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APPLICATION FOR SUPPORT STAFF APPOINTMENT

1. **Application for the post of** _____

2. **Surname** _____ **First Names (in full)** _____

3. **Dr/Mr/Miss/Mrs/Ms** (delete as applicable)

4. **Have you ever used any other names?** Yes/No (delete as applicable)
 - If yes, please state _____

5. **Address for Correspondence** _____

Contact Telephone Number _____ **Mobile Number** _____

Email Address _____

6. **Education/Qualifications** - we will seek proof of qualifications at interview.
Secondary Education

Town	School Attended	Duration	
		From	To

Examinations taken

Examination	Subject	Grade	Date	Subject	Grade	Date
GCSE or equivalent						
A Level, GNVQ, NVQ						

Further Education, Higher Education and Post Graduate Qualifications

Establishment Attended	Dates	Course	Qualifications Obtained

Particulars of other Certificates and Diplomas

Establishment Attended	Dates	Course	Qualifications Obtained

Any other relevant training/development in last five years _____

7. **Present Position** _____ **Date appointed** _____
Present Scale/Range _____ **Present Salary** _____
Present Scale Point _____ **If part time no of hours** _____

8. **Previous Positions** - Please give full details and precise dates of all employment (**the most recent first, including present job**) in the last 10 years (other than vacation work). Please attach a separate sheet if necessary.

1	Employer (Name and Address)	Position and Nature of Duties	Full or Part Time	Duration	
				From	To
Reason(s) for Leaving					
2					
Reason(s) for Leaving					
3					
Reason(s) for Leaving					
4					
Reason(s) for Leaving					

Previous Positions (continued)

5					
	Reason(s) for Leaving				
6					
	Reason(s) for Leaving				

Please account for any gaps in employment starting with the most recent first.

Date started	Date ended	Reason for Gap

9. National Insurance Number _____

10. If appointed, when can you commence duty? _____

11. The details set out in this form give only basic information and candidates are invited to submit further details in support of their application only as set out in the briefing paper including a maximum 2 page CV.

12. Rehabilitation of Offenders Act. 1974

Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974. You should tell us about any convictions you may have, even if they are considered to be 'spent' under this act. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the School. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. Please give details of any convictions (including nature of offence, date committed, any other relevant factors)

Any offer of employment will be subject to a criminal record check from the Criminal Records Bureau before we confirm the appointment. This record check will include details of cautions, reprimands or final warnings, as well as convictions.

Do you give permission for this course of action? Yes No

The school is committed to safeguarding and protecting the welfare of children. Refusal to give permission could prevent further consideration of your application

13. Referees

Please give the name, address and telephone number of TWO Professional referees who have knowledge of your work to whom reference will be made, prior to interview. The first of these should be your current or last employer, or if you have not worked before, your school or college. If you have previously been employed working with children then a reference from that employer would be necessary. Please ensure you provide all the details required below and your referees are aware they will be contacted if you are shortlisted for the post.

Referee 1

Name:	Occupation:
Address:	Contact Telephone Number:
Email Address:	Relationship to You:

Referee 2

Name:	Occupation:
Address:	Contact Telephone Number:
Email Address:	Relationship to You:

We may follow up written references by phone.

14. Declaration

Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body

Yes No

If yes, please give their name and state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice.

I declare that all the information given in this application is true, and that I have not canvassed directly or indirectly any member of the Governing Body, nor will I do so. I understand that any falsification or withholding of information will be judged as serious and could result in disqualification from applying for other jobs or possible dismissal if we have already appointed you.

Candidate's signature _____ Date _____

Notes

- a) Candidates invited to attend for interview will be paid travel expenses in line with the policy of the school.
- b) Candidates requiring an acknowledgement of receipt of this form are asked to enclose a stamped, self addressed envelope.
- c) Candidates canvassing members of the Governing Body or those directly involved in the selection process either directly or indirectly shall be disqualified.
- d) **If you are not notified, in writing, within ten days of the closing date for applications you may presume that you have not been selected for interview, and no further communication will be made.**

EQUALITY MONITORING FORM

Whitley Bay High School is an Equal Opportunities Employer

Whitley Bay high School operates a policy of equal opportunities and wishes to ensure that all applicants are considered solely on their merits. Therefore, we need to be able to check that our decisions are not influenced by unfair or unlawful discrimination. To help with this, please complete the following. Your answers will be treated confidentially and will not form part of the appointment process. The information will only be used for statistical purposes.

POST TITLE _____ **CLOSING DATE** _____

FULL NAME: _____

1. **My sex is:** Male Female
2. **My age is:** 16-19 20-29 30-39 40-49 50-59 60+

Date of Birth _____ **Place of Birth** _____

3. **Are you married or in a registered Civil Partnership?** Yes No

4. **Do you consider yourself to have a disability?** Yes No

Please give brief details of disability (if yes) _____

Please identify any special requirements or equipment which may assist you

- a) in the recruitment process _____
- b) to enable you to carry out the job _____

5. Ethnic Origin

Asian or Asian British Indian Pakistani Bangladeshi

Any other Asian background (please write) _____

Black or Black British Caribbean African

Any other African background (please write) _____

Chinese or Other Ethnic Group Chinese

Other (please write) _____

Mixed White and Black Caribbean White and Black African

White and Asian

Other mixed background (please write) _____

White British Irish

Any other white background including mixed (please write)

6. **Nationality** _____

7. **Religion** _____