



# Hillcrest School and Sixth Form Centre

Hillcrest School is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.

## Job Application Form – Support Staff

**\*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                                                                                                                                                                                                                                                                                                                      | <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:                                                                                                                                                                                                                                                                                                                                 | 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  No

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

| To  |    | From |    | Secondary School/<br>College/University etc | Examinations taken<br>or to be taken | Results<br>& grades | Date<br>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:

**Please note that a Criminal Records Bureau check will be required for ALL posts.**

## 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. Data Protection Act 1998 - Consent and Certification of Details

The information detailed in this application form may be used by Hillcrest School in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

**I, (print name)**

Consent to Hillcrest School recording and processing the information detailed in this application form. I understand that this information may be used by Hillcrest School in pursuance of its business purposes and my consent is conditional upon the school complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form is correct to the best of my knowledge and that all the 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 render my application invalid.

**Signature:**

**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 at a later date.

---

## 14. DISCLOSURE

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**

The **Rehabilitation of Offenders Act 1974** (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You should disclose in this section any previous convictions, cautions, warnings, reprimands and bind-overs.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are on List 99, disqualified from working with children, or subject to sanctions imposed by the General Teaching Council (GTC).

**Signature:**

**Print Name:**

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are on List 99, disqualified from working with children, or subject to sanctions imposed by the General Teaching Council (GTC), please enclose full details in a sealed envelope marked 'Private and Confidential' and tick this box.

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

---

## 15. 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)

---

**Application forms not fully completed may be refused.**

**Please ensure you signed 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: 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** (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include important issues particularly related to the school, e.g. the curriculum on offer, the ethos of the school etc.

### **Section 14: Data Protection Act 1998 – Consent and Certification of Details**

Please note that the information given will be held on computer and that your rights under the Data Protection Act 1998 apply.

### **Section 15: 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.

Please return the form to the address shown on page 8 of the application form.

You may find it useful to keep a copy of your application form. All applications are treated confidentially.

### **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. To do this we need to know:

- your ethnic origin
- whether you are male or female
- your age
- 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.