



WYCOMBE HIGH SCHOOL

Support Staff Application Form



This form must be completed in full by all candidates.

In line with the NSPCC Safer Recruitment in Education guidelines, you are welcome to include a CV but it may not be used to substitute any part of this application form. A cover letter will also be required.

Wycombe High School is a disability confident committed employer and, as such, an interview will be offered to disabled candidates who meet the minimum criteria for the role.

Post applied for:			
SURNAME:	First name:	Middle Name:	Title:
All previous Surnames			
National Insurance Number			
House name/number & street			
Town			
County			
Postcode			
Home phone			
Work phone		May we contact you at work?	Yes / No
Mobile phone			
Email address			
Do you have any form of disability?	Yes / No	If yes, please explain briefly:	
Are there any reasonable adjustments we can make to enable you to attend interview or take up an offer of employment?	Yes / No	If yes, please explain briefly:	
Date on which you could take up the appointment			

Where did you see the advertisement for this post? (Please highlight in bold):

Teaching Vacancies Service website / Bucks County Council website / Times Educational Supplement (TES) / School website / Find A Job / Maidenhead Advertiser / Indeed / Monster / Bucks Free Press

If other, please specify:

Present or most recent employment:

Job Title	
Name and address of present employer	
Nature of business	
Start date	
Notice required	
Reason for leaving	
Current salary:	
Please give brief details of your present post, main duties and responsibilities:	

Previous employment (start with the most recent appointment)				
Start date	End date	Job Title	Name of Employer	Reason for leaving
Start date	End date	Job Title	Name of Employer	Reason for leaving
Start date	End date	Job Title	Name of Employer	Reason for leaving
<i>Please continue with details of any further work experience, as necessary</i>				

Please account below for any periods when you were not in employment or training

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Education and qualifications

If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

Secondary education

Please include details of GCSEs and A'Levels or equivalent qualifications:

Start date	End date	Name of School/College	Details of qualifications and grades obtained

Higher education

Please include details of degree: Pass or Honours, main/subsidiary subjects, Class and Division and date awarded.

Start date	End date	Name of University	Qualifications achieved

Professional studies

Include details of professional training and/or professional body membership

Start date	End date	College, University or Professional Body	Details of Professional Certificates or Professional Body Membership

In-service training

Give details of the most recent, relevant training undertaken and indicate any awards earned

Start date	End date	Training Provider	Course title

Further information

Have you been subject to any disciplinary action by your employer or professional body?	Yes / No	If Yes, please give details
To comply with the Asylum and Immigration legislation you will be required to give evidence of your eligibility to work in the U.K. Do you have the right to work in the U.K?	Yes / No	Please state which evidence you can provide of your right to work in the UK:

Referees

Give details of two people who have knowledge of you in a working environment, paid or unpaid. The first reference should be your present or most recent employer.

It is our policy to take up references prior to shortlisting.

If you were known to either of your referees by another name, please give details.

Referees	First Referee	Second Referee
Title		
First name		
Surname		
Position		
Address		
Postcode		
Telephone (including area code)		
Email address		

Personal Relationships

Are you related to, or do you have a close personal relationship with, any current member of staff or governing body member at Wycombe High School?	Yes / No
If yes, please state their name or position	

SAFEGUARDING

Because this post involves contact with children for whom the School is responsible, extra checks are made on the background of the staff concerned. You are therefore required to declare all convictions, cautions and reprimands which you may have, even if they would otherwise be regarded as “spent” under the Rehabilitation of Offenders Act 1974, unless they are ‘protected’ (see below):

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

If you are offered employment, you will be subject to a criminal record check from the Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau) before the appointment is confirmed. Failure to disclose this information may result in disciplinary action or dismissal and may lead to criminal proceedings.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes / No
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes / No
Are you disqualified from working with children?	Yes / No
Are you on the DCSF List 99?	Yes / No

Declaration

I declare that all information provided by me as part of this application is true and complete to the best of my knowledge and belief. I understand that either withholding or giving false information will disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal.

I understand that, if offered this post, the appointment will be subject to a DBS (formerly CRB), medical clearance and employment references, all of which must be satisfactory to the Governors of Wycombe High School. In accordance with the 1998 Data Protection Act, it is agreed that Wycombe High School may hold and use personal information about me for personnel reasons and to enable the School to keep in touch with me. The information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. Wycombe High School is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

Signature of Applicant:**Date:**

Return this form with your cover letter (addressed to Mrs Sharon Cromie) via email to hr@whs.bucks.sch.uk

Note: We shall require you to physically sign the application form if you are invited in to interview.

Recruitment Monitoring

Wycombe High School operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

Application for the post of:	
Full Name	
Gender	
Date of Birth	
Do you consider yourself to have a disability?	
If yes, what is the nature of your disability:	
Religion	
These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone. If this is the case, please use the last box	
Buddhist	
Christian	
Hindu	
Muslim	
Sikh	
No religion	

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories might not be appropriate for everyone. If this is the case, please use the last box.

Please tick the appropriate box to indicate your cultural background

White:

British	
Irish	
Other	

Mixed:

White and Black African	
White and Black Caribbean	
White and Asian	
Mixed Other	

Asian or Asian British:

Caribbean	
African	
Black Other	

Chinese or Other Ethnic Group

Chinese	
Chinese Other	
Other Ethnic Group	