



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:
 CLEANER**

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	Year	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	Year	Reason for Leaving
		To	From	

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

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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

You have applied for a post which involves access to children. This means that the provisions of the Rehabilitation of Offenders Act 1974 do not apply. You must therefore, declare any pending prosecutions or convictions, cautions or bind-overs which you have had at any time. The information will be treated as confidential.

You should also be aware that if successful, you will be required to undergo an enhanced DBS check before taking up employment.

Details: (if none please write below "I have no convictions, cautions or bind-overs.")

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.

Name:	Name:
Position Held: Relationship to you:	Position Held: Relationship to you:
Address:	Address:
Email:	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 six months.

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 declare that the particulars given above and in my letter of application are true, to the best of my knowledge and belief. (I am not on List 99, disqualified from work with children or subject to sanctions from a regulatory body.) (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:

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.

EQUALITY AND DIVERSITY MONITORING - CONFIDENTIAL

This section will be separated from the other parts of the application form. 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 fully confidential and access is strictly limited in accordance with the Data Protection Act.

Completion of this section of the application is optional.

Ethnic Group		Please tick
White	British (English Welsh Northern Irish Scottish)	
	Irish	
	Irish Traveller	
	Gypsy	
	Other White background	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Other Mixed background	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Other Asian background	
Black or Black British	Caribbean	
	African	
	Other Black background	
Other ethnic group	Arab	
	Write in:	
Prefer not to say		

Religion Please tick

No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion write in	
Prefer not to say	

Disability. Do you consider yourself to have a disability? Please tick

Yes Please complete the grid below	
No	
Prefer not to say	

My disability is: Please tick

Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

Sexual Orientation Please tick

Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Gender Please tick

Female	
Male	
Transgender	
Prefer not to say	

Personal relationship Please tick

Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	