

CONFIDENTIAL



HECKMONDWIKE
GRAMMAR SCHOOL

HECKMONDWIKE GRAMMAR SCHOOL

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West Yorkshire WF16 0AH

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www.heckgrammar.co.uk

recruitment@heckgrammar.co.uk

Head Teacher: Mr P D Roberts

Please ensure all sections of the form are completed

Application for the post of:

Lunchtime Supervisor

Part Time

Personal Details: *(please use block letters)*

Title:

Surname:

First Name(s):

Previous Names (if applicable):

Address:

Postcode:

Telephone (home):

(work):

(mobile):

Email:

NI Number:

Where did you find out about this vacancy?

Education/Training/Other Qualifications: in chronological order

(Please do not leave any gaps in your education history)

Secondary Education:

Institute Name	Subject(s) & Level	Grade	Date Awarded

Further & Higher Education: in chronological order
(Please do not leave any gaps in your education history)

Institute Name	Subject(s) & Level	Grade	Date Awarded

Other relevant qualifications: in chronological order
(Please do not leave any gaps in your education history)

Institute Name	Subject(s) & Level	Grade	Date Awarded

Details of current or most recent post: (Please do not leave any gaps in your work history)

Name & Address of Employer	Post Held including duties/responsibilities	Month From	Year To	Current Salary

Previous employment history: in chronological order
(Please do not leave any gaps in your work history)

Name & Address of Employer	Post Held, including duties/responsibilities & Salary	Month From	Year To	Reason for Leaving

Other experience: in chronological order

(Please include any other employment or voluntary work, please do not leave any gaps in your work history)

Name & Address of Employer	Post Held, including duties/responsibilities & Salary	Month To	Year From	Reason for Leaving

Breaks/Gaps in Employment/Education

Please explain any breaks in your educational attainment and/or employment history in the following space.

If you need more space, please attach additional sheets and tick this box ☐

Have you ever lived or worked abroad? If **Yes, please ensure that you detail below the dates and countries where you resided /worked:**

Country	Date To	Date From	Occupation

Relevant training courses attended: in chronological order			
Course Title	Organising Body	Dates	Duration
Membership of professional bodies			
Professional Body	Registration Number	Registration Type	Renewal Date

Additional information in support of your application. Please use this space to clearly demonstrate with examples, how your experience meets the requirements of the job description and how your skills and qualifications meet the requirements of the person specification.

If you need more space, please attach additional sheets and tick this box ☐

Protection of children:**Disclosure of criminal background of those with access to children**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on

<https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Referees: before you provide us with referee details remember to obtain permission from them to do so and for us to contact them (the referees should be from two different organisations and one must be from your current or most recent employer). We do not accept references from family and those who are solely friends. If you have any questions regarding suitable references please contact recruitment@heckgrammar.co.uk.

Name:	Name:
Position Held: Relationship to you:	Position Held: Relationship to you:
Address: Email:	Address: Email:
Telephone:	Telephone:

It is the Academy's policy to seek references if you are short-listed.

Please read the statement below, and sign to state that you agree to these terms.

I _____, authorise Heckmondwike Grammar School to contact my referees to investigate my past employment and professional activities and I have obtained permission from my referees to provide their contact details to Heckmondwike Grammar School for this purpose. I also agree to release from liability all persons and companies providing this information.

I understand and acknowledge that any offer of employment is conditional upon Heckmondwike Grammar School being completely satisfied with the information provided as a result of this reference check.

_____ Applicant Name

_____ Applicant Signature

_____ Date

Do not take up references prior to short listing.

☐

Use of your personal data

By completing this application form you are providing us with your personal data and you may provide us with further personal data throughout the recruitment process.

We will only use your personal data in accordance with applicable data protection laws and our privacy policy.

We will process your personal data for the following purposes:

- To assess your skills and suitability against our criteria for the relevant post applied for
- To contact you in relation to your application
- In some circumstances, to produce statistics for equality and diversity and recruitment monitoring.

If your application is successful, this form and any other records of the recruitment process will be filed securely on an electronic personnel file and a paper personnel file with restricted access. This will be held for the duration of your employment with us plus an additional six years.

If your application is unsuccessful we:

- Will retain a copy of this form in a secure electronic file for a year, and during this time may contact you to discuss any other vacancies we think may be suitable.
- Will also keep paper records of the recruitment process relating to your application for a year.

Please sign below to provide your consent to us using your personal data to contact you regarding other suitable vacancies.

_____ Applicant Name

_____ Applicant Signature

Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to:

- a) references which are satisfactory to the school
- b) a satisfactory enhanced DBS certificate and check of the Barred list where relevant
- c) the entries on this form proving to be complete and accurate and
- d) a satisfactory medical report, if appropriate.

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

I am aware that to withhold or falsify information could result in dismissal or disciplinary action.

NB. Canvassing will disqualify; if you are related to, or know an employee of the Academy or Governing Body, please give details. If none, please tick the box ☐

Relationship to you: (mother, brother, partner etc):	Name:
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Signature:

Date:

We may use internet searches to perform due diligence on candidates in the course of recruitment. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.