

Job application form

Glyne Gap School is committed to the safeguarding and promotion of the welfare of all children, young people and vulnerable adults.

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form.

Job details

Job title	School Business Manager
Location	Glyne Gap School
Closing date for application	Friday 22 nd November 2024
Work arrangements (select as appropriate)	Full time <input type="checkbox"/> / part time <input type="checkbox"/> / job share <input type="checkbox"/>
If the post is full-time, would you be prepared to consider working on a job-share basis? (select as appropriate)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If job-share, please state preferred working arrangements:	

Personal details

Surname	
First names	
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Other <input type="checkbox"/>
Maiden name or previous names	
Address	
Email address	
Correspondence Address (if different from above):	
National Insurance number	
Daytime telephone number	
Mobile	
Home	

Present employment

Job title	
Name and address of employer (including County)	
Date started current post	
Date commenced with employer	
Salary / wage / benefits	
Notice required	
Briefly describe your present job; its main purpose and your responsibilities:	
<p>Are you currently employed as an apprentice? Yes <input type="checkbox"/> / No <input type="checkbox"/></p>	

Previous employment

Please list most recent first. Include permanent and temporary work, voluntary work and any work.			
Name & Address (including County and nature of business)	From / To (exact dates)	Position and Salary	Reason for leaving

Education and qualifications

From age 11 onwards, and please state whether full (F) or part (P) time			
Name of School, College, University etc	From / To	F/P	Subjects studied (with grades and year taken)

Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.		
Course Title	Organisation	From / To

Membership of professional institutes

Please indicate whether membership is by examination		
Institute	Level of membership	Year of Award

Other Experience

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order.

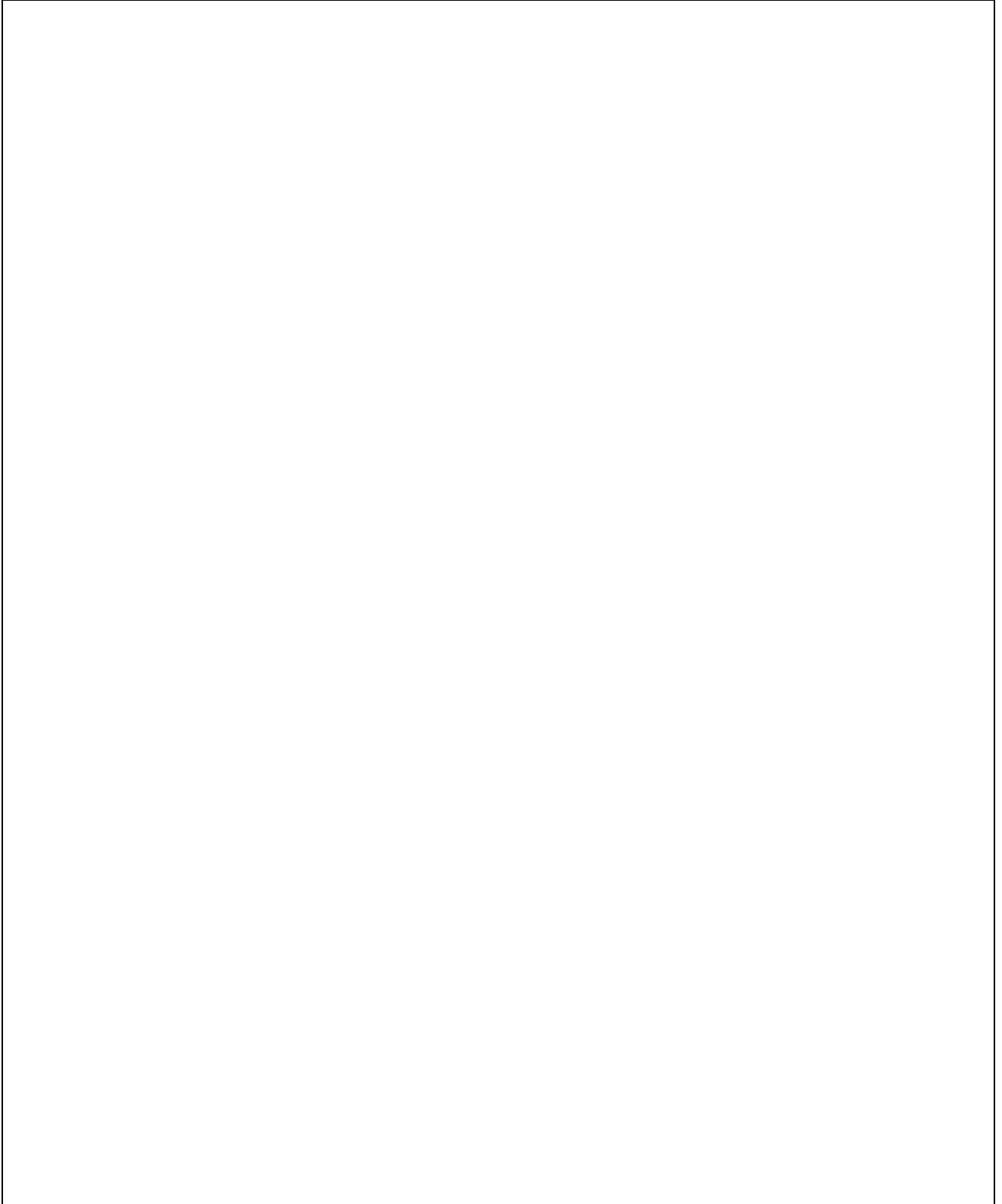
Experience	From / To

Driving Licence

Only answer if a full driving licence is an essential requirement of the job.	
Do you hold a current Driving Licence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please state the type of licence you hold	
Do you have any current endorsements? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please specify:	

Why should we hire you? Refer to 'Guidance Notes' for job applicants

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Use a separate A4 sheet if necessary).

A large, empty rectangular box with a thin black border, intended for the applicant to write their response to the question 'Why should we hire you?'. The box occupies most of the page's vertical space below the instructions.

Declaration by Applicant

The Working Time Regulations 1998

Regulations on Working Time

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Department working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17 week period.)

- Average weekly working hours are limited to 48 hours
- Average daily night working hours are limited to 8 hours
- Minimum daily, weekly and in-work rest breaks requirements
- Minimum requirements for annual leave.

Department Policy and Procedures

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the department are therefore monitored to ensure that generally, working hours remain well within legal limits.

Employers are required to take 'all responsible steps' to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

This declaration will not prejudice your application

Please note:

- If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
- If you are selected for interview the implications will be carefully discussed with you. The department may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
- Depending on the overall situation and the outcome of discussions with you, the department would have the following options:
 - not to offer you the appointment
 - offer the appointment on reduced hours
 - offer the appointment providing the other work is relinquished (or the hours reduced)
 - offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

Employment which you intend to continue if successfully appointed to the post applied for.

Please complete and sign **either** Section 1 **or** Section 2 below.

Your application cannot be processed if you do not return this form.

Please declare **any** other job.

Section 1 – No other employment			
I confirm that I do not have any other employment.			
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>
Section 2 – Other Employment			
All other employment that I have is detailed below: Weekly hours must specify total regularly worked (including overtime) Please use 24-hour clock			
Job Title	Weekly Hours	Start Time	End Time
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>

References

Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference. **A job offer will not be made without 2 references.**

If you do not wish us to contact your referees prior to interview, please indicate as shown.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

Present/last employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Second referee or course tutor (if applicable)	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.		
I have attached details requested	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.		
Reason for warning	Date	Name/address of employer

Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) which are not “spent” in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed.

Please read the guidance notes before completing this section.

For posts that are exempt under the Rehabilitation of Offenders Act 1974:	
Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are there any alleged offences outstanding against you?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
For all other posts:	
Do you have any criminal convictions which are not yet “spent”?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

Prohibition Orders on Teaching Assistants

Have you ever been employed as a teacher, member of the school leadership team, or an instructor in a maintained school, academy, independent school or in the FE or HE sector?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been prohibited from teaching?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please give details below including the date of prohibition and the reason	


Disclosure and Barring Service

Do you have a DBS registered with the tracking service?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If yes, do we have your permission to check the status of your DBS?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Number of certificate:	
Surname printed on certificate:	

Childcare disqualification

As all staff at Glyn Gap School may be required to work with children under the age of five we need to ensure that all our employees are not disqualified from working with children. By signing the declaration below you are confirming that you are not disqualified from working with children.

Declaration

I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.	
Signed:	
Date	
Print name	
If form has been completed electronically please place an 'x' in this box to indicate your consent →	<input type="checkbox"/>
 Data Protection We will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for the purposes relating to your employment. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud. Unsuccessful applications will be kept for six months and then disposed of securely.	

How to return your form

Post to:- Glyne Gap School Hastings Road Bexhill on Sea E Sussex TN40 2PU	Or email to:- Beverley.smart@glynegap.org
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CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The School aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

The School's Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job.

The School has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

Job applied for		School Business Manager	
Location		Glyne Gap School	
How did you learn of this vacancy?			
Surname and initials			
Age		Date of Birth	
Gender	M <input type="checkbox"/> / F <input type="checkbox"/>		

Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

a. White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>

b. Mixed

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

c. Black or Black British

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

If other, please specify:

d. Asian or Asian British

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

e. Other ethnic groups

Chinese	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>

Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

Do you consider yourself to be disabled as set out in the Equality Act? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>

Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>
Heterosexual / straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Gender Identity

Is your gender identity the same as the gender you were assigned at birth?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Military Status

Please identify your military status by putting an 'x' in the relevant box below, if required.

Army Reserve	<input type="checkbox"/>
Regular Reserve	<input type="checkbox"/>



Data Protection Act 1998 and General Data Protection Regulation 2018

Glyne Gap School will only process the information you have provided in this form for the purpose of recruitment and selection.

If you are successful in securing this position the information will be used for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

If you are unsuccessful this application form will be kept for six months, after this time it will be disposed of securely i.e. shredded.

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