

# APPLICATION FOR EMPLOYMENT SUPPORT STAFF SCHOOLS



WORKING TOWARDS EQUAL OPPORTUNITIES

**CONFIDENTIAL**

Office use only

Candidate Reference Number

Dear Applicant

Thank you for showing interest in this post with Bury Council Children's Services Department.

This pack contains the following information:

- Job description
- Person specification
- Information about the school/ service and the post
- Information on how to make the most of your application: guidance notes

Please read all the documents enclosed before you complete your application form as they are designed to help you.

I would like to take this opportunity to wish you success in the future.

Yours sincerely

## **HUMAN RESOURCES (CHILDREN, YOUNG PEOPLE & CULTURE)**

Bury Council aims to promote equality of opportunity for all with the right mix of skills, talent and potential and the council welcomes applications from a diverse range of applicants.

Each appointment is subject to an enhanced criminal bureau check, medical assessment and your entitlement to work in the UK. The post for which you have applied is exempt from the Rehabilitation of Offenders Act 1974 and you will therefore be required to disclose information regarding any convictions, cautions, reprimands, warnings or bindovers against yourself which would otherwise be considered as 'spent' in relation to this application. Any such information will be treated in strict confidence and will only be used in consideration of your suitability for the post for which you have applied.

Please complete your application in black ink/type to enable photocopies to be taken.

Shortlisted candidates will normally be informed within four weeks of the closing date and will be told the date and time of interview. If you have not heard within four weeks then please assume that on this occasion your application has been unsuccessful. Acknowledgement of receipt of applications can only be acknowledged if you enclose a stamped addressed envelope.

## **SECTION A**

### **1. Post Details**

Post applied for .....

At .....

Closing Date .....

Please return your completed application form and supporting documents to:

Mr Jonathan Wilton  
Headteacher  
The Elton High School  
Walshaw Road  
Bury BL8 1RN

or please email your completed application form and supporting documents to:

[greenj@eltonhigh.bury.sch.uk](mailto:greenj@eltonhigh.bury.sch.uk)

<http://www.eltonhigh.bury.sch.uk/school-information/data-protection-and-privacy-notice/staff-privacy-notice>.



## SECTION A

To be detached and kept separately until the short listing process is complete. After the short listing stage the information will be needed to contact those candidates selected for interview.

### 2. Personal Details

Surname (block capitals) ..... Preferred Title .....

Forenames ..... National Insurance No. ....

Address ..... Telephone Numbers:

..... Home .....

..... Post Code ..... Work .....

Email Address..... Mobile.....

### 3. References

Please give the names of two referees. One should be your current or most recent employer, where appropriate. If you do not currently work with children but have done so previously please include the employer's details as a referee. References will not be accepted from relations or from people writing solely in the capacity of friends. If you are short-listed your referees will be contacted before interview.

Please tick the box if you do not wish your referee to be contacted without prior consent

Name ..... Address .....

Job Title ..... .....

Tel. No. .... .....

Current employer/previous  
employer/other. Email  
Address

*(Delete as appropriate, if **other**  
please explain)*

Please tick the box if you do not wish your reference to be contacted without prior consent

Name ..... Address .....

Job Title ..... .....

Tel. No. .... .....

Current employer/previous  
employer/other. Email  
Address

*(Delete as appropriate, if **other**  
please explain)*

4. How did you find out about this job? (eg name of the newspaper, journal Council website/ other website, Council bulletin or word of mouth, please indicate).

.....

5. Are you related to any member of the Governing Body? Yes  No

If yes, please provide details

.....

**Disclosure of Criminal Background and Child Protection Matters**

This post is exempt from Section 4 (2) of the Rehabilitation of Offenders Act (1974). You are required therefore, to disclose below all convictions against yourself, cautions or reprimands, warnings or bind-overs, including those which in other circumstances would be considered as 'spent' under the provisions of the Act in relation to this application. If you are appointed to the post failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken.

If you are successful any information declared will be considered and discussed with you prior to a decision being made on your appointment. The School/ Authority has a policy on the recruitment of ex-offenders and that a criminal record will not automatically debar anyone from employment with the School/ Authority.

Have you ever been convicted of a criminal offence in a Court of Law, cautioned, reprimanded or warned by a Senior Police Officer or boundover? Yes  No

If you have answered Yes please give details below:

.....  
.....  
.....

Are you registered on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body? Yes  No

If yes, please give details below:

.....  
.....  
.....

If you are offered the position the Criminal Records Bureau will be contacted to assess the possible existence and content of an enhanced criminal record. Any such information will be strictly confidential and will only be used to consider your suitability for the post for which you are applying.

I have read the above statement and agree to the Criminal Records Bureau being contacted:

..... (Signature)

**Declaration**

I declare that to the best of my knowledge the information contained in Section A and B of this application form are true and correct and I have noted and understood Note 5 in Section B headed General Information. I understand that if it is found that I have deliberately given false or misleading information I will, if appointed, be dismissed immediately without notice and the matter may possibly be referred to the police.

Signature ..... Date .....

**EQUAL OPPORTUNITIES MONITORING**

The information in this section will be treated in strict confidence. The results will be used to produce statistics about recruitment and selection and employment. They will help us to take action to prevent discrimination. This part of the form will be detached and kept separately before the shortlisting stage.

**Please answer all the questions.**

**1. Gender**

I am: *(Please tick appropriate box)*       Male                       Female

**2. Date of Birth** \_\_\_\_\_

**3. Marital Status**

I am: *(Please tick appropriate box)*

Single     Married or in a Civil Partnership     Divorced       Widowed

**4. Caring Responsibilities in your Personal Life**

Is there anyone who relies on you for care and attention? *(Please tick appropriate box)*

Yes     No

If yes, please indicate circumstances. *(Please tick appropriate box)*

Children  Date of birth                      Adults (18 or over)     

.....  
..... Elderly Relative     

.....  
..... Sick or Disabled Adult     

**5. Language/s Spoken**

	<b>English</b>	<b>Other</b>
First language learn	<input type="checkbox"/>	<input type="checkbox"/>
Main language used now	<input type="checkbox"/>	<input type="checkbox"/>

If other please write in.....

**6. Sexual Orientation**

- Persons of the same sex (lesbian or gay man)
- Persons of the opposite sex (heterosexual)
- Persons of the same sex and opposite sex (bisexual)
- Prefer not to disclose

**7. Which religion/belief do you follow?**

- Buddhism
- Christianity
- Hinduism
- Islam
- Judaism
- Sikhism
- Other religion – please write in  
.....
- None
- Prefer not to disclose

**8. Ethnic Origin**

**What is Ethnic Origin?**

Please tick the box that you believe best describes your ethnic origin. Your ethnic origin is not related to your nationality, place of birth, or citizenship. It describes your culture and broad ethnic group. UK citizens can belong to any of the groups indicated below.

What would you describe to be your ethnic origin? (Please tick appropriate box)

**White**

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other White background please write in .....

**Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background please write in .....

**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background please write in .....

**Black or Black British**

- Black Caribbean
- Black African
- Black British
- Any other Black background please write in .....

**Chinese or other ethnic group**

- Chinese
- Any other ethnic group please write in .....

**Other or unknown**

- Other
- Unknown
- Prefer not to disclose

**9. Disability**

A disabled person is someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. The Disability Discrimination Act 2005 has extended protection to cover people with HIV infection, cancer and multiple sclerosis from the point of diagnosis.

Do you consider yourself a disabled person?  Yes  No

**SECTION B**

**Only Section B will be made available  
To the shortlisting panel**

Office use only Candidate Reference Number
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**1. Post Details**

Post applied for .....
Post Number .....

**2. Present Employment**

Employer (Name & Address)	Job Title	.....
		.....
		.....
.....	Date Started:	.....
		....
.....	Salary/Wage	.....
		....
.....	Notice Required	.....
		....

**3. Previous Employment**

**(Please list in date order, starting with your current or the most recent, giving reasons for leaving. You must also explain any gaps in employment).**

Dates		Name and Address of Employer	Post held/Grade/ Salary	Reason for Leaving/Notice Period
From	To			

**4. Education**  
(Please list in date order, starting with the most recent)

School/College	Qualifications obtained or to be taken	Grade	Date

**5. Relevant Qualifications**  
Qualifications obtained or to be taken, with dates and grades

Qualifications	Grade	Date

**6. Professional Qualifications**

Membership Body	Type of Membership	Title of Qualification	Date Obtained

**7. Other Training**

Please give details of any other training relevant to the post you are applying for not covered in previous sections (e.g. short courses)

From	To	Details

**8. Please tell us why you think you are suitable for this job. You may use examples of experiences in your personal life and voluntary work, as well as paid work experience or training you may have undertaken. PLEASE DO NOT WRITE IN THE BOX BELOW, you should use extra sheets and attach them to your application form.**

**PLEASE DO NOT WRITE  
IN THIS BOX. YOU  
SHOULD PROVIDE A  
COVERING LETTER OF  
NO MORE THAN 2 SIDES  
OF A4 PAPER  
(FONT SIZE 11).**

**9. General Information**

Are you in possession of a current driving licence? YES/NO (Delete as appropriate.)  
Answer only if driving is a requirement of the post.



# DATA PROTECTION ACT 1998

The Council maintains a Register Entry in respect of Staff Administration. Personal information provided by you on this form and any others in connection with your application is treated in confidence and complies with the requirements of the Act.

## Verification of Information

The Council may verify information you have provided on the Application form (e.g. Qualifications, Skills, Knowledge, Experience and Salary) either prior to the interview or as part of the appointment process. This may involve contacting organisations or persons you have quoted on the form. You will have the opportunity to make representations should any checks produce discrepancies.

## Local Authorities Fraud Initiatives Notification

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations which handle public funds

## Asylum and Immigration Act 1996

It is a criminal offence to employ a person who is subject to immigration control, unless they have documentation which permits them to work in the UK. You should therefore be aware that we will make checks to ensure that you are eligible to work in the UK.

## Insufficient Postage

When returning your completed application form it is your responsibility to ensure that you have used sufficient postage as we will not be responsible for collecting the form and paying excess postal charges. If your form is received after the closing date due to insufficient postage **it will not be considered for shortlisting.**

# INFORMATION ON HOW TO MAKE THE MOST OF YOUR APPLICATION: GUIDANCE NOTES

Applying for a job with Bury Council

When you apply for a job in Bury Council selection for interview is based upon the information you provide on the application form. With the application form you will have:

**A Job Description** – this gives you details about the job. It lists all the main tasks and duties which the postholder will be required to carry out.

**A Person Specification** – this tells you what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for interview you must be able to show that **you meet all the essential criteria** and ideally all the desirable criteria. However, if you do not meet some or all of the desirable criteria, you may still be invited for interview.

Some points to bear in mind before you start

- Look carefully at the job description, person specification and application form. Ask yourself why you are interested in the job and what qualifications, skills, knowledge and experience you have which would help you to do the job. Do not copy the same application for a series of jobs.
- Make sure your application relates to the requirements of the job description and person specification.
- Please use the application form provided.
- When completed, read through your application form carefully and check that each section has been filled in. If you have additional pages, please ensure that they are numbered and securely attached. On each additional page you should also write down the post title.
- Sign and date your form and make sure that it is sent in plenty of time to arrive before the closing date.

## Completing your Application Form

The application form is in two parts – Section A and Section B.

### **Section A**

*In this section we ask for your personal details, such as your name, date of birth and any other information from which a shortlisting panel may identify you. Section A also asks you to provide information which will help us to monitor and improve our equal opportunities policy. Section A of the form will be detached and kept separately early on in the recruitment procedure. This means that the shortlisting panel will only have access to the information contained in Section B.*

### **Section B**

*This section asks for the information we need to consider when we draw up a shortlist based on the person specification.*

#### Section A

##### **Personal Details:**

Make sure that your full name, address, preferred title, date of birth and home and work telephone numbers (if you are on the telephone) are entered.

##### **Reference:**

You should give the name, address and designation of two referees one of whom should be your current employer (or most recent employer if you are unemployed). If you do not currently work with children but have done so previously please include the employer's details as a referee. If you have no previous experience, have recently entered the country or the company you worked for has closed down, a reference from a non-employer (e.g. your doctor, your solicitor) may be acceptable. References from relatives, partners or friends will not be acceptable. ***It is the policy of the Council not to accept elected members as referees.***

If you are an internal candidate, you should provide the name and address of the Director or your department. ***External candidates should not give Council employees as referees.***

##### **Equal Opportunities Monitoring:**

Remember to complete this part of the form as it helps us to find out whether our equal opportunities policy is effective with regard to recruitment and retention of staff, e.g. the development of work life balance policies.

Every job applicant's suitability for a job will be judged on the basis of their skills, knowledge, experience and/or qualifications.

#### Section B

##### **Post Details:**

Please copy the relevant information detailed in "Section A 1. Post Details".

##### **Current or Recent Employment:**

If you are currently employed give details of your present job. If you are not currently working leave this section blank.

##### **Previous Employment**

Starting with your most recent previous employer, list all the employers you have worked for. Give the dates you worked for them and their name and address. Write down your job title and, for more recent posts, your grade and salary. Check that dates are correct and in order and that reasons are given for any gaps.

##### **Education and Professional Qualifications:**

Give a list of all your qualifications, including grade/level achieved, starting with those you obtained most recently. We need this information to assess whether you fulfil the essential qualifications for the

vacancy. If you have any professional qualifications that you feel are relevant to the vacancy although they may not be an essential or desirable requirement for the post, please list them here. If you have overseas qualifications you will need to provide evidence to show that they are equivalent to any qualification required. If you need help with this you can contact the National Council for Academic Recognition on 0161 957 7064.

***Other non-qualification training:***

Detail here any other training you have undertake which may be relevant to the post along with the dates the training was carried out.

***Your application:***

***Relevant Skills, Knowledge and Experience:-***

This is the most important part of your application. Do not repeat your whole career history. Try and match your relevant skills, knowledge and experience to the essential and/or desirable requirements on the shortlisting criteria contained within the person specification.

As a guide it may be helpful to use the criteria on the person specification as headings. Under these headings you could outline the relevant skills, knowledge and experience you have obtained. It is not acceptable to just say you have done something; you must qualify this by giving details of how you did it and what was involved.