

Newport Girls’High School

*Academy Trust*

NON-TEACHING APPLICATION FORM

APPLYING FOR A JOB WITH NEWPORT GIRLS’ HIGH SCHOOL ACADEMY TRUST

(Please keep this for your information)

Thank you for your interest in working for Newport Girls’ High School.

Please read these notes carefully and keep for future reference. They are designed to help you in completing your application form. We want to try and make sure that everyone applying for a job with Newport Girls’ High School has a fair chance. Completing an application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

1. It is important that you complete all sections of the application form as clearly and fully as possible.
2. Please ensure you have given your name and address accurately so that we are able to contact you.
3. We are interested in your experience and any skills or training which shows that you meet the requirements of the job for which you are applying. Include non work activities which are relevant.
4. We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
5. Please do not forget to sign the form.
6. If you attach additional sheets to your application form make sure you put your name and the title of the post for which you are applying at the top of each page.
7. We ask everyone to complete an application form so please do not send a CV.

**Remember we can only decide whom we should interview based on what is written on your application form.**

## Jobs working with Children

The job for which you are applying involves substantial opportunity for access to children and your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of these children. These checks will include a check by the Disclosure and Barring Service on Police records for all criminal convictions, cautions and any impending cases. A more detailed explanation is attached to this application form.

# Data Protection Act 1998

The information or data which you have supplied on the application form will be processed and held on computer and also on your personal records if you are appointed.

The data may be processed by Telford & Wrekin Council for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

Equal Opportunities Monitoring

Newport Girls’ High School adopts the Equal Opportunity Charter, details of which are outlined below. Please read it carefully. So that we can measure the effectiveness of this charter, we need to collect information about our job applicants. It would help us greatly, therefore, if you would complete the Monitoring Form attached to the application form.

* When your application is received the Monitoring Form will be removed before the application goes to those involved in shortlisting for interviews.
* Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

## The Recruitment Process

## What will happen next?

If you require any help or have any questions about the recruitment process, or you are unhappy about the way you are treated, or have any suggestions as to how we can do better, please contact the school on 01952 797550.

Due to the high number of applications received by Newport Girls’ High School, regrettably we cannot reply individually to every applicant. If you have not heard from us within 28 days of the closing date, your application has been unsuccessful. We are sorry that this means we are treating you less courteously than we would wish.

***Whatever the outcome of your application, thank you for the interest you have shown in working for Newport Girls’ High School.***

**Commitment to Equal Opportunities**

Newport Girls’ High School is committed to equality of opportunity in all aspects of their activities. We recognise that people suffer discrimination, disadvantage and exclusion, both in employment and in the delivery of services, for many reasons including:

* race
* gender
* orientation
* gender re-assignment
* religion or belief
* age
* disability
* pregnancy or maternity

We are committed to combating inequality and striving to ensure that all people in all parts of the community are treated fairly.

**Equality in Employment**

**It is Newport Girls’ High School’s policy that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity.**

**We will:**

* Publicise, by this charter, our commitment to equality to all of our employees and within the community at large.
* Encourage job applications from all sections of the community and ensure that only relevant and justifiable factors are taken into account in making appointments.
* Make available appropriate training for employees so that they can both understand and actively promote equal opportunities policies and, recommend that everyone who takes part in the recruitment and selection process will first receive the necessary training.
* Ensure that existing and future Human Resources policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
* Recommend that applicants with disabilities who meet the essential requirements of the post are interviewed, and do everything reasonably practical to adapt jobs and premises to meet the needs of people with disabilities.
* Measure the effectiveness of our policies by regular monitoring of both existing employees and of job applicants.

**Essential Additional Information for Post which Involve Working with Children**

The post for which you are applying will involve working with children. In order to ensure the safety of these children, your application will be subject to rigorous pre-employment checks.

**Please read this information carefully, detach and keep these notes.**

1. The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.

2. We will also take into consideration relevant information received from **any** source. This may include information held by the Local Authority, for example in Social Care or Education, and information received from other external authorities or bodies.

3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.

4. You will be asked to submit original proof of identification, such as birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.

5. You will have to complete a medical questionnaire and may be required to meet with our occupational health physician if required.

6. You may be subject to a probationary period. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.

7. **Criminal Record Checks**

8. This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.

9. A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities Charter. There are, however, certain offences which will debar you from working with children under the regulations made under the Children’s Act, including Schedule 1 offences such as sexual and violent offences.

10. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

11. Prior to any offer of employment being made you will be required to complete a **Disclosure Application Form.** On this form you will need to declare **ALL** CAUTIONS, BIND OVER ORDERS & CONVICTIONS. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record.

**All information given will be treated as strictly confidential and will be stored securely.**

Once completed this disclosure form will be sent to the Disclosure and Barring Service. The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and they will also send a copy of the result to Telford & Wrekin Council. This information will enable the School to make its decision on possible employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

The Council’s policy on Criminal Record Checks is available on request from the Council’s Human Resources Team.

For disclosure information and services please visit the DBS homepage on their website [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).

If you do take up employment it is necessary for you to inform the Human Resources Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

**IMPORTANT**

**WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN.**



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EMPLOYMENT APPLICATION FORM FOR SCHOOL SUPPORT STAFF

## Please complete the relevant parts of this form

|  |
| --- |
| **Job Title :** **Application to be returned to:**    **Closing Date:**    **Vacancy Number:** **or alternatively email it to** |
|  |

**1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)**

|  |  |  |
| --- | --- | --- |
| Surname/Family name | First names | Contact Tel No .  Email Address |
| Correspondence Address    Postcode | | If this post is available for job share, do you wish to be considered on this basis? |
| Under the Equalities Act 2010, do you consider yourself to have a disability?  If you are shortlisted for this post, you will be given the opportunity to tell us about any reasonable adjustments that need to be made during the recruitment process. This information should be provided separately from the application form. | | |

**2. EDUCATION AND TRAINING**

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/University/Professional Body/Institution | Dates of study or Membership | Subject and type of qualification or course | Grade/Membership Number |
|  |  |  |  |

\*The Equality Act 2010 states that the protected characteristic of disability applies to a person who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

**3. CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Post Title | |
| Employer and Address:    Tel. No.  May we contact you on this number? | Date appointed:  Date left (if applicable):  Reason for leaving: |
| Present wage/salary £  Please specify type and value of any allowance included in the above | Notice required/date available for employment |

**4. PREVIOUS EMPLOYMENT/EXPERIENCE**

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of Employer | Post Title/Brief outline of duties (including Salary/Grade) | Dates | Reason for leaving |
|  |  |  |  |

**5. DETAILS OF CURRENT EMPLOYMENT AND SUPPORTING STATEMENT**

Please set out below any further information which you feel supports your application. This should include a description of your duties and responsibilities in your current or most recent post, and an organisation chart showing your post in relation to others. Include any other experience that you feel is relevant to your application. In completing this section take as a guide the contents of the job description and person specification of the post for which you are applying.

Use a separate sheet if necessary, ensuring that each additional sheet bears your name, and the title and of the post for which you are applying. CV’s are not accepted and if included will not be forwarded to the shortlisting panel.

|  |
| --- |
|  |

**6. REFERENCES**

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

Please note that if this is a post working with children, references **will** be taken up prior to interview. If you have any questions regarding this please contact the school on 01952 797550. If you inform your referees that you have put their details forward it may reduce delays if references are requested.

\*Please indicate if this is a work or personal referee.

|  |  |
| --- | --- |
| 1. Title and Name  Address      Tel. No.  Email:  Occupation  Work/Personal\* | 2. Title and Name  Address        Tel. No.  Email:  Occupation  Work/Personal\* |

**7. OTHER INFORMATION**

|  |
| --- |
| Are you, to your knowledge, related to any Telford & Wrekin employee or Councillor?  If yes, please give details:  **Name**       **Relationship** |

|  |
| --- |
| **Rehabilitation of Offenders Act 1974**  This post involves working with children, vulnerable groups or is a position of trust and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, reprimands, final warnings and convictions, including 'spent convictions' no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.  We will only take this information into account if we consider them relevant to the post for which you have applied. Any failure to disclose such information could result in withdrawal of any job offer or disciplinary action by the organisation.  Successful applicants for this post will be subject to an enhanced check carried out through the Disclosure and Barring Service.  **Declaration**  Have you at any time received, or do you have pending, a caution, reprimand, final warning or conviction?  If yes, please give details:  Date  Nature of summons/charge/caution/allegation  Court  Sentence or order  Please continue on a separate sheet if necessary |

**8. YOUR SIGNATURE**

|  |
| --- |
| I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation. |
| **Signature of applicant       Date** |

|  |
| --- |
| **For office use only**  Reason for not shortlisting  Reason for not appointing |

EQUAL OPPORTUNITIES CHARTER

Newport Girls’ High School recognise that within our society there is widespread disadvantage. Members of black or minority ethnic communities, women, those who care for dependants, people with disabilities, older people, people with criminal convictions and those whose sexuality is different from that of the majority often do not get a fair deal in employment matters because of direct or indirect discrimination, either intentional or unintentional. They are therefore prevented from making the most of their potential. This is damaging to those who discriminate and to those who are discriminated against and to organisations which fail to benefit to the full from the skills and talents which such people may have to offer. The School is committed to opposing discrimination and promoting equality of opportunity by taking such appropriate steps as are within its power and within statutory provision. The School recognises its obligations under various pieces of legislation relating to equality of opportunity.

## Newport Girls’ High School’s Employment Equality Promise

Newport Girls’ High School gives an undertaking that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity, regardless of race, colour, gender, sexuality, marital status, gender re-assignment, care of dependants, age, disability, religious or political beliefs, pregnancy or maternity or unrelated criminal conviction. The School will therefore:

* Publicise this commitment to all of its employees and within the community at large.
* Encourage job applications from all sections of the community.
* Ensure that its employees receive appropriate training so that they can both understand and actively promote equal opportunity policies.
* Ensure that the School’s existing and future personnel policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
* Ensure that medical fitness requirements are determined having regard to the demands of particular posts, are applied fairly and consistently and do not discriminate against those with particular medical conditions.
* Measure the effectiveness of its policies by regular monitoring of both existing employees and of job applicants and the publication of an annual equal opportunity report.
* Ensure that any allegation of discrimination contrary to the provisions of this Charter is thoroughly investigated and that appropriate action is taken.

##### IN ORDER FOR US TO MONITOR OUR EQUALITY OPPORTUNITIES POLICY PLEASE COMPLETE THE FORM OVERLEAF

**MONITORING FORM**

In order to measure the effectiveness of The Council’s Employment Equality Charter, we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Some of the information on this form may be considered sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will have deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes. This information is separated on receipt of your form and is not seen by anyone involved in short listing your application. You do not have to complete all of this section if you don’t want to.

Please complete in **BLOCK CAPITALS**

**Post Title**:...........................................................................**Job Reference**:..................................................

**Full names** (including name and surname(family name):**Mr/Mrs/Miss/Ms/Dr/Other**...................................

………………………………………..................................................................................................................

**What is your date of birth?** \_\_ / \_\_ /\_\_\_\_\_\_ **What is your gender?** Male □ Female □

**Do you have any long-standing illness or disability that limits your daily activity?**

Yes □ No □ Rather not say □

**Are you caring for someone who has a long-standing illness or disability that limits their daily activities?**

Yes □ No □ Rather not say □

**Do you belong to any particular religion or hold particular beliefs?**

Christian □ Hindu □ Muslim □ Sikh □ Other (please state) ………….............… No religion □

Rather not say □

**What is your ethnicity (please tick 🗸)?**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White** | | **Mixed/multiple ethnic groups** | | **Asian/Asian British** | | | **Black/African/**  **Caribbean/Black British** | | **Other ethnic group** | |
| English/Welsh/Scottish/  Northern Irish/British |  | White and Black Caribbean |  | | Indian |  | African, please write country of origin |  | Arab, please write country of origin |  |
| Irish |  | White and Black African |  | | Pakistani |  | Caribbean |  | Chinese |  |
| Gypsy or Traveller |  | White and Asian |  | | Bangladeshi |  | Any other Black/African/  Caribbean/  Black British background, please write in |  | Any other ethnic group, please write in |  |
| Polish |  | Any other mixed/multiple ethnic background, please write in |  | | Any other Asian background, please write in |  |
| Any other white background, please write in |  |

**What is your sexual orientation?** Straight/heterosexual □ Lesbian/Gay □ Bi-sexual □ Rather not say □

**Would you describe yourself as trans-gender?** Yes □ No □ Rather not say □

**Are you an agency worker?** Yes □ No □

**Are you currently employed by Telford & Wrekin Council?** Yes □ No □

**If YES please enter your employee number**..................................................................................

**How did you find out about this vacancy?**....................................................................................