

## JOB APPLICATION FORM – SUPPORT STAFF POST

### BUNGAY HIGH SCHOOL



Please return this completed application form to:  
Mrs B Charlish, Head's P.A., Bungay, Queens Road, Bungay, Suffolk NR35 1RW  
bcharlish@bungayhigh.co.uk

When fully completed, this form should be returned to the above address **together with a separate supporting statement enlarging on the information on the form and referring specially to the requirements of any job description provided**. The statement and this form may be typed and sent by post or email, or handwritten (in black ink). If you require this application form, or need to submit it, in another format because you have a disability, please contact the school.

#### Application for appointment as:

#### Section 1 – Personal information

Title:	First name(s)
Last name:	Any former names used:
Address:	
Postcode:	
Contact telephone numbers: Daytime: Evening: Mobile:	Email address:  Date of birth: <small>(This is requested for administrative purposes only and will not be a factor in the selection procedure)</small> National Insurance Number:

If you are already an employee of Suffolk County Council, please give your payroll number:

Are you applying to do this job on a job share basis?

If yes, please give details of the number of hours/days per week that you wish to apply for:

If you wish your application to be considered on a joint basis with somebody else wishing to job share, please give his/her name and contact details:

#### Section 2 – Employment

Present post (or most recent post if unemployed):

Appointment held:  Date appointed:  Name and address of employer:    Current/latest salary and any benefits:  Weekly hours:	Date of leaving OR If still employed, amount of notice required:  Reason for leaving:  Main duties/responsibilities/achievements:
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- Please list below a full and unbroken record of your employment and other activities, either paid or unpaid, voluntary work, care of children or other relatives etc., whether or not you feel these are relevant to the post you are applying for.
- Start with the most recent previous post and list in chronological order.
- Continue on a separate page if you need to, in order to provide a full and unbroken record.

Name of employer and nature of business. Nature of unpaid work.	Dates from and to	Job title/role with brief indication of main duties/responsibilities	FT/PT	Salary including allowances	Reason for leaving

**Section 3 – Education**

**Secondary Education**

Schools Attended	From	To	Examination Results (subject, level and grade)	Date

**Further and Higher Education**

University, College, Dept or Inst of Education	From	To	FT/PT	Qualification	Level	Subject(s)

**Relevant Courses Attended Recently**

Location	Date	Duration	Subject

**Other Qualifications** (include membership of professional bodies)

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Applicants whose qualifications were obtained abroad must provide written evidence that their qualification is valid in England and Wales.

**Section 4 – References**

Please give the names and contact details of at least two referees who have knowledge of you in a professional capacity. One of them must be your current / most recent employer or tutor and your references must cover all employment and/or any voluntary work in the past five year period. References should be provided by the Headteacher/ establishment manager. The school reserves the right to approach any employer during the previous five year period for a reference and may specifically ask for details of any disciplinary/conduct records. Personal references should only be provided where no alternative employer or educational referee is appropriate. Give details of additional referees on a separate sheet if necessary.

**Reference 1:**

Name .....

Address .....

.....

Postcode .....

Status .....

Email .....

Telephone no .....

Employer  Educational  Personal

**Reference 2:**

Name .....

Address .....

.....

Postcode .....

Status .....

Email .....

Telephone no .....

Employer  Educational  Personal

**It is normal practice to take up references before interview.** Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

**Reference 1:** Yes  No

**Reference 2:** Yes  No

Bungay High School operates a policy of open references. This means that you may read any references received in relation to you, on written request.

**Section 5 – Health**

Do you require any reasonable adjustments to be made to the recruitment selection process because of a medical condition or disability? Please state None if appropriate

Please provide details of the reasonable adjustment(s) requested:

All employees are required to complete either a health/disability declaration and/or a medical questionnaire after a conditional offer of employment has been made. Depending on the nature of the work, some employees may also be required to attend a medical examination.

**Personal Interests**

**Section 6 – Declarations**

Entitlement to Work in the UK

Are you currently eligible to work in the UK? Yes  No

If Yes, are there conditions attached (e.g. time limits)? Yes  No

If Yes, please give details:

.....

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. Do not send anything now, further information will be sent to you as appropriate.

Bungay High School operates a policy of equal opportunities. Your current immigration status will not be taken into account when assessing your application.

**Canvassing of Councillors, School Governors or Senior Employees**

Canvassing of councillors of Suffolk County Council, school governors or senior employees of Bungay High School by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to any Councillor, school governor or senior employee of Bungay High School, giving their name and work location. Please state None if appropriate.

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**Criminal Convictions**

The job you are applying for has been identified as involving supervising, caring for or otherwise connected with children and/or young people. In view of this, you must declare all convictions, cautions, and/or bindovers for criminal offences, even where they are "spent" as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. The Act made a specific exception in respect of employees in schools or establishments for further education and any other employment which is carried out wholly or partly within the precincts of a school or further education establishment which involves access to persons under the age of 18 as part of the employee's normal duties. You are also required to give details of any reprimands or warnings that you may have received. An enhanced Criminal Records Bureau (CRB) disclosure will also be required.

**Details of criminal convictions, cautions and/or bindovers, reprimands or warnings:**

Please state 'None' if appropriate, or continue on a separate sheet if necessary, clearly marking your name and the post you are applying for on each separate sheet.

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

**Transferable Service**

The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you please provide the date from which your continuous service commences and the name of the organisation.

Date..... Organisation .....

**Section 8**

**Declaration and Data Protection Statement**

I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees/previous and/or current employers.

Signed ..... Date .....

Details of your application including your personal details will be stored in our archives for up to 12 months following completion of this recruitment process (longer for successful applicants).

## EQUAL OPPORTUNITIES SURVEY FORM

***These pages will be detached by the school before considering applications***

Bungay High School requires the following questions to be completed by all applicants. However, the questions regarding religion and belief and sexual orientation can be completed on a voluntary basis.

- Bungay High School values the diversity of the people in our workforce and through our Equal Opportunities Policy offer full equality of opportunity. We recognise that people can face disadvantage and discrimination in employment and are therefore committed to the development and implementation of policies to counteract inequality.
- Employees and prospective employees will not be unfairly discriminated against on grounds of disability, sex, gender reassignment, sexual orientation, race, religion or belief, age, marriage or civil partnership, pregnancy or maternity or trade union membership / non-membership. This list is not exhaustive and there are other forms of discrimination which will not be tolerated.
- Where an employee may be disadvantaged on these grounds, we will make every reasonable effort to rectify such disadvantage(s). Employment terms and conditions and decisions on recruitment, selection, training promotion and dismissal will be made solely on the basis of objective criteria.

This information is collected for statistical purposes only and will not be used as part of the selection process.

### **Ethnic Origin**

Please select one description from numbers 1-18 (below) that best fits your ethnic origin. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin in the space provided.

- |                            |                            |                            |
|----------------------------|----------------------------|----------------------------|
| 1. British                 | 8. Indian                  | 15. Chinese                |
| 2. Irish                   | 9. Pakistani               | 16. Gypsy / Traveller      |
| 3. Any other White origin  | 10. Bangladeshi            | 17. Other – please specify |
| 4. White & Black Caribbean | 11. Any other Asian origin | .....                      |
| 5. White & Black African   | 12. Caribbean              | 18. Prefer not to disclose |
| 6. White & Asian           | 13. African                |                            |
| 7. Any other mixed origin  | 14. Any other Black origin |                            |

Your Ethnic Origin Description 1 – 18

### **Nationality**

Please tell us your nationality

e.g. British Citizen, Portuguese Citizen

Prefer not to disclose

### **Religion or Belief**

- |                |                         |              |                            |
|----------------|-------------------------|--------------|----------------------------|
| 1. Baha I      | 5. Buddhist             | 9. Christian | 13. Pagan                  |
| 2. Hindu       | 6. Muslim               | 10. Jain     | 14. Prefer not to disclose |
| 3. Jewish      | 7. Rastafarian          | 11. Sikh     | 15. Other (please specify) |
| 4. Zoroastrian | 8. No religion / belief | 12. Humanist |                            |

Your Religion or Belief Description 1 – 15

### **Gender**

Male

Female

### **Sexual Orientation**

- |                 |            |                           |
|-----------------|------------|---------------------------|
| 1. Heterosexual | 3. Gay     | 5. Prefer not to disclose |
| 2. Bisexual     | 4. Lesbian |                           |

Your Sexual Orientation Description 1 – 5

## Disability

The Equality Act 2010 (as previously described in the Disability Discrimination Act 1995, as amended by the Disability Discrimination Act 2005) says that a person has a disability if they have a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

This includes impairments, lasting or likely to last at least 12 months, or likely to recur, to one of the following:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to carry, lift or otherwise move everyday objects
- Speech, hearing or sight (not where sight is corrected by wearing spectacles or contact lenses)memory or ability to concentrate, learn or understand
- Perception of risk or danger

The term impairment includes progressive and long term conditions such as diabetes, epilepsy and cancer.

Bungay High School will make reasonable adjustments to the recruitment and selection process and to the post for successful candidates where the need for these is made known by the applicant / employee.

Do you have a disability as defined above?

Yes

No

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

No

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tape etc.)