



Sale High School – Support Staff Application Form

VACANCY DETAILS

Job applied for:	
Applicant ID (for office use only)	
Advertising origin	
Where did you hear about this vacancy?	

It is the School's policy to ensure that all appointments are made on merit. There are two parts to the form. The details that you disclose under section A is for monitoring purposes only and will be removed before shortlisting begins to ensure our recruitment processes remain fair for all applicants.

The information will be held in accordance with UK General Data Protection Regulation and any other subsequent legislation and in accordance with our Privacy Policy. This information will also form part of the successful candidate's HR record.

SECTION A

PERSONAL DETAILS

Title:	
First name(s):	
Last name:	
Date of Birth:	
Address line 1:	
Address line 2:	
Town:	
Postcode:	
Contact Number:	
Email address:	

Are you currently, or have you previously been employed by Sale High School?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date from to date to: (dd/mm/yyyy)
Reason for leaving (if applicable):		
Have you ever been dismissed from any employment for any reasons other than redundancy? YES <input type="checkbox"/> NO <input type="checkbox"/>		



EQUALITY AND DIVERSITY

Any information you provide in this section will be removed prior to shortlisting. The details you disclose will only be used for monitoring and reporting purposes and will be held in accordance with the UK General Data Protection Regulation and any other subsequent legislation.

Gender

What best describes your gender:

Man ☐

Woman ☐

Non-Binary ☐

Prefer not to say ☐

Other ☐

If other – please describe

Is your gender the same as the gender you were assigned at birth?

Yes ☐ No ☐ Prefer not to say ☐

Ethnic Group

White	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Traveller of Irish Heritage	<input type="checkbox"/>
	Gypsy/Roma	<input type="checkbox"/>
	Polish	<input type="checkbox"/>
	Other White European	<input type="checkbox"/>
	Any other White background	<input type="checkbox"/>
Mixed Race	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Indian	<input type="checkbox"/>
	White and Pakistani	<input type="checkbox"/>
	White and Bangladeshi	<input type="checkbox"/>
	Any other mixed race background	<input type="checkbox"/>
Asian or Asian British	Bangladeshi	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>
	Any other Asian background	<input type="checkbox"/>
Black or Black British	Black Caribbean	<input type="checkbox"/>
	Black African	<input type="checkbox"/>
	Black British	<input type="checkbox"/>
	Any other black background	<input type="checkbox"/>
Other	Unknown	<input type="checkbox"/>
	Other ethnic background	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>



Religion

Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Other	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
Taoism	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Sexual Orientation

Which of the following best describes your sexual orientation:

Ace (including asexual, greysexual, demisexual) ☐

Bi ☐

Gay or lesbian ☐

Heterosexual/Straight ☐

Prefer not to say ☐

Other ☐

If other please describe

Caring Responsibilities

Is there anyone who relies upon you for care and attention and that you assist with their daily routine?

Yes ☐ No ☐

If yes, please indicate who you provide such care for?

Adults (18 over) ☐ Children ☐

Unspent criminal convictions

As an inclusive employer we welcome applications from everyone. We make recruitment decisions based on the knowledge, skills and experience needed to do the job. However, we may ask you about any unspent criminal convictions when we make you a job offer.



Guaranteed Assessment Scheme

We have made a commitment to improve the employment opportunities for people with disabilities, care leavers and ex-military personnel. We guarantee to interview all applicants who meet the essential requirements of the job as contained in the person specification.

Do you consider yourself to be disabled? * ☐ Yes ☐ No ☐ Prefer Not To Say

Are you aged 24 or under, and have previously been or currently are in care? * ☐ Yes ☐ No ☐ Prefer Not To Say

Was the Armed Forces your last long term substantive employer? * ☐ Yes ☐ No ☐ Prefer Not To Say

If you have answered yes to any of these questions, and meet the essential person specification criteria, you will be shortlisted for assessment.

Did you answer yes to one or more of the guaranteed assessment scheme criteria's above? * ☐ Yes ☒ No

DECLARATION

I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.

I confirm that the information contained in this application is correct. I understand that my application may be rejected or that I may be dismissed without notice for withholding or giving false information.

In line with the General Data Protection Regulations, the information supplied will only be used to contact you about relevant vacancies within the School. It will not be retained or processed for any other purpose. We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

You have the right to withdraw your consent for this data to be processed. See pages 13 & 14 of the application form.

Declaration

☐ I confirm

Signed:	
Date:	



SECTION B

Job Title applied for:	
Job reference number:	
Applicant ID (for office use only)	

EMPLOYMENT HISTORY

Please provide details of your current or most recent employer, if applicable. You also have the opportunity to provide additional work history that you feel is relevant to the job role you are applying for.

This gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles.

Employment Experience	
Name of current/most recent employer:	
Job Title:	
Salary:	
Date from to date to (dd/mm/yyyy):	
Period of notice required (if applicable):	
Reason for leaving:	
Please provide brief details of duties and responsibilities:	

Previous Employment Experience

Please list other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency).

Previous employer:	
Job Title:	
Salary:	
Date from to date to (dd/mm/yyyy):	
Period of notice required (if applicable):	
Reason for leaving:	
Please provide brief details of duties and responsibilities:	



Previous employer:	
Job Title:	
Salary:	
Date from to date to (dd/mm/yyyy):	
Period of notice required (if applicable):	
Reason for leaving:	
Please provide brief details of duties and responsibilities:	

Previous employer:	
Job Title:	
Salary:	
Date from to date to (dd/mm/yyyy):	
Reason for leaving:	
Please provide brief details of duties and responsibilities:	

Additional Relevant Experience

If you have undertaken other employment, or voluntary work that you feel is relevant to the job role you are applying for, please provide details

Organisation:	
Job Title:	
Date from to date to (dd/mm/yyyy):	
Reason for leaving:	
Please provide brief details of duties and responsibilities:	

Organisation:	
Job Title:	
Date from to date to (dd/mm/yyyy):	



Reason for leaving:	
Please provide brief details of duties and responsibilities:	



EDUCATION AND TRAINING

Please include details of any essential qualifications required for this role which will be included in the advertisement or accompanying documents.

You will have the opportunity to share details of any additional qualifications or training you have with the recruiting manager at interview stage, should you be shortlisted for the role.

For information on qualification levels please visit [What qualification levels mean - GOV.UK](https://www.gov.uk/guidance/what-qualification-levels-mean)

EDUCATION

Qualification Type (eg GCSE)	Course	When Obtained	Grade

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body	Level & method of membership	Membership Number	Date of Membership



TRAINING / DEVELOPMENT

Subject	Provider	Date Attended

SUPPORTING INFORMATION

Experience, Knowledge and Skills/Abilities

This is the really important part of your application as it's where you can tell us what you can do and how we decide if we think you could have the necessary skills to undertake the role.

Have a good read through the job specification and think about the roles you have undertaken before and how your skills, knowledge and experience match what we are looking for. You should give examples that match the requirements on the job specification - these can be from any previous employment, voluntary work or any other transferable life skills. For example, you may have lots of domestic responsibilities or may organise social/community activities in your spare time - it all counts!

Try to be as clear and organised in your responses as possible and talk about your specific responsibilities, not those of your section or department.

If you are copying and pasting into these fields please ensure you only use letters and numbers, do not use bullet points or other special characters. If you are pasting from MS Word please paste into Notepad first, always paste as plain text.



Experience

Knowledge



Skills and abilities

Desirable requirements:



REFERENCES

Please give details of two referees, one of which must be from your current/last employer, school Head Teacher or employment office.

The second referee should also be from a previous employer.

References will not be accepted from relatives, or persons who only know you as a friend. In all cases make sure you use someone who knows your capabilities and can comment on your reliability.

Please provide valid email addresses so we can progress your application. If an invalid email address is provided the progress of your application may be delayed.

Our reference requests ask for details of your employment dates, job title, salary, reason for leaving and levels of absence incl. total number of days and frequency over the last 24mths. We also request comments regarding your standard of performance, honesty, punctuality, conduct and relationships with colleagues.

References may be taken up prior to interview

Current or most recent employer

Relationship to you:	
Employer name:	
Referee first name:	
Referee last name:	
Referee Job title	
Referee email address:	
Referee telephone contact:	

Previous Employer

Relationship to you:	
Employer name:	
Referee first name:	
Referee last name:	
Referee Job title:	
Referee email address:	
Referee telephone contact:	



Request for Your Consent to Process Your Data

In compliance with the UK General Data Protection Regulation (UK GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important information regarding your consent

1. We are Sale High School.
2. We work closely with the Local Authority, the Department for Education and with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Mr Keeffe supported by Mrs Hocking and you can contact them with any questions relating to our handling of your data. You can contact them by emailing: info@salehighschool.org.uk.
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data¹ this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our School's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our school by accessing the Complaints Policy on the school website. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

¹ Article 9(1) GDPR sets out the special categories of personal data as follows: "personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation...."



Request for your consent

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- **I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐**
- **Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above: ☐**
- **I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes ☐ No ☐**

Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then, your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date: