|  |  |
| --- | --- |
| Post applied for: |   |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** | **First Name** | **Middle Name** | **Title (Mr., Mrs., etc)** |
|  |  |  |  |

 |
| All previous surnames |  |
| National Insurance Number |  |
| House name/number & street |  |
| District |  |
| Town |  |
| County |  |
| Postcode |  |
| Home phone |  |
| Work phone |  | May we contact you at work | Yes/No |
| Mobile phone |  |
| Email address |  |
| Date on which you could take up the appointment |  |



# **WYCOMBE HIGH SCHOOL**

Support Staff Application Form

**This form must be completed in full by all candidates**. You are welcome to submit a C.V., but it may not be used to substitute for any part of this form. You are also invited to write a letter, describing the skills and experience that demonstrate your suitability for the role against the criteria detailed in the person specification. To complete this form electronically click into a box and type in the information.

**Please use black ink.**

**Present or most recent employment**

|  |  |  |
| --- | --- | --- |
| **Employer:** | **Job title and summary of main duties:** | **Date started:****(month/year)** |
| **Nature of business:** | **Date of leaving:** | **Salary scale and current salary:** |
| **Reasons for leaving:****(if applicable)** | **Notice required:** |  |

**Previous employment**

Please summarise your employment history since leaving full-time education, full or part-time. Start with the most recent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s Name & Town** | **Nature of Employment** | **Date started****(month/year)** | **Date left****(month/year)** | **Reasons for Leaving** |
|  |  |  |  |  |

**Education and Qualifications**

If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

**Secondary education**

Please give information on secondary schools/further education colleges attended:

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College** | **Date started** | **Date left** | **Name of qualification (with grades and dates)** |
|  |  |  |  |

**Higher education**

Please include details of degree: Pass or Honours, main/subsidiary subjects, Class, Division and date awarded.

|  |  |  |  |
| --- | --- | --- | --- |
| **University** | **Date started** | **Qualifications achieved** | **Date awarded (month/year)** |
|  |  |  |  |
| **Professional studies**Include details of professional training for education

|  |  |  |
| --- | --- | --- |
| **College of Education or University training department** | **Date started** | **Date completed** |
|  |  |  |

**Recent Courses**Give details of the most recent, relevant training undertaken |
| **Course title** | **Provider** | **Duration** | **Dates** |
|  |  |  |  |

**Further Information**

|  |  |
| --- | --- |
| To comply with the Asylum and Immigration legislation you will be required to give evidence of your eligibility to work in the U.K. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK? | Yes/No |
| Do you have any form of disability? | Yes/No If Yes, please explain briefly |
| If you a registered disabled person please give certificate number and expiry date |  |
| Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? | Yes/No |
| Do you hold a full current driving licence? | Yes/No |
| Are you able to travel to different locations across the County? | Yes/No |
| Have you ever been subject to any disciplinary action by your employer or professional body? | Yes/No |
| Where did you see the advertisement for this post? Please circle: Bucks Free Press; BCC Job Website; Indeed, TES, Maidenhead Advertiser, School Website, Find A Job, Teaching-Vacancies Service, other(if other please specify) |

**Referees**

Give details of two people who have knowledge of you in a working environment, paid or unpaid. The first reference should be your present or most recent employer. It is our policy to take up references prior to shortlisting. If you were known to either of your referees by another name, please give details.

|  |  |  |
| --- | --- | --- |
| **Referees** | **First Referee** | **Second Referee** |
| Title |  |  |
| First name |  |  |
| Surname  |  |  |
| Position |  |  |
| Name & Address of Organisation  |  |  |
| Postcode |  |  |
| Telephone (including area code) |  |  |
| Fax (including area code) |  |  |
| Email address |  |  |

**Personal Relationships**

|  |  |
| --- | --- |
| Are you related to, or do you have a close personal relationship with any current member of staff or governing body member at Wycombe High School or Buckinghamshire County Council? | Yes/No |
| If yes, please state their name or position |
| **Safeguarding of young people**Because this post involves contact with children for whom the School is responsible, extra checks are made on the background of the staff concerned. You are therefore required to declare all convictions, cautions and reprimands which you may have, even if they would otherwise be regarded as “spent” under the Rehabilitation of Offenders Act 1974. If you are offered employment, you will be subject to a criminal record check from the Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau) before the appointment is confirmed. Failure to disclose this information may result in disciplinary action or dismissal and may lead to criminal proceedings. |
| I have read the above statement about the School’s policy on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Exceptions Order 1975, and, consequently, no criminal conviction may be regarded as “spent”.I do/do not have criminal convictions or prosecutions pending against me.I am/am not disqualified from working with childrenI am/am not on DCSF List 99 |
| **Declaration**I declare that all information provided by me as part of this application is true and complete to the best of my knowledge and belief. I understand that either withholding or giving false information will disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal.I understand that, if offered this post, the appointment will be subject to a DBS (formerly CRB), medical clearance and employment references, all of which must be satisfactory to the Governors of Wycombe High School. In accordance with the 1998 Data Protection Act, it is agreed that Wycombe High School may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. The information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. Wycombe High School is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998. |
| **Signature of Applicant:** | **Date:** |
|  |
| **Return this form (with your letter of application to;)**Mrs S N Cromie, Wycombe High School, Marlow Road, High Wycombe, Buckinghamshire, HP11 1TBAdditionally, your form and letter may be emailed to hr@whs.bucks.sch.ukNote: A signed hard-copy application form must be received. |

**For School use only**

|  |  |  |  |
| --- | --- | --- | --- |
| References | Yes/No | Shortlisted | Yes/No |
| Selection date |  | Invitation sent |  |
| Offered post | Yes/No | Interview chair |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **Signature**  | **Date** |
| Identity (1) | Photo I D(Delete as applicable) | PassportorDriving licence |  |  |
| Identity (2) | Proof of home address(eg utility or phone bill) |  |  |  |

**Recruitment Monitoring**

Wycombe High School operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

|  |  |  |
| --- | --- | --- |
| **Application for the post of:** |  | **How would you describe yourself?**These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories might not be appropriate for everyone. If this is the case, please use the last box. |
| **Full Name** |  |
| **Gender** |  | Please tick the appropriate box to indicate your cultural background |
| **Date of Birth** |  | **White:** |  |
| Do you consider yourself to have a disability |   | British |  |
| If yes, what is the nature of your disability |  | Irish |  |
| **Religion**These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone. If this is the case, please use the last box |  | Other |  |
|  | **Mixed:** |
|  | White and Black African |  |
|  | White and Black Caribbean |  |
|  | White and Asian |  |
| Buddhist |  |  |  | Mixed Other |  |
| Christian |  |  |  |  |
| Hindu |  |  |  | **Asian or Asian British:** |
| Muslim |  |  |  | Caribbean |  |
| Sikh |  |  |  | African |  |
| No religion |  |  |  | Black Other |  |
|  |  | **Chinese or Other Ethnic Group** |
|  |
|  | Chinese |  |
|  | Chinese Other |  |
|  | Other Ethnic Group |  |
|  |  |  |