**Application Number:**



SIR JOHN HUNT

COMMUNITY SPORTS COLLEGE

*Striving to greater heights*

Lancaster Gardens, Whitleigh, Plymouth, PL5 4AA

**Principal: Mrs J Bevan**

**Application for Support Staff Appointment**

|  |  |
| --- | --- |
| Name |  |
| Post Applied for: |  |

(Please complete in black ink)

# **OUR GOVERNORS’ PROMISE TO YOU**

## FAIRNESS AND EQUALITY OF OPPORTUNITY

We do not operate an anonymous process but we will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless of whether or not you currently work for the Council, another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the job. We believe in equal opportunities, and will not unfairly discriminate against anyone.

Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be disabled person and need such help, please contact the school who will put you in contact with the relevant LA Officer.

## DOCUMENTARY EVIDENCE

Candidates called for interview will be required to bring the following original documents\* to the interview for verification purposes:

i) Birth certificate

ii) Certificates of academic and professional qualification (where relevant).

**WARNING**: If you provide false information, this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified. \*Photostat copy documents will **not** be accepted.

**The successful applicant will also be required to produce the following documents to comply with a CRB check: Passport or Driving licence : photocard type; birth/marriage certificates plus a recent utility bill, credit card statement or bank statement.**

## RETURNING THIS FORM

This must reach us by the closing date. LATE APPLICATIONS CANNOT BE CONSIDERED. Please send it to the Headteacher at the address shown above.

**1 PRESENT EMPLOYMENT (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of employer: |  | | |
| Telephone number |  | Job Title |  |
| Date of Appointment |  | Present Salary |  |
| Notice Period |  | | |
| Reason for wishing to leave |  | | |
| Brief outline of duties |  | | |

**2 PREVIOUS EMPLOYMENT (most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer/Voluntary Organisation | Post Held | Dates | Salary/Grade | Reason for Leaving |
|  |  |  |  |  |

**3 EDUCATION CHECKS (checks on qualifications will be made)**

|  |  |  |
| --- | --- | --- |
| 1 | School/College Attended |  |
| Date from/To |  |
| Qualifications (including A Level grades) |  |
| 2 | Qualifications (e.g. Cert Ed / BA / B.Ed.): |  |
| Class of Degree |  |
| University/College |  |
| Date awarded |  |
| 3 | Post graduate Qualifications (e.g. Med PGCE) Subject(s) |  |
| University/College |  |
| Date Awarded |  |
| Subjects |  |
| 4 | Other Qualifications – please specify giving title / awarding body and date: | |
|  | |

**4 MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES**

|  |  |  |  |
| --- | --- | --- | --- |
| Institute or Association | How obtained  (e.g. examination or election) | Date | Grade of Membership |
|  |  |  |  |

**5 REFERENCES**

Two referees are required. One should be from your present or last employer if possible. School leavers should give Headteacher. If you have not been in employment in recent years, you are welcome to give a suitable alternative referee of your choice.

|  |  |  |
| --- | --- | --- |
| 1 | Headteacher | Email address: |
| Address |  |
| Telephone number (including STD) |  |
| 2 | Name | Email address: |
| Address |  |
| Telephone number (including STD) |  |
| 3 | Name | Email address: |
| Address |  |
| Telephone number (including STD) |  |

Referees will be contacted only for the successful candidate, when a provisional offer made or at earlier stages such as longlisting and shortlisting. This will depend on the governing body policy.

**6 LETTER OF APPLICATION**

|  |
| --- |
| Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.  If you are a disabled person, and because of your impairment, cannot fulfill certain aspects of the Personal Specification, but you feel you can meet the job requirements, in an alternative/adjusted way, you can provide details here.  Please continue on a separate sheet if necessary.  Please ensure your name and other personal details do not appear in this section. |
|  |

**7 PERSONAL DETAILS:**

DATA PROTECTION ACT**:** Information from this application may be processed by computer for purposes registered by the City Council under the data protection legislation. Individuals have the right of access to computerised personal data concerning them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Surname: |  | | | |
| 2 | Forenames: |  | | | |
| 3 | Title: |  | | | |
| 4 | Address  Post Code |  | | | |
| 5 | Home/Evening Telephone No: |  | Email Address |  | |
| 6 | Date of Birth: |  | National Insurance Number |  | |
| 7 | Do you need permission to work in the UK? | | | Yes ❑ | No ❑ |
| 8 | Are you able to produce documents if asked for at interview which demonstrate that you are entitled to work in the UK? | | | Yes ❑ | No ❑ |
| 9 | If this post is open to job share, do you want to be considered for this option? | | | Yes ❑ | No ❑ |

**8 RELATIONS**

|  |
| --- |
| A candidate for any appointment with the school who knows he/she is related to a senior member of staff or a Governor at the school is required to disclose that relationship when submitting an application form. The designation of **‘senior member of staff’** includes Headteacher, Deputy Head, Heads of Department, Business Manager or Senior Administrator. A candidate who fails to disclose such a relationship shall be disqualified for the recruitment process and if appointed shall be liable to dismissal without notice. |
| **If applicable please give details:** |
|  |

**9 REHABILITATION OF OFFENDERS**

|  |
| --- |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

**10 DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate. I confirm that I have not been disqualified from working with children, cautioned, or sanctioned in this regard. | | | |
| Signed |  | Date |  |

This form must be returned to the Principal of Sir John Hunt Community Sports College at the address specified above.

**SCHOOLS MONITORING FORM: PRIVATE**

**Application Number:**

**AND CONFIDENTIAL**

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY, AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

Plymouth City Council believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment.

To make equal opportunities meaningful, it is essential that the Council monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Please, therefore complete the following:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Job Applied for: |  | | | | | | | |
| 2 | School/College |  | | | | | | | |
| 3 | Grade: |  | | 4 Closing Date | | | |  | |
| 5 | Where did you find out about this vacancy? |  | | | | | | | |
| 6 | What is your sex? | Male ❑ | | | | Female ❑ | | | |
| 7 | What is your age? | 17-18 ❑ | 19-50 ❑ | | 51-65 ❑ | | 66-75 ❑ | | 76 + ❑ |

#### Ethnicity

To which of these groups do you consider you belong? (please tick one box only):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **WHITE** |  | **C** | **Asian or Asian British** | |
| British | | Yes ❑ | Bangladeshi | | Yes ❑ |
| Gypsy/Traveller | | Yes ❑ | Indian | | Yes ❑ |
| Irish | | Yes ❑ | Pakistani | | Yes ❑ |
| Any other White Background (please state) | |  | Any other Asian Background (please state) | |  |
| **B** | **MIXED** |  | **D** | **Black or Black British** | |
| White and Black Caribbean | | Yes ❑ | African | |  |
| White and Black African | | Yes ❑ | Caribbean | |  |
| White and Asian | | Yes ❑ | Any other Black Background (please state) | |  |
| Any Other Mixed Background (please state) | |  |  | |  |
| **E** | Chinese or other ethnic group (please state) | |  | | |
| **F** | Any other ethnic group (please state) | |  | | |

**Disability**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consider yourself to be a disabled person? | Yes ❑ | No ❑ | Prefer not to say ❑ |
| Would you like to let us know more about your disability? (Please write in). | | | |

Religion

|  |  |  |  |
| --- | --- | --- | --- |
| How would you describe your faith, belief, religion? (Please tick one box) | | | |
| Buddist | Yes ❑ | Jewish | Yes ❑ |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | Yes ❑ | Muslim | Yes ❑ |
| Hindu | Yes ❑ | Sikh | Yes ❑ |
| Other religion (please state) | Yes ❑ | None | Yes ❑ |
| Prefer not to say | Yes ❑ |  |  |

**Sexual Orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your sexual orientation? (please tick one box)** | | | |
| Bisexual | Yes ❑ | Hetrosexual/straight | Yes ❑ |
| Gay Man | Yes ❑ | Other (including questioning) | Yes ❑ |
| Lesbian/Gay Woman | Yes ❑ | Prefer not to say | Yes ❑ |

**Marital status**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your marital status (please tick one box)** | | | |
| Single | Yes ❑ | Married | Yes ❑ |
| Civil Partnership | Yes ❑ | Living with partner | Yes ❑ |
| Prefer not to say | Yes ❑ |  | |