



## **BIRCHWOOD HIGH SCHOOL**

### **Guidance Notes and Information for Applicants for Support Staff Posts**

#### **INTRODUCTION**

The application process is in two parts in order to serve two separate purposes:

- (a) The main Job Application Form asks for detailed information about you and your work history. The purpose of the form is to make sure that, as far as possible, applicants who might be a risk to children are not considered for appointment. The detail that is asked for complies with national guidance on safe recruitment procedures for appointments to schools.
- (b) The Person Specification Form is the key document that is used for short listing and selection.

By separating the two parts, it is possible to avoid unlawful or unfair discrimination. These include discrimination on the grounds of sex, race, religion, disability, age and sexuality, but also discrimination for reasons that are not related to the ability to do the job.

**You must complete all parts of the application form. CVs are not acceptable; neither is an application form that simply refers to an enclosed CV.**

#### **POST APPLIED FOR**

This might have already been completed for you. If not, please complete yourself.

#### **PERSONAL DETAILS**

The information given here will be used to contact you and to identify you accurately when contacting referees. The information will not be used in the selection process.

#### **CURRENT EMPLOYMENT**

Please give us the details of your current employer. Complete this section also if you are employed in a voluntary capacity. If you are currently not in employment, then say so here.

#### **PREVIOUS EMPLOYMENT**

It is very important that you list your previous employment in chronological order. All employment, including self-employment, part-time and temporary jobs and unpaid employment must be included.

#### **EDUCATION & QUALIFICATIONS**

Make sure that you give all of the information needed. This should include qualifications and training that, whilst not essential, are useful and relevant to the job.

#### **LEISURE INTERESTS**

This is your opportunity to describe any interests or experiences that could be relevant to the post for which you are applying for.

#### **MEMBERSHIP OF PROFESSIONAL BODIES**

Please give details of any memberships you may hold with professional bodies (eg Institute of Chartered Secretaries). Please also provide details of your involvement with these bodies.

#### **TRAINING & DEVELOPMENT**

This is your opportunity to describe any training courses, seminars, special projects and personal development courses that could be relevant to your application. You need also to mention how you have put these to use in your current and previous employment.

## **REFERENCES**

References will be taken up before interview, so you need to be sure that your referees are willing and able to provide a reference. One reference must be your current Headteacher if you are currently employed in a School.

The 'Status' of each referee would be, for example, 'current employer'. Each referee must be able to comment on your professional abilities. **Note that references from friends or relatives are not acceptable.**

We may approach previous employers who have not been identified by you as a referee and may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with children.

## **FROM WHICH SOURCE DID YOU LEARN OF THIS VACANCY?**

Your answer to this will help us to identify how best to target applicants for similar posts in the future.

## **ARE YOU A RELATIVE OR PARTNER OR ANY EMPLOYEE OR GOVERNOR OF THE SCHOOL?**

We need to know this in order to ensure a fair selection process. If you are related to anyone at the School, then we will avoid asking your relative or partner to be part of the selection process.

## **HAS SOMEONE COMPLETED THIS FORM ON YOUR BEHALF?**

Please let us know whether you have completed this form yourself or someone else has completed this form. Note that your certification that the information is correct will be valid whether or not the form has been completed by you.

## **I CERTIFY THAT THE INFORMATION GIVEN IS CORRECT TO THE BEST OF MY KNOWLEDGE**

Your application will not be considered unless you sign this paragraph.

## **GENERAL INFORMATION TO CANDIDATES**

### **CRIMINAL RECORDS CHECK**

If you are appointed and are new to the County, you will be required to complete a disclosure application that will be sent to the Criminal Records Bureau. The CRB will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

### **HEALTH ASSESSMENT CHECK**

If you are appointed and are new to the county, you will be required to complete a Pre-Employment Health Questionnaire. Your appointment will be subject to a satisfactory clearance.

### **THE ASYLUM AND IMMIGRATION ACT 1996**

It is a criminal offence for the School to employ someone who does not have the right to work in the UK. If you are appointed, you will be asked for documentary evidence of your right to work.

### **COMPLAINTS PROCEDURE**

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to the Chair of Governors at the School and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.



**PREVIOUS EMPLOYMENT DETAILS**

Please list all your previous jobs with dates to the nearest month starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment).

<b>From</b>	<b>To</b>	<b>Name &amp; Address of Employer</b>	<b>Job Title</b>	<b>Reason for Leaving</b>

**EDUCATIONAL/QUALIFICATION**

Please give details of your education including any professional qualifications, starting with the most recent attained.

<b>Dates attended From / To</b>	<b>Name(s) &amp; Address(s) of Secondary School/College/University or other</b>	<b>Qualifications gained (State: level/grade/date achieved)</b>

**LEISURE INTERESTS**

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

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**MEMBERSHIP OF PROFESSIONAL BODIES**

Name of Institute/Professional Body	Current Level of Membership (eg corporate)	Membership Number
Please give details of your involvement with these bodies (eg attendance at meetings)		

**TRAINING AND DEVELOPMENT**

Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.

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**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now, **one of whom must be your present or most recent employer.** *References from friends or relatives are not acceptable.*

<b>1) Name:</b>	<b>Status:</b>
<b>Address:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	
<b>2) Name:</b>	<b>Status:</b>
<b>Address:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	

If you are known to the referees by another name (eg previous name) please inform them of your present name and advise that we may be in contact.

<b>From what source did you learn of this vacancy?</b>	
<b>Are you a relative or partner of any employee or governor of the School? YES <input type="checkbox"/> / NO <input type="checkbox"/></b>	
<b>If yes, please give details:</b>	
<b>Has someone else completed this form on your behalf? YES <input type="checkbox"/> / NO <input type="checkbox"/></b>	
<b>If yes, please provide the person's name and an explanation:</b>	

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.	
<b>Signature:</b>	-----
<b>Date:</b>	

**YOU NOW NEED TO COMPLETE THE ENCLOSED  
PERSON SPECIFICATION FORM**



## BIRCHWOOD HIGH SCHOOL Person Specification Form

<b>Name:</b>	
<b>Job Title:</b>	

### PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry)

- It is essential that you complete and return this form.
- This form is your chance to show us how well you can do this job.
- Remember just saying you can do it is not enough; we need an example.
- You can use examples from work, school, college, hobbies, voluntary work or daily life.

**Example:** Ability to prioritise workload

In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager.

### SKILLS AND ABILITIES

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**EXPERIENCE**

**KNOWLEDGE**

**Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.**

**Signed:** -----

**Date:**