Senior ICT Technician

April 2024

Thank you for your interest in the post of Senior ICT Techician at Sale Grammar School.

We trust that the accompanying information on the school website will capture the excellence of our school and the significant future potential successful applicants can achieve in our school community. We encourage you to apply for this position.

Please complete this form electronically and return by e-mail to jobs@salegrammar.co.uk

Please note we do not accept CVs.

This form is also available in alternative formats (e.g. printed format and large print); please contact office@salegrammar.co.uk for further assistance. It is essential that the information given should be accurate, as it will be used for the assessment of salary in the case of successful applicants.

Sale Grammar School believes that it is only by employing a truly diverse workforce that celebrates the value of diversity that we can provide and deliver effective services throughout the school.

We are therefore committed to a policy of equality in employment. The aim of our policy is to ensure that no applicant or employee receives unfair treatment because of their race, colour, ethnic or national origin, care responsibilities, economic disadvantage, religion, disability, age, sex, marital status or sexual orientation.

We look forward to receiving your completed application form.

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| PART 1 - PERSONAL INFORMATION |
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| **Please complete this form electronically and return by e-mail to jobs@salegrammar.co.uk** |

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| Post Applied for: | Senior ICT Technician |

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| Personal Details |

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| **Title:** |  | **Date of Birth** *(dd/mm/yy):* |  |

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| Surname: |  | **First**  **Name(s)** |  |

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| **Previous Names:**  *(if applicable)* |  |

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| Address: |  |
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| **City:** |  |

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| --- | --- |
| Postcode: |  |

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| --- | --- |
| **Daytime Telephone No:** |  |

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| --- | --- |
| **Evening Telephone No:** |  |

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| --- | --- |
| **Mobile Telephone N0:** |  |

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| --- | --- |
| **E-mail Address:** |  |

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| **National Insurance N0:** |  |

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| **Are you entitled to work in the UK?** | Yes |  | No |  |
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| Education and Qualifications | | | | | |

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| **Institution e.g. school, college, university, workplace** | | **Qualifications gained**  **(state level and grade)** | | | | **Date** |
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| Personal Development & Additional Learning | | | | | | |
| **Learning & Development Activity/Course Details** | | | | | **Date** | |
|  | | | | |  | |
| Professional Membership | | | | | | |
| Relevant Institute/Body | Class of Membership e.g. Associate, Member, Student, Fellow etc. | | Expiry Date | State if Examination | | |
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| Hobbies/Interests  Please give details | | | | | | |
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| PART 2 - APPLICATION FOR EMPLOYMENT | | | | | | |

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| Current or Most Recent Employment |
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| Job Title: |  |

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| Current salary: | | |  |
| Date of Appointment: | | |  |
| Date employment ended:  (if applicable) | | |  |
| Notice period (if applicable): | | |  |
| Employer: | | |  |
| Address: | | |  |
|  | | |  |
|  | | |  |
| Postcode: | | |  |
| Telephone No: | | |  |
| Status:  e.g. Part Time/Full Time/Temporary: | | |  |
| Responsible to: | | |  |
| **Brief description of duties:** | |
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| **Reason for leaving / wanting to leave:** |  | | |

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| Previous Employment |
| List your employment history starting with the most recent. |

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| **Name and Address of employer** | **Position** | **Date From**  **(dd/mm/yy)** | **Date To**  **(dd/mm/yy)** | **Reason for Leaving** |
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| **Please account for any gaps between jobs, e.g. unemployment, study, childcare etc. (specify dates and reasons):** |
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| Personal Statement/Letter of Application – continue on next page if required |
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| Personal Statement/Letter of Application - continued |
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| Professional Referees – Please give the names and addresses of two people who should not be related to you, from whom professional references may be obtained. One of these must be from your present employer. | | | | | | | |
| **First Reference** | | | | |  | **Second Reference** | |
| **Name:** | | **Name:** | | | | | |
| Position  **(**Job Title**):** | | **Position**  **(**Job Title**):** | | | | | |
| **Address:** | | | **Address:** | | | | |
|  | | |  | | | | |
|  | | |  | | | | |
|  | **Postcode:** | |  | | | | **Postcode:** |
| **Telephone No:** | | **Telephone No:** | | | | | |
| **E-mail Address:** | | | | **E-mail Address:** | | | |

**For posts which have substantial access to children or vulnerable adults, the School reserves the right to approach any previous employer.**

**Canvassing will disqualify your application. You must not communicate directly or indirectly with members of the Governing Body about your candidature and you must disclose whether or not you are related to any member of the Governing Body.**

**Are you related to any member of the Governing Body? Yes**  **No**

If you have answered yes to the above question please state their name, position and relationship.

**Are you related to any member of staff at Sale Grammar? Yes**  **No**

If you have answered yes to the above question please state their name, position and relationship.

**Where did you hear about this vacancy? Please tick all that apply**

**TES  Monster**

**DFE Website  Jobsite**

**School Website  Ad-Warrior**

**Totaljobs  Twitter**

**REED  Other\***

**\*if you ticked other please provide details:**

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| Criminal Convictions |

This post involves working with children, young people, vulnerable adults or is a position of trust. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website (www.gov.uk/dbs). Any failure to disclose the appropriate information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

1) Have you at any time received, or do you have pending a caution, bind over, reprimand, final warning or conviction? Yes  No

If yes, please give details of the caution(s) or conviction(s) and date(s)

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2) Do you have any previous offences? If so please give details

Nature of Offence/s (i.e. Conviction, caution, bind–over, reprimand, warning or allegation)

Offence/s Date of Offence/s (dd/mm/yyyy) Disposal (if known)

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Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post. If you are ultimately offered the position we will carry out an independent check through the Disclosure and barring Service.

I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.

Signed ………………………………………………………………………….. Date ………………………………………

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| Declaration |
| In submitting this application (whether signed or not) I declare that I am the person referred to on the form, I can confirm that the information I have provided in this application is true, complete and correct.  I understand that if I provide incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary action which is likely to result in my dismissal from employment.  I understand that when references are taken up they will include questions about health and attendance.  I authorise Sale Grammar School to contact any current or former employers at the appropriate stage to confirm the details provided.  I understand that Sale Grammar School as part of their due diligence checks will carry out an online search on shortlisted candidates as per Keeping Children Safe in Education.  I understand canvassing (seeking support from) any Governor or employee of Sale Grammar School in connection with this appointment or knowingly not disclosing such a relationship will disqualify me.  In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as may be requested to evidence my right to work.  I agree to the information contained in this application being processed under the Data Protection Act 1998, for the purposes of recruitment monitoring and in relation to forming any contract of employment.   |  |  |  |  | | --- | --- | --- | --- | | Signed: |  | **Date:** |  | |

**Sale Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**