



**BROUGHTON HALL HIGH SCHOOL
TECHNOLOGY COLLEGE
YEW TREE LANE
LIVERPOOL
L12 9HJ**

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SUPPORT STAFF APPLICATION FORM

(Before completing this form please read Notes to Applicants on page 11)

PLEASE RETURN THIS FORM TO:

**MRS G SMITH
CLERK TO GOVERNORS
BROUGHTON HALL HIGH SCHOOL
TECHNOLOGY COLLEGE
YEW TREE LANE
LIVERPOOL
L12 9HJ**

PERSONAL DETAILS

Application for the position of: **DESIGN TECHNOLOGY TECHNICIAN**

Surname:

Title:

First Name(s):

Known as:

Any former name(s) – first/surnames):

Address:

If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates.

Tel Numbers:	
Home	
Mobile	
Work	
Email address:	

How do you prefer to be contacted?

National Insurance Number:

Religious Denomination/Faith:

Details of present post:

At:

Address:

Tel No:

Permanent Temporary

Full Time Part Time Job Share

Notice Required:

1. POST -11 EDUCATION AND TRAINING

Please give details of any qualifications you have obtained, or training courses you have attended, examinations passed, grades obtained and dates.

Training/Course Description	Examinations Passed/ Qualification	Grade/Level Obtained	Dates attended including Month/Year	
			From	To

2. DETAILS OF PRESENT SALARY AND SCALE

Please supply all information requested as appropriate.

Current Salary : £

Scale/Grade:

3. PREVIOUS EXPERIENCE

Please list your previous posts starting with the most recent. Please include all full-time/part-time work.

Employer's Name & Address	Full or part-time	Job Title & brief description of duties undertaken	Dates Employed	
			From	To

4. OTHER EXPERIENCE

Please give details of all other employment and unpaid experience after the age of 16, in chronological order, most recent first (e.g. family duties, voluntary work etc).

Employment / Experience	Employer / Location	Responsibilities	Dates		Reason for leaving
			Month / Year		
			From	To	

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel please give details with relevant dates. The information provided in this form must provide a complete chronology from the age of 16, please ensure there are no gaps in the history of your employment and other experience

5. DRIVING LICENCE DETAILS

Do you hold a full current UK licence? Yes No

If yes, what type of licence: Private/Light Goods Class

Do you hold a PSV licence which would allow you to drive a school mini bus?

Yes No

6. INTERESTS AND HOBBIES

7. SUPPORTING STATEMENT

Your application must be accompanied by a written statement/letter detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the person specification. You should also pay particular attention to the national standards for the post and job specification for the position for which you are applying.

8. RECRUITMENT MONITORING

Please state where (or how) you first learned of this vacancy:

9. REFERENCES

Please nominate at least two and up to three referees. In the case of a Catholic applicant, one referee should be your Parish Priest/Priest of the Parish where you regularly worship. If you are in employment, one referee should be your present employer. If you are not currently working with children, one referee should be your most recent school/college employer or teacher training college (if NQT). References will be taken up before interview.

Name:	Designation:
Address:	
Telephone:	Email address:
Name:	Designation:
Address:	
Telephone:	Email address:
Name:	Designation:
Address:	
Telephone:	Email address:

NB We reserve the right to take up references with any previous employer before interviews take place.

If any of your referees knew you by another name, please specify that name(s).

Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body?

Yes No

If **yes** please give their name and state relationship. Failure to disclose a relationship may lead to disqualification or dismissal without notice.

10. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not disqualified from working with children and/or included on the DfE List 99.

Signature

11. REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter 'NIL'. If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, or pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked 'confidential'. Please see the **Notes to Applicants on page 11** for guidance.

Date of conviction/pending hearing	Offence	Sentence

12. CRIMINAL RECORDS BUREAU

In the event of a successful application an Enhanced Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry may be made to the Criminal Records Bureau about the existence and content of any criminal record.

Signature

13. DATA PROTECTION ACT 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature

14. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position candidates should provide one of the specified documents listed in the **Notes to Applicants**.

I confirm that I am legally entitled to work in the UK.

Signature

15. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily.

You may also be referred to the Teachers' Misconduct Team or the Police if appropriate.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

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

Signature **Date**

NOTES TO APPLICANTS

1. Applicants completing a printed version of this form who find they need extra space should use a separate sheet of paper to complete their answer, clearly stating the section number of the question.
2. Date of Birth: the Governing Body complies with the Equality Act 2010 and does not discriminate on grounds of age. This is requested in line with best safeguarding practice including 'Safeguarding Children: Safer Recruitment and Selection in Education', DfE/1568 2005.
3. The Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.
4. Before signing this form please ensure that every section has been completed.
5. The form should be returned as instructed in the details of the post.
6. Applicants should attach a separate statement in support of their application.
7. Applications will only be acknowledged if a stamped addressed envelope is enclosed.
8. Rehabilitation of Offenders Act 1974: You must declare all convictions that you have, including motoring offences and all convictions that have become 'spent'.
9. Immigration, Asylum and Nationality Act 2006: Before taking a post applicants should provide one specified document or a specified combination of two documents that prove their entitlement to work in the UK.
 - ✓ A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen of the UK and colonies having the right of abode in the UK.
 - ✓ A national passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
 - ✓ A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office of the Border and Immigration Agency to a national from a European Economic Area country or Switzerland.
 - ✓ A permanent residence card issued by the Home Office or the Border and Immigration Agency to a family member of a national from a European Area country or Switzerland, who is resident in the UK.
 - ✓ A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
 - ✓ A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay.
10. All applicants must note that in accordance with safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, required for people working or volunteering with children. Accordingly, applicants are put on notice that no offer of employment will be made until the results of checks from the appropriate body have been received.

RECRUITMENT MONITORING INFORMATION

THE INFORMATION PROVIDED WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING.

Post title:	School:
Last name(s)	First name(s)
Date of Birth:	Gender Male <input type="checkbox"/>
	Female <input type="checkbox"/>

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

1. ETHNIC ORIGIN

White	Asian, Asian British, Asian English, Asian Scottish or Asian Welsh.
British <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Any other White background (please specify)	Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background (please specify)
Black, Black British, Black English, Black Scottish or Black Welsh	Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh.
African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background (please specify)	Chinese <input type="checkbox"/> Any other Chinese background (please specify)
Mixed	Other Ethnic Group
White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other Mixed background (please specify)	Other ethnic group (please specify)

2. GENDER - My gender is: Male Female

3. DISABILITY MONITORING

The Equality Act 2010, which came into force in October 2010, places specific and general statutory duties on all public authorities (e.g. local authorities, governing bodies of further and higher education institutions, colleges, universities, and governing bodies of educational establishments maintained by local educational authorities (including schools) to promote disability equality. In order to assist us with our statutory duties, we would be grateful if you could advise whether you have a disability. Please note that you are not obliged to disclose such information but that any information given will be used for monitoring purposes only. It will remain confidential and will not be passed to third parties.

The definition of a disability is a ‘physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long term illness (mental or physical), ongoing medical condition or treatment that we should be aware of?

Yes No

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview.

If you are registered disabled please state your number:

This does not form part of the selection process.

THE INFORMATION CONTAINED IN THIS FORM MAY BE HELD ON A COMPUTER FILE

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature: **Date:**

