



# Hillcrest School and Sixth Form Centre

## Job Application Form – Support Staff

Hillcrest School is committed to safeguarding all children and as such any appointment will be subject to receiving an enhanced DBS check and satisfactory references.

We are committed to creating a diverse workforce, we treat all applicants in a fair and equal manner to ensure that unlawful discrimination does not occur.

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

<b>1. Vacancy Details</b> This section must be completed		
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		
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:		If yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tapes etc).
Name: _____		
Position: _____		
Relationship: _____		
b) Do you wish to job share the job you are applying for? Yes <input type="checkbox"/> No <input type="checkbox"/>		

**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
mth	yr	mth	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.**

## 13. CONSENT, DISCLOSURE AND CONFIRMATION

### Consent

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within Hillcrest School, to Occupational Health and to other relevant public and statutory bodies. You should also 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.

I consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

### Disclosure

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#)?

If you do have any convictions or cautions; 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 or cautions that are not protected could result in dismissal should it be subsequently discovered.**

Having a criminal conviction will not necessarily bar you from employment.

If you are short-listed for this position you will be required to disclose this information on a self-declaration form.

### Confirmation

I hereby certify that all the information given on 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.

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 at a later date.

**Signature:**

**Date:**

**Print Name:**

## 15. RETURN ADDRESS

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

Tel: 0121 464 3172 email: [recruitment@hillcrest.bham.sch.uk](mailto:recruitment@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 sign your form before posting**

# RECRUITMENT MONITORING

Name:

Job title:

## GENDER

I am:  Female  Male

Date of Birth: Age:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

## 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  Roma  Irish  Bosnian

Any other White background, please write in below:

### B Mixed

White and Black – Caribbean  White and Asian  White and Black – African  Asian and Black

Any other Mixed background please write in below:

### C Asian or Asian British

Indian  Kashmiri  Pakistani  Bangladeshi

Any other Asian background, please write in below:

### D Black or Black British

Caribbean  African

Any other Black background, please write in below:

### E Chinese or other ethnic group

Chinese  Arab  Afghan  Kurdish  Vietnamese

Any other please write in below:

## DISABILITY

The Disability Discrimination Act 1995 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.

## EMPLOYMENT STATUS

Are you currently employed? Yes:  No:

If yes, please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes:  No:

## JOB ADVERTISEMENT

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

Jobs4U jobs bulletin  Hillcrest School Website  Times Educational Supplement  
 Birmingham Evening Mail  Other (please specify):

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 try to 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.

If you are a newly qualified teacher we recognise that you may not have received your teacher reference number yet.

### **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: General Teaching Council Registration**

It is a legal requirement that all qualified teachers are registered with the General Teaching Council. If you are not, you should make arrangements to contact the GTC for a registration pack on Telephone Number 0870 001 0308.

### **Section 5: Applicants in Receipt of a Pension**

You need to advise us if you have previously left teaching and are in receipt of pension benefits. Under certain circumstances you may be able to re-enter the Teachers' Pension Scheme.

### **Section 6: Induction**

If you are a Newly Qualified Teacher and you have served a period of induction you need to confirm where the induction was served and when. If you have not completed the full period of induction, you are asked to provide copies of your induction report(s) for the period of induction served and these should be enclosed with your application.

### **Sections 7 & 8: Education Details (Secondary/Further Education)**

We are interested in ANY form of education 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 9: Experience – previous career and other**

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.

If you have passed through the threshold and you are successful in your application you will be required to produce a copy of your letter of confirmation. This will assist in ensuring you receive the correct salary.

### **Section 10: In Service Training/Professional Development**

Please include any training you have undertaken which you feel is relevant to the job you are applying for.

We do of course recognise that not everybody has had access to training opportunities.



### **Section 11: 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 12: References**

Please give the names and addresses (including postcodes) of two referees. If you have been or are employed, the first referee should be your present or most recent employer. If you have been unemployed for some time, you should instead, name somebody who knows you well. Students should give a College Principal as their first referee and their second referee should be a representative from their teaching practice.

“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 13: Consent, disclosure and confirmation**

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

#### Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

**IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18**

Amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are ‘protected’ and 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 – [www.gov.uk](http://www.gov.uk)

If you do have any convictions or cautions you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

If you are short-listed for this position you will be required to disclose this information on a self-declaration form.

Please be aware, if shortlisted, an online search on you will be carried out to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the you at interview.

Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning the self-declaration form or at interview, will be entirely confidential and will be considered only in relation to this application.

A copy of the DBS Code of Practice is available from the Home Office or NACRO can offer advice on disclosing convictions.

### **Recruitment 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.

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.

We look forward to receiving your application.