



Light Hall School
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HEADTEACHER: MRS A KIMBLIN

LIGHT HALL SCHOOL

Support Staff Appointment

Confidential

PLEASE COMPLETE THIS FORM IN BLACK INK OR TYPESCRIPT USING BLOCK LETTERS.

Separate sheets of information may be attached where necessary.

PART 1 – INFORMATION FOR SHORTLISTING AND INTERVIEWING

Position applied for:

Closing date:	How did you hear of this vacancy?
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Personal Details

Surname:	Forename:	E-mail Address:
(Mr/Mrs/Miss/Ms) delete as applicable		
Address:		National Insurance Number:
Mobile Tel Number:		
Daytime Tel Number:		
Evening Tel Number:		

Present Post (if applicable)

Present post:	Date appointed:
Full time/Part-time:	Current Salary Scale/Grade:
Spinal Point:	Bonus/allowances:
Name & address of employer:	Name & address of local authority if applicable:
Telephone number:	

Experience – previous career and other

Please complete the following starting with your current employment and include all employment. Please also include any breaks in employment history together with the reason for the break. Please complete the following accurately and include all experience since leaving full time education, or any other relevant experience. Your application may be returned if you leave any gaps in your employment history

Date		Employer's Name	Employer's Address	Position Held	Salary	F/t P/t	Prop. of Hrs	Responsibilities	Reason for Leaving/Reason for break in employment including resignation/compromise agreement
From Mth/Yr	To Mth/Yr								

Qualifications	
Date qualification awarded: (month & year)	

Education and Training

Secondary/Further Education

Name of school(s)	Dates attended:		Qualifications gained			
	From	To	Subject	Type of Exam	Grades	Date

Further/Higher Education

Institution(s) Attended	F/T or P/T	Dates attended:		Qualifications gained			
		From	To	Title & Subject	Class/Div Obtained	Grades	Date

Eligibility to work

Do you require a work permit to work in the UK?

Yes No

If yes, and you have one, please state Number and Expiry date:

If you are offered this post, you will be asked to provide documentary evidence of your entitlement to work in the UK (in accordance with the Asylum and Immigration Act 1996).

Disciplinary Action

Have you ever been subject to disciplinary action by a previous employer, or is disciplinary action currently pending?

Yes No

If yes, please give details:

Professional Development (Earliest First)

Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification (Please continue on a separate paper if necessary)			
Date(s)	Organising Body	Course Title	Length of Course

Membership of Professional Bodies			
Name of Professional Body	Membership grade	Where	Date

Outside Interests/Activities

Referees: If you are successful in being invited to interview, references will be taken at this time. If you have worked with children in either a paid or voluntary capacity, please note that your current/most recent employer, where you were employed to work with children, will be asked about disciplinary offences relating to children, young people and vulnerable adults, any child protection concerns and the outcomes of any enquiries or disciplinary procedures. This will include any instances for which the penalty is time expired (where a warning could no longer be taken into account in any new disciplinary hearing). Any relevant issues arising from references will be raised at interview. We may also approach previous employers for information to verify relevant experience or qualifications prior to interview.

1. Name:	2. Name:
Address:	Address:
Telephone Number: Fax Number: E-mail Address:	Telephone Number: Fax Number: E-mail Address:
Relationship to candidate:	Relationship to candidate:
May references be taken up prior to interview? YES / NO	May references be taken up prior to interview? YES / NO
Are you, to your knowledge, related to any employee or governor at the school?	YES/NO
Name:	Position:
Relationship:	

PART 2 – PERSONAL INFORMATION

Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given if relevant to the job.

1. Date of birth	
2. Do you require sponsorship (previously a work permit)?	Yes No If YES please provide details under separate cover.
3. Are you related to or have a close personal relationship with any pupil, employee, or governor?	Yes No If YES give details separately under confidential cover. This will not be opened unless you are called to interview.
4. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

DATA PROTECTION ACT 1998

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

NOTES

Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

Canvassing, directly or indirectly, an employee or governor will disqualify the application.

Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

Providing any misleading or false information to support your application or canvassing governors or staff directly or indirectly will disqualify you from appointment or if appointed will render you liable to dismissal without notice.

Providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with the information above and in particular that checks may be carried out to verify the contents of my application form

Signature of Applicant

Date

Print Name

PART 3 - EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Name:
Job title applying for:
Date of application:

Ethnic Group

	<i>Workforce Census Code</i>		<i>Please tick</i>
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
		<i>Write in:</i>	
Prefer not to say	REFU		

Religion

	<i>Please tick</i>
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

Disability

Do you consider yourself to have a disability?

Please tick

No	
Prefer not to say	
My disability is:	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

Sexual Orientation*Please tick*

Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Gender*Please tick*

Female	
Male	
Transgender	
Prefer not to say	

Personal Relationship*Please tick*

Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Thank you for taking the time to complete this monitoring sheet.

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GUIDANCE FOR APPLICANTS WITH DISABILITIES

Information is requested on this job application form about disability/medical conditions you may have.

- It is important that you tell us whether you require adjustments to any part of the selection procedure including arrangements for interview. The application form allows you to provide this information.
- If you are offered the job, any adjustments to the working conditions or environment that may be required to enable you to carry out the duties of the job will be considered in consultation with you.

Disability is defined as follows:

a person has a disability if he/she has a physical or mental impairment that has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities where:

- a mental impairment is defined as an impairment resulting from or consisting of a mental illness only if the illness is a clinically well-recognised mental illness;
- long term, means the effect of the impairment has lasted at least 12 months or is likely to last for 12 months or is likely to last for the rest of a person's life;
- normal day-to-day activities are defined as: mobility; manual dexterity; physical co-ordination; continence; ability to lift; carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; perception of the risk of physical danger. NB Any disability which does not have a substantial and long term effect on one or more of them is not considered to be a disability.

Other conditions included within the definition of disability not already outlined above are:

- a recurring condition which has recurred over more than 12 months or is likely to recur over more than 12 months;
- a progressive condition, e.g. cancer, multiple sclerosis, muscular dystrophy or HIV which has, or has had, an effect on normal day-to-day activities;
- people with severe disfigurements, although some with deliberately acquired disfigurements will not be covered;
- people registered as disabled under the Disabled Persons (Employment) Act 1944 on 12 January 1995 and on the date the employment right comes into force, who will be deemed to be covered. People with a history of disability will also have protection, even if they do not now have a disability.

Your Application

- There is no legal requirement for you to provide information about your disability on this form. However you are encouraged to do so, particularly where you believe that the information may be relevant to the job application.

LIGHT HALL SCHOOL

PROTECTION OF CHILDREN: DISCLOSURE OF CRIMINAL

BACKGROUND TO THOSE WITH ACCESS TO CHILDREN

1. The work for which you have applied or volunteered involves substantial access to children.
2. In the event of a successful application an Enhanced Disclosure will be requested.
3. Light Hall School is entitled, under arrangements introduced for the protection of children, to check with the DBS for the existence and content of any criminal record of a successful applicant. Information obtained from the DBS will be kept in the strictest confidence.
4. A criminal record will not necessarily debar you from working at Light Hall School. If the check proves positive, the school will decide if the conviction is relevant to the job in question.
5. If you refuse to give your permission for a Disclosure, it will not be possible to proceed with your application to work at Light Hall School as either an employee or volunteer.
6. Further information about the Disclosure service can be found at www.direct.gov.uk/crb or by contacting the DBS information line on 0870 9090811.