The Birkenhead Park School

Position applying for:

Application Form - Support Staff

It is important that you type or write legibly using black ink when completing the form as it will be photocopied. You may supply additional material if relevant but unfortunately it is not sufficient to only send a copy of your Curriculum Vitae.

Part 1. Personal Details	
Surname:	Preferred Title:
First Name:	Previous Surname(s):
If you prefer to be called by a name other than the c	one listed above, please specify:
Home address:	
Postcode:	
Email:	
Telephone number:	Mobile number:
Period of notice in present post:	
Do you require permission to work in the UK?:	es No
National Insurance number:	
Continuous Service Date:	
This question is asked to ensure that individuals with d	ve question, and would like us to make adjustments to

Part 2. Current Employment

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Current Po	ost (N/A if you c	are not currently	employed	٦)			
Name of	Establishment:						
Address:							
Title of Po	st:						
Date of A	ppointment:						
Grade/Sp	oine Point:						
Full time/F	Part time:						
If part tim	e, state numbe	r of hours per w	eek:				
Responsib	oilities:						
Present so	alary:						
Notice red	quired:						
Part 3	Educati	on and C	Sualifi	cations			
				Date Ente		Date Left	
secondo	ıry School/Col	liege of r.c.		Dale Eille	ieu	Dale Len	
Qualifica	itions Gained,	CCCF ar a multi					
Level			valent				
	Subject	Grade Awarded	valent Date	Level	Subject	Grade Awarded	Date
	Subject	Grade		Level	Subject		Date
	Subject	Grade		Level	Subject		Date
	Subject	Grade		Level	Subject		Date
	Subject	Grade		Level	Subject		Date
Advance		Grade Awarded		Level	Subject		Date
	ed/A Level or e	Grade Awarded equivalent Grade	Date			Awarded	
Advance		Grade Awarded		Level	Subject	Awarded	Date
	ed/A Level or e	Grade Awarded equivalent Grade	Date			Awarded	
	ed/A Level or e	Grade Awarded equivalent Grade	Date			Awarded	

Higher, Professional Education and Training including Teacher Training and Membership of Professional Bodies					
	Period of	Attendance		Title of qualifications	
Name of University or College	From	То	Subjects Studied (State if full or part time)	(class of degree/ honours) and date gained	Special Features of Course

Part 4. Training & Professional Development

Please provide details of additional qualifications, relevant training, membership of professional bodies and current course of study (within the last 5 years).

Area of this experience	Name of organisation providing this experience	Duration	Dates	What qualifications (if any) did this experience lead to?

Part 5. Previous Employment
Please list in chronological order (most recent at the top) and include industrial, commercial training and HM Forces - Full time or Part time. Please identify any periods of non-employment or voluntary work.

Name and Address of Employer	Post/Role - If part time, state number of hours per week	Duties/Responsibilities Subject and level taught	From	То	Reason for leaving

Part 6. Statement in Support of Application
Please use the person specification to indicate how your qualifications and experience match the requirements of the Person Specification (no more than 1000 words)

Part 7. References

Please give details of **two employment referees** (e.g. Principal, Headteacher or a member of staff at an appropriate level from your current and previous or most recent employer/s), who can comment on your suitability for the post. References may be requested for shortlisted applications prior to interview.*

References from relatives or individuals writing in the capacity of friends **will not be accepted**. The School reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

Please note, if your referees are from an educational setting, please can we ask you to provide contact details for the Principal / Headteacher.

*May we contact these referees? Y	es No		
1.	2.		
Name:	Name:		
Job title of referee:	Job title of ref		
Relationship to you:	Relationship t	o you:	
Address:	Address:		
Tel. no:	Tel. no:		
Email:	Email:		
Part 8. Time spent living If you have lived or worked outside of t additional information in order to comp to the question below, we may contact	he UK in the last 5 years oly with 'safer recruitme	, the School may nt' requirements.	require If you answer 'yes'
Have you lived or worked outside o	f the UK in the last 5 yea	irs? Yes	No
Any job offer will be conditional on the checks.	satisfactory completion	of the necessary	pre-employment
Disclosure and barring service (DBS)) checks.		
The School is legally obligated to proce to relevant posts.	ess an enhanced DBS ch	neck before maki	ng appointments
Do you have a DBS certificate? Yes	No	Date of check	

Part 9. Criminal Convictions

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. You must give information concerning any previous convictions whether or not they are "spent" within the meaning of the Act. Failure to disclose any conviction could lead to an application being rejected or may later lead to the dismissal of a successful applicant.

Please complete the questions below. Any information disclosed will be kept in strict confidence and used only in consideration of your application.

Have you any previous convictions?

Yes No.

If YES, please supply details of the offence(s)

Confirm by ticking this box that we have your consent to check these details with the police.

Yes No

Part 10. Relationship to the School

Please list any personal relationships that exist between you and any staff, students or governors at the School.

Name	Relationship	Role at School

Part 11. Declaration

I certify that the information that I have given in this application is correct and has not been generated by AI.

Yes No

I understand that providing false information is an offence and could result in my application being rejected and if appointed, dismissal without notice and possible referral to the police.

Yes No

Part 12. Data Protection and Privacy

Throughout this form we have asked for personal data about you. We will only use this data in line with data protection legislation and to process your data for one or more of the following reasons permitted in law:

- You have given us your consent.
- We must process it to comply with our legal obligations.

We are aware of our obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. You will find more information on how we use your personal data here:

https://www.birkenheadparkschool.com/about/policies

Part 13. Equalities Monitoring Information

This sheet is confidential.

The Birkenhead Park School is an Equal Opportunities employer and aims to promote equal opportunities in all aspects of School life. The School aims to provide equality of opportunity for everyone regardless of race, age, disability, gender, nationality, marital status, ethnic origin, sexual orientation or religious belief. All reasonable adjustments will be made to ensure that disabled applicants are not substantially disadvantaged.

This sheet will be detached from your application form before the selection process and any information that you give on this form will not be used in any way as part of the selection process. This data will be kept solely for the operation of the Equal Opportunities Policy and will be used only for general statistical purposes.

Post applied for:

1. What is your sex:

What is your sex?	Male Female
What gender are you?	Male Female Other Prefer not to say
Do you identify as the gender you were assigned at birth?	Yes No Prefer not to say

2. I would describe my Ethnic Origin as: (choose only one)

White	Black or Black British	Other Ethnic groups
British	African	Arab
Irish	Caribbean	Any other enthic group
Gypsy or Irish Traveller	Any other Black background	
Any other White background		
Asian or British Asian	Mixed	Prefer not to say
Bangladeshi	White and Asian	
Indian	White and Black African	
Pakistani	White and Black Caribbean	
Chinese	Any other mixed background	

3. I would describe my Sexual Orientation as: (choose only one)

Bisexual	Other
Hetrosexual/straight	Prefer not to say
Homosexual	

5. Preg	nancy and maternity		
		ì	

Have you given birth within the last 12 months?	Yes
	No
	Prefer not to say

6. Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes
No
Prefer not to say

6a. If you answered 'Yes' to the above question, please state the type of impairment. Please select all that apply.

Physical impairment

Sensory impairment

Learning disability/difficulty

Long-standing illness

Mental health condition

Developmental condition

Other

7. My date of birth is:

8. I saw this post advertised in: