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| **Private & confidential – Support staff** | | |  |
| ***For photocopying purposes, please use black ink when completing this form.*** | | | **Candidate No.** |
| **POST APPLIED FOR:** | | **CLOSING DATE:** | |
| **Section A: Personal Details** | | | |
| **Surname:** | | **Forenames:** | |
| **Address:**  **Post Code:** | | **Telephone (Home):**  **(Mobile):**  **E-mail Address:** | |
| **National Insurance number:** |  | | |
| **Section B: Present or Most Recent Employment** | | | |
| **Job Title:** | | **Present Salary:** | **Period of Notice:** |
| **Date Joined:** | | **Date Left: (if applicable)** | |
| **Reason for leaving:** | | | |
| **Name and address of employer:** | | | |
| **Main Duties:** | | | |

**Pensby High School**

Irby Road, Heswall, Wirral.

CH61 6XN

T 0151 342 0570

F 0151 342 0571

E schooloffice@psf.wirral.sch.uk

W www.pensbyhighschool.org



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| **Section C: Education**  **Please tell us about your education, beginning with the most recent.** | | | | | | |
| **Date from** | | **Date to** | | **Name of School/ College or University** | | |
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| **Section D: Educational and professional qualifications**  *You must complete this section if some kind of educational attainment is stated as an essential or desirable attribute on the personal specification. You may include any relevant training courses and memberships of professional bodies.* | | | | | | |
| **Type of Qualification and level**  **E.g. GCSE `O’ level** | | | | **Full title of subject taken and title of examining board** | | **Grade or mark** |
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| **Section E: Previous Employment (in date order, starting with most recent)**  **Please state all employment and account for any gaps** | | | | | | |
| **Date from** | **Date to** | | **Job title** | | **Employers name and type of business** | **Brief summary of duties and reason for leaving (if applicable)** |
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| **Section F: Essential and desirable criteria – see job description and personal specification**  *The job description and personal specification gives details of the* ***essential*** *and* ***desirable*** *attributes of our ideal candidate. Please use this opportunity to state clearly how you meet* ***each*** *of the criteria set out* | | | |
|  | | | |
| **Section G: Your reasons for applying for this post:**  *Please use this space to tell us about your reasons for applying for this post.* | | | |
|  | | | |
| **Section H: References**  Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer or school. Please note if you are shortlisted, we will contact referees prior to interview. | | | |
| **Name & Address** | **Occupation** | **Years known** | **Contact Details** |
|  |  |  | **Tel No:**  **Email:** |
|  |  |  | **Tel No:**  **Email:** |
| **Please note that, if you are shortlisted, we will contact these referees and we will request references prior to interview. We will seek information about the nature of any live warnings due to disciplinary or capability proceedings and any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. We will also ask your referees if they are aware of any reason why you would be unsuitable to work with children or vulnerable adults.**  **If you have any concerns about this please contact ………… on tel ……….to discuss these issues.**  **Please indicate if your referees can be contacted at this stage: Yes/No** | | | |

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| **Section I: 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 & 2020) 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 Ministry of Justice website or see*    *https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/945449/rehabilitation-of-offenders-guidance.pdf*  *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.* | |
| **Interview**  If you do not hear from us within six weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement. | |
| **Canvassing**  Canvassing members of the committee or the Governors of the respective schools, both directly or indirectly, is forbidden and will disqualify applicants.  A candidate for any appointment within the School shall, when making application, disclose whether he or she is related to:   1. a member of the School; 2. a member of the Council; 3. a Senior Officer employed by the Council; 4. a person employed by the Local Authority; 5. a governor of the school.   A candidate who fails to disclose any such relationship shall be disqualified from the appointment and if appointed, shall be liable to dismissal without notice.  **Yes/No**  **(if yes please give their name and relationship)**  **Name:**  **Relationship:** | |
| **Section J: 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. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | |
| **Signature:** | **Date:** |

**MONITORING OF APPOINTMENTS FOR EQUAL OPPORTUNITIES**

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| The School aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.  *Why do I need to complete Equality & Diversity Questions?*  The School has a legal duty to promote equality. This duty applies to everything the School does, both as an employer and a provider of services. In order to help us, please answer the following questions and complete the declaration at the bottom of the end page.  *What happens to the Equality & Diversity information?*  All data, in accordance with the Data Protection Act will be confidentially retained and used only for the purpose of reporting and for the production of statistical reports. The Equality & Diversity data will only be recorded and maintained on the employee’s personal record used for the purpose of statistical reports in relation to equality and performance indicators including recruitment. | | | | | | | | |
| Position applied for: | | | | |  | | | |
| Closing Date: | | | | |  | | | |
| Please repeat your Personal Details | | | | | | | | |
| Title: |  | Full Name: | | | |  | Marital Status: |  |
| Age |  | | | | | | | |
| What is your date of birth? | | | |  | | | | |
| **Race & Ethnicity**  What is your ethnic group? Please tick the relevant ethnic group. If you are in an ‘Any Other Background’ category please state what it is. | | | | | | | | |
| A. White | | | English  Other British  Irish  Any Other White Background\* | | | | | |
| B. Mixed | | | White & Black-Caribbean  White & Black-African  White & Asian  Any Other Mixed Background\* | | | | | |
| C. Asian or Asian-British | | | Indian  Pakistani  Bangladeshi  Chinese  Any Other Asian Background\* | | | | | |
| D. Black or Black-British | | | Caribbean  African  Any Other Black Background\* | | | | | |
| E. Other Ethnic Group | | | Arab  Gypsy/Romany/Irish Traveler  Any Other Ethnic Group\* | | | | | |

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| F. Do not wish to declare | Do not wish to declare |

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| **Country of Birth** | |
| What is your country of birth?  England  Wales  Scotland  Northern Ireland  Republic of Ireland  Other (please write in the current name of the country)  Do not wish to declare | |
| **Religion or Belief** | |
| What is your religion or Belief? \***If you have “Any Other Religion or Belief” then please state what it is.**  None  Christian (including Church of England, Catholic, Protestant & all other denominations)  Buddhist  Hindu  Jewish  Muslim  Sikh  Humanist  Atheist  Agnostic  Pagan  Any other religion or belief\*  Do not wish to declare | |
| **Sexual Orientation** | |
| What is your sexual orientation?  Heterosexual  Lesbian or Gay  Bisexual  Asexual  Do not wish to declare | |
| **Disability** | |
| Do you consider yourself to be a disabled person?  Yes  No  Do not wish to declare | |
| If ‘Yes’ please provide details of any adjustments we might need to make in order to fulfil your needs at interview: | |
| **Marriage/Civil Partnership** | |
| Are you currently married?  Yes  No  Or in a civil partnership?  Yes  No  Do not wish to declare | |
| **Gender** | |
| What is your gender?  Male  Female  Do not wish to declare | |
| **Gender Reassignment** | |
| Is your gender identity the same as the gender you were assigned at birth?  Yes  No  Do not wish to declare | |
| **Confirmation of Declaration** | |
| *The details given by me are correct to my knowledge and belief.* | |
| Signature: | Date: |