produced. Photocopies will not be accepted. Where original or certified copies are not available for the successful applicant, written confirmation must be obtained from the awarding body.
- In addition, you must also bring along originals of the following to confirm your identity:
 - A current driving licence including a photograph **or** a passport **or** a full birth certificate
 - A utility bill or financial statement showing your current name and address.
 - Where appropriate any documentation evidencing a change of name