



# Hillcrest School and Sixth Form Centre

Hillcrest School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. It is committed to equal opportunities in employment and positively welcomes your application. Successful candidates will be required to undertake an enhanced DBS check.

## Job Application Form – Support Staff

**\*Please refer to the attached Guidance Notes before completing this Application**

<b>1. Vacancy Details: This section must be completed</b>		
Job title:	Department:	
<b>2. Personal Details</b>		
First name(s):	Last name:	Title: e.g. (Mr,Mrs,Ms):
Former name(s):	Date of Birth:	/ /
Address:		
		Postcode:
Daytime tel no:	Evening tel no:	
Mobile tel no:	Email:	
Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter: Yes <input type="checkbox"/> No <input type="checkbox"/>		
National Insurance Number, if you have one	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Do you have the Right to Work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.		
Current driving licence (if this is a requirement of this job): Yes <input type="checkbox"/> No <input type="checkbox"/>		
If YES, type of licence _____		
<b>3. General Information</b>		<b>4. Arrangements for interview</b>
Are you related to an employee or Governor of Hillcrest School? Yes <input type="checkbox"/> No <input type="checkbox"/>		If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:		
Name: _____		If yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tapes etc).
Position: _____		
Relationship: _____		
<b>b) Do you wish to job share the job you are applying for? Yes <input type="checkbox"/> No <input type="checkbox"/></b>		

**5. Education/Qualifications** (including overseas) Please start with secondary education.

To		From		Secondary School/ College/University etc	Examinations taken or to be taken	Results & grades	Date gained
nth	yr	nth	yr				

**6. Training** Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising body	Course title	Length

Please continue on a separate sheet if necessary.

**7. Membership** Please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date of membership

**8. Past Employment & Experience** (if any) include voluntary or other relevant experience.

From		To		Employer	Job Title	Reason for change
nth	yr	nth	yr			

**Please continue on a separate sheet if necessary. Please also include any breaks in employment history together with the reason for the breaks.**

### 9. Present or Most Recent Employment (if any)

Job title:

Employer:

Salary:

Date Started:

Date left (if applicable):

Address:

Postcode:

Reason(s) for leaving (if applicable):

### 10. Ill Health Retirement/Dismissal

Have you ever taken ill health retirement or been dismissed for some other reason?

Yes  No

If yes, please give the date and organisation:

### 11. References

Please give details of two referees one of which must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references.

Please put a cross in the appropriate box(es) below if you do not wish us to take up a reference without your consent. **Under Safeguarding Children and Safer Recruitment in Education, written references are required prior to interview.**

Name:

Address:

Postcode:

Tel no:

Email:

Job title:

Relationship to you:

If this referee knows you by another name please give that name:

Name:

Address:

Postcode:

Tel no:

Email:

Job title:

Relationship to you:

If this referee knows you by another name please give that name:

## 12. Other information in Support of your Application

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification. **Please continue below.** You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name and the job title.

**It is important that you refer to the 'Guidance Notes' when completing this section. See below.**

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## 13. DATA, DISCLOSURE AND CONFIRMATION

### Data

In compliance with the Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR), we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. The information provided will be used to administer the selection process for the post advertised. For successful candidates the data will form part of the employee record and for unsuccessful candidates will be retained for 6 months in case of any query or complaint relating to the selection process.

You should note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

### Disclosure

Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions. Protected cautions and convictions are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website –

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now “protected” and no longer require disclosure.

**Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered.**

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application or at interview will be entirely confidential and will be considered only in relation to this application.

**Please tick one of the following statements: -**

I confirm that **I have NO criminal convictions**, cautions, warnings, reprimands or bind-overs; and I am not barred or disqualified from working with children.

I confirm that **I do have criminal convictions**, cautions, warnings, reprimands or bind-overs; and I am barred or disqualified from working with children. I enclose full details in a sealed envelope marked “Private & Confidential”

### Confirmation

I certify that all the information given in this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal and possible referral to the police.

**Signature:**

**Print Name:**

**Date:**

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect later.

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## 13. RETURN ADDRESS

Please return to: **Ms Julie Ann Davies, Headteacher, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Birmingham, B32 3AE**

Tel: 0121 464 3172

email: [enquiry@hillcrest.bham.sch.uk](mailto:enquiry@hillcrest.bham.sch.uk)

website: [www.hillcrest.bham.sch.uk](http://www.hillcrest.bham.sch.uk)

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**Application forms not fully completed may be refused.  
Please ensure you have signed your form before posting**

## EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially, and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR)

### GENDER

I am:  Female  Male  Transgender  Prefer not to say **Date of Birth:** **Age:**

### PERSONAL RELATIONSHIP

Single  Living together  Married  Civil Partnership  Prefer not to say

### ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

#### A White

British  Albanian/Kosovan  Gypsy/Roma  Irish  Bosnian

Any other White background, please indicate:

#### B Dual Heritage

White/ Black – Caribbean  White /Asian  White / Black – African  Asian / Black

Any other Mixed background please indicate:

#### C Asian or Asian British

Indian  Kashmiri  Pakistani  Bangladeshi  Chinese

Any other Asian background, please indicate:

#### D Black or Black British

Caribbean  African  Any other Black background, please indicate:

#### E Other ethnic group

Arab  Afghan  Kurdish  Vietnamese

Prefer not to say  Any other ethnic group, please indicate:

### RELIGION OR BELIEF

No Religion  Buddhist  Hindu  Jewish  Muslim  Sikh

Prefer not to say  Any other religion, please indicate:

### DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she 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.

Do you have a disability as defined above? Yes:  No:

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

### JOB ADVERTISEMENT

How did you first find out about this job? Please specify the source or publication.

WM Jobs  School Website  TES on-line  Birmingham City Council Website

DfE Teaching Vacancies Website  Other (please specify):

## The Application Form – Guidance

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible.

Please **do not** include a Curriculum Vitae with your application, but include all relevant information on the form itself, using additional sheets if necessary.

The following notes will explain the application form and give some useful advice on how to complete it. Please use BLACK ink or type since it will be necessary to photocopy your form.

### **Section 1: Vacancy Details**

This section may have already been completed, but please check that all the details are complete and correct. If they are not completed, please refer to the job advertisement to fill in this section.

### **Section 2: Personal Details**

Please enter your personal details fully and clearly so that we may contact you about your application.

If you do not have a National Insurance Number, please leave this blank.

Please provide eligibility of your Right to Work in the UK. Please note: at interview stage, original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

### **Section 3: General Information**

If you are related to an employee of Hillcrest School, we ask you to tell us so that we can make sure all applicants are treated fairly. Please note canvassing any employee of Hillcrest School or Governor of the school (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

### **Section 4: Arrangements for Interview**

If you have a disability, please complete this section so that we can make suitable arrangements, for instance, wheelchair access, sign interpreter if you are called for an interview. This information will not be used in deciding your suitability for the job.

### **Section 5 & 6: Education and Training Details**

We are interested in ANY form of education and/or training you are involved with or have followed, including any courses which did not lead to an examination or qualification. Successful candidates will be required to provide proof of their qualifications.

### **Section 7: Membership**

Please give details of any membership of organisations you are registered with or belong to.

### **Section 8: Past employment**

Please give full details of all employment and other experience since leaving school, including any breaks or unpaid activities such as voluntary work, child rearing, travel abroad etc. We are interested in all present or past employment you consider relevant to your application. If you have recently left school or college or a training programme and have not yet had a full time or permanent job, please give details of any other employment that you may have had such as work experience gained on Training Schemes, part time, holiday work or voluntary activities. Please include your current job title and, where applicable, the school and Local Authority.

### **Section 9: Most Recent Employer**

Please give details of your current or most recent employer and confirm company name, start date, leaving date (if applicable) current salary and reason for leaving (if applicable)

### **Section 10: Ill Health Retirement/Dismissal**

Please confirm if you have taken ill health retirement or been dismissed from employment.

### **Section 11: References**

Please give the names and addresses (including postcodes) of two referees. If you have been or are employed, the first referee must be your present or most recent employer. If you have been unemployed for some time, you should instead, name somebody who knows you well.

“Position/Job Title” (if appropriate) refers to the referee, e.g. Manager, Senior Lecturer, Headteacher.



If you have changed your name, e.g. by marriage or deed poll or are known by a nickname, please indicate the name that your referee(s) know(s) you by.

### **Section 12: Other Information in Support of Your Application**

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy, where set out in the **person specification**. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities.

### **Section 13: Data, Disclosure and Confirmation**

**Data** - Please note that the information given will be held on computer and that your rights under the Data Protection Act 2018 and General Data Protection Regulations 2018 (GDPR) apply.

**Disclosure** - It is **essential** that you complete this section with full details as requested.

Please note that a conviction will include circumstances where the offender has been put on probation, has been discharged either conditionally or absolutely, or has been bound over to keep the peace or be of good behaviour.

**Confirmation of Details** - When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated your application form to confirm that your details are correct and complete. The falsification of information on the form will result in the application not being pursued or your contract being terminated if you have already been appointed.

Refer to the closing date and ensure your application form is sent in plenty of time. Applications should be received by the closing date.

### **Section 14: Return Address**

Please return the form to the address shown in this section. You may find it useful to keep a copy of your application form. All applications are treated confidentially.

### **Equality and Diversity Monitoring Form**

**All applicants are requested to complete this section.**

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunity in Employment Policy. To do this we need to know:

- whether you are male or female
- your age
- your ethnic origin
- your Religion
- whether you have a disability
- your employment status
- how you first found out about the job

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals but will only be used to measure how we are progressing.

This information will not be used by those involved in selection procedures and is for statistical purposes only.