**Application for the post of non-teaching**

**Heaton St Barnabas’ CE Primary School**

**This is a Church of England Voluntary Aided school**

**in which the Governing Body is the employer**

**CONFIDENTIAL**

***Please read the notes on page 6 before completing this form and either Word Process and e-mail to the address below or print a copy, complete in black ink and post to the address below.***

**POST DETAILS**

**Job Title:** Administrative Assistant

 Permanent/Full Time

**School:** Heaton St Barnabas’ CE

 Primary School

**Closing date: Wed 23rd January 2019**

 **12 noon**

**Completed applications should be returned to:**

**Electronically by e-mail:** **recruitment@hstb.co.uk**

**Or by Post to:**

**Heaton St Barnabas’ CE Primary School**

**Rossefield Rd**

**Bradford, BD9 4DA**

**Tel: 01274 545019**

**Fax: 01274 553910**

**PERSONAL DETAILS**

Forename(s):

Surname:

How do you wish to be addressed in correspondence? (Ms, Mrs, Miss, Mr, other)

Address to which correspondence should be sent if not home address:

Home Address:

Evening telephone number:

Daytime telephone number:

Do you hold a current driving licence?

National Insurance Number:

DfES Number (if appropriate):

General Teaching Council (GTC) Registration Number (if appropriate):

**IMPORTANT NOTES –**

**Rehabilitation of Offenders Act (1974)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered ‘spent’ under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been short listed for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background and also authorise a search of Police Records. Failure to disclose the information could result in dismissal or disciplinary action. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**EMPLOYMENT HISTORY**

**Current or Most Recent Employment**

Employer’s Name & Address:

Post Title:

Date from:

Date to:

Salary (including point):

L.A.:

Date able to commence duties:

**Previous Employment**

**Reason for Leaving**

**Date**

**From To**

**Salary Point**

**Position**

**Held**

**Employer’s Name & Address**

(inc L.A. & school)

**QUALIFICATIONS**

Please give details of your qualifications. Make sure you include professional qualifications, Short listed candidates will be asked to produce proof of qualifications listed on this form.

**Result**

**Details of Qualification**

**Awarding Body**

**Date**

**PROFESSIONAL DEVELOPMENT**

Please give details of significant aspects of your Continuing Professional Development over the last three years. Explain how this has:

* made a difference to your current role
* helped you achieve your performance management objectives
* prepared you for this post.

**PERSONAL STATEMENT**

Please use the space provided to tell us a little bit about yourself and why you think you would be suitable for this position:

**REFERENCES**

Please give the names of two persons who are able to comment on your suitability for this post. One should be your present or most recent Headteacher or employer. If you are known to a referee by a different name please supply the name by which you were known. Your referees should have direct knowledge of your professional capacities and performance.

**Referee Two**

**Referee One (Present Employer)**

Name and Position:

Name and Position:

Address, Telephone & E-mail Address:

Address, Telephone & E-mail Address:

Governors in a Voluntary Aided school may give particular consideration to your application on the grounds of your religious commitment and your ability to support and develop the religious character of the school. If you wish to do so, please give the name and address of your Vicar / Rector / Minister / Faith leader, or other suitable person who may be asked for a reference on these matters.

**Referee Three (Optional Religious Character Reference)**

Name: Position:

Address:

Telephone: E-mail:

**DECLARATION**

Are you to your knowledge, related to any member of the Governing Body or any holder of senior office in the school? If yes please state:

A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **DECLARATION**I understand that under the terms of the Asylum and Immigration Act 1996 should I be shortlisted for the post for which I am applying, I am required to supply for the Governing Body, as employer, an original document[[1]](#footnote-1) showing my entitlement to work in this country.I understand that appointment to this post is subject to a satisfactory Enhanced Criminal Records Bureau Disclosure. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and subsequent amendments, I am required to disclose any record I may have of criminal convictions, and to attach details of such convictions[[2]](#footnote-2).I declare that I am not on List 99, or disqualified from working with children, or subject to any sanctions imposed by a regulatory body (such as a General Teaching Council).I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold.I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.To the best of my knowledge and belief the information supplied by me on each section of this form is correct.I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **NOTES TO APPLICANTS*** Before signing this form please check that every section has been completed.
* This form and letter should be returned as instructed in the details of the post
* Enclose a stamped addressed envelope if you wish us to acknowledge your application
* You are reminded that this is an application for a post in a Church of England / Church in Wales Voluntary Aided school or a Foundation school in which the governing body is the employer. If you are appointed, the Contract you will be asked to sign includes the first paragraph of the following clause and may include parts of the second paragraph:-
	+ As an Employee in a Church of England / Church in Wales school you are required to have regard to the Christian character of the school and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.
	+ You are required, if called upon to do so by the Headteacher, to give religious education in accordance with the doctrines of the Church of England/Church in Wales and Trust Deed of the School. You are required to take part in and lead acts of religious worship, if required by the Headteacher.
* The successful applicant will be required to provide an Enhanced Disclosure from the CRB.
* The school’s duty of care to the pupils requires that chronological information is sought. However, the selection process will be free of age bias.

**Details of referees*** One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.
* The school will seek references on shortlisted candidates, and may approach previous employers for information to verify particular experience or qualifications, before the interview.
* If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues.
* References from relatives or friends writing solely as friends will not be accepted.
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**ADDITIONAL INFORMATION – STRICTLY CONFIDENTIAL**

**This section of the form seeks additional information pertinent to your application. It will be removed before shortlisting and will not be seen by any members of the selection panel.**

**Access to this information will be limited to staff involved in the administration of the appointment process who need it for equal opportunities monitoring purposes or to take action based upon the information provided.**

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| Position applied for: |  |
| Family Name: |  |
| Title: |  |
| Other names in full: |  |
| Preferred name: |  |
| Former name(s): |  |
| Date of Birth: |  |
| MEDICAL HISTORYPlease state, with dates, any serious illnesses or operations you have had:Do you suffer from recurring ailments? **Yes / No**If yes, please specify:Have you been absent from your employment through illness for more than five days in the last 12 months? **Yes / No**If yes, please give details: |
| DISABILITYDo you consider that you have a disability, as defined by the Disability Discrimination Act 1995, which has a substantial and long term adverse effect on your ability to carry out normal day to day activities? **Yes / No**If yes, please give brief details of the disability and any adjustments which you consider would need to be made to enable you to carry out the duties of a registered teacher: |

(Please continue on a separate sheet if necessary)

**EQUAL OPPORTUNITIES MONITORING SHEET**

**This section of the form is for equal opportunities monitoring purposes and will be removed before shortlisting. It will not be used in any way as part of the selection process.**

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| **Gender (please specify)** | ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PLEASE INDICATE YOUR CULTURAL / ETHNIC ORIGINS:**This information is included as part of the duty of the school to promote race equality and to ensure equal opportunities for all staff and is recommended by the Commission for Racial Equality ([www.cre.gov.uk](http://www.cre.gov.uk)) |
|  | **White** |
|  | British |
|  | English |
|  | Scottish |
|  | Welsh |
|  | Other (please specify)  |  |
|  | Irish |
|  | Any other white background (please specify) |  |

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|  | **Black, Black British, Black English, Black Scottish, Black Welsh** |
|  | Caribbean |
|  | African |
|  | Any other Black background (please specify) |  |

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|  | **Asian, Asian British, Asian English, Asian Scottish, Asian Welsh** |
|  | Indian |
|  | Pakistani |
|  | Bangladeshi |
|  | Any other Asian background (please specify) |  |

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|  | **Mixed** |
|  | White & Black Caribbean |
|  | White & Black African |
|  | White & Asian |
|  | Any other Mixed background (please specify) |  |

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|  | **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group** |
|  | Chinese |
|  | Any other background (please specify) |  |

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|  | **Prefer not to state** |

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|  | **Religion** (please specify) |  |

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|  | Prefer not to state |

1. Acceptable documents include: National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a

 valid passport, or any relevant authorisation allowing you to work in this country. [↑](#footnote-ref-1)
2. Please note that information about criminal convictions will remain confidential and will not be used to determine your general suitability for

 employment. However, it will be made available to the panel should you be selected by them for appointment. [↑](#footnote-ref-2)