



# BISHOP VESEY'S GRAMMAR SCHOOL

## Support Staff Application Form

<b>Post applied for:</b>	<b>Date:</b>
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Please refer to the Guidance Notes before completing the application form.

**Personal details (block capitals please)**

Surname:	First name:
Preferred title (eg Dr, Mr, Mrs, Ms etc):	Previous name:
Date of birth:	National Insurance number:
Right to work in the UK:      Yes / No	Qualified to work in the UK:    Yes / No
Are you related to or have a close relationship with a School Governor/employee of BVGS: Yes / No If yes please provide details of name / relationship / position:	
Do you require a work permit: Yes / No	Applying as a job sharer:      Yes / No
Do you have a current driving licence (where this is a requirement of the vacancy)? Yes / No	
Are you in receipt of a pension: Yes / No	If yes date effective from/type of pension:

**Contact details**

Mobile telephone:	Home telephone:
Address:	
Postcode:	Email:

**Membership of Professional Bodies** (relevant to this vacancy - please list name of organisation/type of membership/date from)

**Professional development/training (please list most recent first)**

Dates from/to	Organising Body	Course Title	Length of course

**Education details****Higher education**

Degree/Course	University/College level	Qualification/Class/Div	Years attended

**Schools/Colleges attended:**

Name of school/College	Dates attended

**A levels or equivalent:**

Subject	Exam	Awarding Body	Grade obtained	Date gained

**GCSE's or equivalent:**

Subject	Exam	Awarding Body	Grade obtained	Date gained

**CURRENT EMPLOYMENT**

Date From:	Date to:
Employers Name:	Type of school/business:
Employer's address & postcode:	
Position held:	
Type of contract:	Notice required:
Grade:	Salary: £
Additional allowances (please state type of allowance and amount: £	
Full time or part time:	If part time proportion of hours:
Responsibilities:	
Reason for leaving:	

**PREVIOUS EMPLOYMENT**

Please include all employment, including any part time or voluntary work. Please copy & paste additional boxes to ensure your full work history is included.

<b>Date From:</b>	Date to:
Employers Name:	Type of school/business:
Employer's address & postcode:	
Position held:	
Type of contract:	Notice required:
Grade:	Salary: £
Additional allowances (please state type of allowance and amount: £	
Full time or part time:	If part time proportion of hours:
Responsibilities:	
Reason for leaving:	
<b>Date From:</b>	Date to:
Employers Name:	Type of school/business:
Employer's address & postcode:	
Position held:	
Type of contract:	Notice required:
Grade:	Salary: £
Additional allowances (please state type of allowance and amount: £	
Full time or part time:	If part time proportion of hours:

Responsibilities:	
Reason for leaving:	
<b>Date From:</b>	Date to:
Employers Name:	Type of school/business:
Employer's address & postcode:	
Position held:	
Type of contract:	Notice required:
Grade:	Salary: £
Additional allowances (please state type of allowance and amount: £	
Full time or part time:	If part time proportion of hours:
Responsibilities:	
Reason for leaving:	
<b>GAPS IN EMPLOYMENT HISTORY OR EDUCATION HISTORY</b>	Yes* / No
*Please list all gaps in employment or education giving dates from / to and full details:	
Have you ever been dismissed from a school or local authority/government dept for misconduct?	Yes* / No *Please include date and name of school/organisation:
<b>SUPPORTING STATEMENT</b>	
Please submit a supporting statement (on no more than 2 sides of A4) describing your particular strengths and how your experience to date has prepared you for this role. Please include information related to the list of knowledge, experience, skills etc detailed on the Person Specification (gained via work, school, college, at home, through voluntary work or hobbies) together with any other information you feel may be helpful.	
<b>WRITTEN REFERENCES</b>	
Current or most recent employer – this should be the Headteacher or appropriate Line Manager if you have previously worked in a school. If you are not currently working with children, but have previously done so, the second referee must be the most recent employer who employed you to work with children. Written references are not accepted from relatives or people writing solely in the capacity of friends. References will be requested prior to interviews taking place for shortlisted candidates. Referees' may be asked for further information and any apparent discrepancies may be taken up with the applicant at interview.	
<b>Current or most recent employer:</b>	
Name of referee:	Position held:
Organisation name, address & postcode:	
Telephone no:	Email:
May be contacted prior to interview: Yes / No	
<b>Second referee:</b>	
Name of referee:	Position held:
Organisation name, address & postcode:	
Telephone no:	Email:
May be contacted prior to interview: Yes / No	
<b>ARRANGEMENTS FOR INTERVIEW</b>	
If you have a disability, are there any arrangements which we can make for you if you are called for interview and or a work based exercise: Yes / No	
If yes please give details:	
<b>CONFIRMATION OF DETAILS</b>	
I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered. I am in possession of the certificates as detailed. I understand the information on this form will be used in compliance with the Data Protection Act 1998 and I consent to this.	

Signature:	Print name:	Date:
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## DISCLOSURE

Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions. Protected cautions and convictions are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure & Barring Service website:

– <https://www.gov.uk/government/collections/dbs-filtering-guidance>

If you do have any convictions, cautions, reprimands or warnings – before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are not 'protected' and no longer require disclosure. Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered.

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

### Please tick one of the following statements:

I confirm that I have **NO** criminal convictions, cautions, warnings, reprimands or bind-overs; that I am not barred or disqualified from working with children, or subject to a prohibition order.

I confirm that I do have criminal convictions, cautions, warnings, reprimands or bind-overs; or are barred or disqualified from working with children, or subject to a prohibition order.  I enclose full details in a sealed envelope marked 'Private & confidential'.

**Please return to:** MICHELE WALLIS, HR MANAGER, BISHOP VESEY'S GRAMMAR SCHOOL, LICHFIELD ROAD, SUTTON COLDFIELD, WEST MIDLANDS, B74 2NH or via [hr@bishopveseys.bham.sch.uk](mailto:hr@bishopveseys.bham.sch.uk)

**Closing date:** Detailed on advert

**Please note:** In the interests of economy the receipt of an application form will not be acknowledged. If you have not been contacted within 28 days of the closing date, you should assume that your application has not been successful on this occasion and we thank you for your interest and time spent in applying.

## RECRUITMENT MONITORING

To help us in supporting monitoring of the Equality & Diversity Policy please provide the following information.

Name:

Post applied for:

### GENDER

Female

Male

### DATE OF BIRTH

Age:

### ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

#### A White

British

Albanian/Kosovan

Roma

Irish

Bosnian

Any other White background, please write in below:

#### B Mixed

White and Black – Caribbean

White and Asian

White and Black – African

Asian and Black

Any other Mixed background please write in below:

#### C Asian or Asian British

Indian

Kashmiri

Pakistani

Bangladeshi

Any other Asian background, please write in below:

#### D Black or Black British

Caribbean

African

Any other Black background, please write in below:

#### E Chinese or other ethnic group

Chinese

Arab

Afghan

Kurdish

Vietnamese

Any other please write in below:

**DISABILITY** The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes:  No:

### SEXUAL ORIENTATION

BisexualGay Man

Lesbian or Gay

Heterosexual / Straight

Other

Not Disclosed

### JOB ADVERTISEMENT

How did you find out about this job?

Birmingham City Council Website/Bulletin

West Midlands Jobs Website

BVGS Website

TES Website

Newspaper (please specify):

Word of mouth

Other (please specify):

### EMPLOYMENT STATUS

Are you presently unemployed

Yes:

No: