

**HERNE BAY HIGH SCHOOL**

**APPLICATION FORM**

**NON-TEACHING**

Bullockstone Road, Herne Bay, Kent CT6 7NS

Tel: 01227 361221, [www.hernebayhigh.org](http://www.hernebayhigh.org)

**Please complete using black ink or type.**

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** applicable sections of the form.

*Your application will be treated in the strictest confidence.*

**Post applied for:**

**PART ONE: PERSONAL DETAILS**

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| Title: |  | | Surname | | |  | | | | | | | |
| First Name/s |  | | | | | | | | | | | | |
| Previous surname/s (if applicable) | | | |  | | | | | | | | | |
| National Insurance Number | |  | | |  | |  |  |  |  |  |  |  |

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| Address: | | | | | | | | Address for communication (if different): | | | | | | | |
| Post Code |  |  |  |  |  |  |  | Post Code |  |  |  |  |  |  |  |

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| Home Tel: | Work Tel: |
| Mobile Tel: | Email: |

**PART TWO: EDUCATION AND TRAINING**

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| **Education and Training**  **(Original documentation of qualifications will be required prior to an appointment)** | | | |
| **School, University, College, Etc** | | | |
| Name of School/College/University attended | From – To  (Month/Year) | Qualifications Including Grades | Date Obtained  (Month/Year) |
| *Schools (after age 11)* |  |  |  |
|  |  |  |  |
| *Further or Higher Education*  *(Full or Part Time)* |  |  |  |
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| **In-Service Training and Development**  Please give details of relevant courses and training undertaken in the last five years. | | | |
| Dates and duration | Title of course / Training incl. Home Study & Distance Learning | Name of Provider e.g. LEA, College etc. | Qualification obtained (if any) |
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| **Other Skills and Interests**  Please include languages (spoken/written) ICT competency etc. Please provide details of any community or voluntary work experience. | | | |
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**PART THREE: EMPLOYMENT DETAILS**

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| **Employment History**  Please give details of all jobs held after the age of 18 including part time and unpaid work, *starting with your current or most recent employer.* Please explain any gaps.  (Continue on a separate sheet if necessary) |

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| Employer name and address: | | |
| Dates: | Full or Part Time: | Current Salary/Salary upon leaving  £ |
| Position held: | | |
| Main responsibilities: | | |
| Reason for leaving: | | |
| Were there any gaps in employment between this and your previous role? If so, provide reasons | | |
| Are you happy for us to contact this employer? | | |

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| --- | --- | --- |
| Employer name and address: | | |
| Dates: | Full or Part Time: | Salary upon leaving  £ |
| Position held: | | |
| Main responsibilities: | | |
| Reason for leaving: | | |
| Were there any gaps in employment between this and your previous role? If so, provide reasons | | |
| Are you happy for us to contact this employer? | | |

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| --- | --- | --- |
| Employer name and address: | | |
| Dates: | Full or Part Time: | Salary upon leaving  £ |
| Position held: | | |
| Main responsibilities: | | |
| Reason for leaving: | | |
| Were there any gaps in employment between this and your previous role? If so, provide reasons | | |
| Are you happy for us to contact this employer? | | |

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| --- | --- | --- |
| Employer name and address: | | |
| Dates: | Full or Part Time: | Salary upon leaving  £ |
| Position held: | | |
| Main responsibilities: | | |
| Reason for leaving: | | |
| Were there any gaps in employment between this and your previous role? If so, provide reasons | | |
| Are you happy for us to contact this employer? | | |

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| --- | --- | --- |
| Employer name and address: | | |
| Dates: | Full or Part Time: | Salary upon leaving  £ |
| Position held: | | |
| Main responsibilities: | | |
| Reason for leaving: | | |
| Were there any gaps in employment between this and your previous role? If so, provide reasons | | |
| Are you happy for us to contact this employer? | | |

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| **Employment History continued**  If you need to include additional previous employers, please ensure it is in the same format as above and that all work history is included from the age of 18, explaining any gaps in employment. |

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| **Applicant Statement**  In this section you are asked to outline how your knowledge, skill, experiences and personal qualities meet the competencies required for this post (please refer to the information supplied). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities.  (Continue on a separate sheet if necessary) |
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| **Protection of Children** |
| This post is ‘exempt’ from the Rehabilitation of Offenders Act 1974 and if you are shortlisted for an interview you will be required to declare the following:   * All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 * All spent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Oder 1975 (as amended)   The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.    **An offer of employment will be dependent upon the completion of a satisfactory Disclosure & Barring Service check.** |

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| **Disclosure of Relationship** | | |
| Are you related to anyone at Herne Bay High School or a member of the School Governing Body? | YES | NO |
| If yes, please provide details. | | |

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| **References**  **Please note that it is the school’s policy to take up references prior to interview.**  Please give details of two people who can provide a reference – one of whom should be your present or most recent employer. If you are not currently working with children but have done so in the past, please note this employer as a reference as well. Family, ex or current partners and close friends are not suitable referees. | |
| Name:  Job Title:  Address:  Tel No:  Email:  Position you held:  Relationship to you:  Please indicate if you are happy for this referee to be contacted prior to interview: | Name:  Job Title:  Address:  Tel No:  Email:  Position you held:  Relationship to you:  Please indicate if you are happy for this referee to be contacted prior to interview: |

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| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | YES |  | NO |  |
| If yes, please provide details: | | | | |

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| We would be grateful if you could let us know where you first saw the vacancy to which this application applies. Please provide details below. |
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| **Data Protection Statement**  I hereby give my consent for Herne Bay High School to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the police and other third parties as defined by the Data Protection Act 1988 and related legislation. All information will be dealt with in accordance with data protection legislation. |

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| **Declaration**  I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal. | | | | | |
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|  | Signature |  | Date |  |  |
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| If returning this electronically, please note that a signature will be required upon appointment. |

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| Please return your completed application form to:  *J.Lowry, HR, Herne Bay High School, Bullockstone Road, Herne Bay, Kent CT6 7NS* (Email: jemma.lowry@hernebayhigh.org) |

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| **PART FIVE: EQUAL OPPORTUNITIES MONITORING** |

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| This section of the form is **CONFIDENTIAL** and will be *detached* from your application prior to short listing and interview.  Herne Bay High School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. |

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| Surname |  | First Name |  |

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| --- | --- | --- | --- |
| Date of Birth (DD / MM / YY) |  |  |  |

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| Ethnicity  (please tick) | White British |  | Asian or Asian British Bangladeshi |  | Mixed – White and Black Caribbean |  |
| White Irish |  | Asian or Asian British Indian |  | Mixed – White and Black African |  |
| Other White Background |  | Asian or Asian British Pakistani |  | Other Mixed Background |  |
| Black or Black British African |  | Chinese |  | Other |  |
| Black or Black British Caribbean |  | Asian Other |  | Do not wish to disclose |  |
| Black Other |  | Mixed – White and Asian |  |  |  |
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| Disability  (please tick) | No Disability |  | Wheelchair User / Mobility Difficulties |  | Multiple Disabilities |  |
| Dyslexia |  | Personal Care Support |  | Other Disabilities not Listed Above |  |
| Blind/Partially Sighted |  | Mental Health Difficulties |  | Autistic Spectrum Disorder |  |
| Deaf/Hearing Impediment |  | Unseen Disability (e.g. Asthma, Epilepsy, Diabetes) |  | Do not wish to disclose |  |
| **Will you need us to make any special arrangements if you are invited for interview (for example, accessible parking, assistance in and out of vehicle, induction loop or other hearing enhancement)?**  The information you have given will be treated as confidential and is necessary to enable us to provide  appropriate adjustments and facilities for your interview. Thank you for providing this information. | | | | | | |