



Please complete the application form and recruitment monitoring form and return by post or email to:  
 Moreton School, Old Fallings Lane, Bushbury Hill, WV10 8BY.  
 Email garbetts@moretonschool.org

**Job Application form for Non-Teaching Staff  
 - Confidential**

See attached notes for guidance on completing this form

<p><b>Please complete this section from information on the job advert.</b></p> <p><b>Job title:</b></p> <p><b>Grade:</b></p> <p><b>Job Reference:</b></p> <p><b>Closing date:</b></p>	<p><b>1. Guaranteed interview for people with disabilities</b></p> <p><b>Do you consider yourself to be a disabled person?</b>      Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If yes, do you require any support or adjustments to enable you to take part in the selection process for this job?</b>      Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If yes, give details below or continue on a separate sheet if necessary.</b></p>
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People with disabilities who meet the essential criteria will be guaranteed an interview – see the Information Booklet for Job Applicants for details.

**2. Personal details**

<p><b>Title</b>    Mr <input type="checkbox"/>    Mrs <input type="checkbox"/>    Ms <input type="checkbox"/>    Miss <input type="checkbox"/></p> <p><b>Full Name</b></p> <p><b>Address:</b></p> <p><b>Postcode:</b></p> <p><b>National Insurance number:</b></p>	<p>Complete if applicable</p> <p><b>Home telephone number:</b></p> <p><b>Work telephone number:</b></p> <p><b>Mobile number:</b></p> <p><b>Email:</b></p>
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**3. Education/training/qualifications – most recent first (to be verified at interview)**

School/college/ University placement	Dates From	To	Courses taken/qualifications/ Grade	Date acquired

Continue on a separate sheet if necessary.

**4. Present employment**

<b>Name and Address of present employer</b>	<b>Job title</b>
	<b>Gross salary/wage</b>
	<b>Date of appointment</b>
	<b>Notice required</b>
<b>Brief details of duties and responsibilities</b>	

**5. Past employment (paid or unpaid) – most recent first (include all previous employers)**

<b>Employer's name</b> (and address if appropriate)	<b>Job Title</b>	<b>From</b> <b>M/Y</b>	<b>To</b> <b>M/Y</b>

Continue on a separate sheet if necessary.

**6. Relevant training courses attended – most recent first**

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Continue on a separate sheet if necessary.

**7. Further information in support of your application**

**Please give reasons for making this application.** See notes on the last page for guidance. Please continue on a separate sheet if necessary.

**Are you in receipt of an occupational pension?**

Yes

No

**9. Relationships**

**Are you related to any member of the governing body/school?**

Yes

No

If yes, please state who

**10. Disclosure of criminal and child protection matters**

The governors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

**11. Rehabilitation of Offenders Act 1974**

If you have no convictions, simply enter 'nil'. If you have been convicted of a criminal offence, the details must be listed below together with any pending criminal convictions. Please also list any pending actions of court hearings against you.

**12. Disclosure and Barring Service**

In the event of a successful application a Disclosure will be sought from the Disclosure and Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

**13. Asylum and Immigration Act 1996**

In accordance with the Asylum and Immigration Act 1996, if short-listed you will be required to provide documentary evidence that you are legally entitled to live and work in the United Kingdom. You must, therefore, provide at the interview original copies of the official documents listed in the Preventing Illegal Working – Home Office Regulations May 2004 A Guide for Candidates.

**Do you require a work permit to work in the UK?**

Yes

No

**14. References – to be completed by ALL applicants**

Note: referees should not be friends or relatives

<b>(i) Present/most recent employer</b>	<b>(ii) Previous employer</b>
<b>Name:</b> <b>Job Title:</b> <b>Address:</b>	<b>Name:</b> <b>Job Title:</b> <b>Address:</b>
<b>Postcode:</b> <b>Telephone number:</b> <b>Email:</b>	<b>Postcode:</b> <b>Telephone number:</b> <b>Email:</b>
<b>Status/Relationship to you:</b>	<b>Status/Relationship to you:</b>
Please tick this box if you prefer us <b>not</b> to Contact this referee prior to interview <input type="checkbox"/>	Please tick this box if you prefer us <b>not</b> to Contact this referee prior to interview <input type="checkbox"/>
We reserve the right to take up references with any previous employer.	
Notes:	
(i) Referees will be contacted before interviews unless otherwise requested. (ii) If any of your referees knew you by any other name, please write the name in the space below.	
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**15. Declaration**

If it is found that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed.

<b>Complete this section only if completing the form by hand.</b>
(If completing the form electronically you will be asked to sign the form if selected for interview).
I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.
<b>Signature</b> ..... <b>Date</b> .....



**Please complete this section from information on the job advert.**

Job Title:  
 Job Reference:  
 Service Group:  
 Closing Date:

**Recruitment monitoring from**

This section forms an integral part of the application form and must be completed in full and accurately. **This form is confidential and will not be seen by the selection panel.** The information provided on this separate slip will be used by the School only to monitor the effectiveness of its equal opportunities and recruitment policies and will be used only as part of aggregated statistics.

Please complete the following boxes as appropriate (use **black pen** if completing the form by hand).

<b>Sex</b> Female <input type="checkbox"/> Male <input type="checkbox"/>	<b>Disability</b> Do you consider yourself to be a disabled person? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Ethnic group</b> To which ethnic group would you say you belong? Mark <b>one</b> box only please.  <b>White</b> British <input type="checkbox"/> 01 Irish <input type="checkbox"/> 02 Any other White background <input type="checkbox"/> 09  <b>Mixed</b> White & Black Caribbean <input type="checkbox"/> 10 White & Black African <input type="checkbox"/> 11  White and Asian <input type="checkbox"/> 12 Any other Mixed background <input type="checkbox"/> 19  <b>Asian or Asian British</b> Indian <input type="checkbox"/> 20 Pakistani <input type="checkbox"/> 21 Bangladeshi <input type="checkbox"/> 22 Any other Asian background <input type="checkbox"/> 29  <b>Black or Black British</b> Caribbean <input type="checkbox"/> 30 African <input type="checkbox"/> 31 Any other Black background <input type="checkbox"/> 39  <b>Chinese or Other ethnic group</b> Chinese <input type="checkbox"/> 40 Any other ethnic group <input type="checkbox"/> 49	<b>Age</b> Please indicate the band in which your age falls.  Under 25 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-49 <input type="checkbox"/> 50-65 <input type="checkbox"/> Over 65 <input type="checkbox"/>
	<b>Postcode</b> <input type="text"/>
	<b>Vacancy</b> (mark only one) I became aware of this vacancy through:  AdNews <input type="checkbox"/> Birmingham Evening Mail <input type="checkbox"/> Community Care <input type="checkbox"/> Express & Star <input type="checkbox"/> Job Centre <input type="checkbox"/> Jobspot vacancy bulletin <input type="checkbox"/> Jobspot noticeboard <input type="checkbox"/> Other specialist publication* <input type="checkbox"/> Recruitment fair <input type="checkbox"/> The Guardian <input type="checkbox"/> Times Educational Supplement <input type="checkbox"/> Website (council) <input type="checkbox"/> Website (other)* <input type="checkbox"/> <small>*Please specify publication/website</small>
<b>For office use only</b> Shortlisted <input type="checkbox"/> Appointed <input type="checkbox"/>	

## Completing your application form

- Complete the application form (use **black ink** if completing the form by hand). Alternative formats, such as CVs or taped applications, are acceptable if you have a disability which prevents you from completing the standard application form.
- The recruitment monitoring form must be completed in full.
- Add your initial and surname to any additional sheets and clip them to your application form.
- Return your completed application form and recruitment monitoring form by e.mail or post to the address shown on the job advert by the stated closing date.

### Tips for completing section 7 – Experience

- The decision to select you for interview will be based on how closely you meet the **essential criteria** shown in the job description. Use this as a guide to what skills and experience you need to have. These may have been gained from: paid work; voluntary or leisure activities; work in the home; training and education. If you feel you meet any of the **desirable criteria**, highlight these too.
- You might find it helpful to do a rough draft first.
- Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.
- Accurate spelling, punctuation and grammar help to make a good impression.
- Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.

### Recruitment Monitoring form

The information you provide on the recruitment monitoring form is **confidential** and will **not be seen** by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes **only**, in order to measure the effectiveness of the School's equal opportunities and recruitment policies.

We look forward to receiving your application.

### Rehabilitation of Offenders Act 1974

Certain posts, particularly those that involve working with children or other vulnerable groups, will be subject to a DBS check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.

If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The School also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

### Data Protection Act 1998

Aldersley High School will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protection Act 1998. The Act gives you the right to see a copy of the information held about you on application to the School's Data Protection Adviser.

Aldersley High School may contact you in the near future for the purpose of completing a questionnaire with a view to improving the recruitment process. Please mark the following box if you do not agree to your data being used for this purpose:

Further information relating to the Data Protection Act 1998 can be found on the Data Protection Commissioner's website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)