



# Shipston High School

*A small, high achieving school  
with a unique, student-centred ethos*

**Confidential: Protect**

## Job Application Form

We are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

- Please read the instructions carefully and ensure you understand all of the questions being asked.
- Ensure you clearly demonstrate how you meet the person specification of the role in the further information in support of your Application section providing examples to support your application.
- Submit this form prior to the closing date and time along with the Equality Details Form, as any incomplete applications or those submitted after this point will not be considered.
- If using this form electronically, please select the relevant box when asked to do so and a cross will be automatically put in place.
- This form may be provided in other formats on request.

### Vacancy Details

Position Title	
Ref. Number (where applicable)	

### Your Details

Forename(s)			
Surname(s)		Title (e.g. Mr, Mrs)	
Preferred Name (if applicable)			
Previous Surname (if applicable)			
Employee number (if applicable)			
National Insurance Number			

### Flexible Working

Generally, all jobs can be open to part-time or job share arrangements (where a position may be split into two part-time positions) unless there are compelling and objectively justified reasons to the contrary.

Do you wish to apply for the position on a part-time or job-share basis?  Yes  No

If YES, this will be discussed with you if you are short-listed for interview.



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## Guidance Notes

Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We cannot accept Curriculum Vitae (CVs). We recommend that you retain a copy of your application form so that you can refer to this, should you be invited to interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies needed to do the job. When completing the application you should provide your entire work history, including a description of any gaps in this history. In addition you should outline all the skills, qualifications and awards you have, but these can be selective and you only need to provide those you consider relevant to the job you are applying for.

### *Additional information*

This is the most significant element of the application form, as this is the section where you have the opportunity to explain why you are suitable for the vacancy you are applying for. To give yourself the best opportunity of being short-listed, you should look at the criteria/competencies for the role (outlined in the Person Specification) and give examples from your personal, educational or work career that show how you can demonstrate these. If you do not meet all of the essential criteria, you are very unlikely to be invited to interview.

### *Declaration of interests and relationships*

We ask all potential employees to inform us of any relationships to school governors or employees. We have to do this to ensure that everyone is treated fairly and so that we can ensure there is no reason why offering a position would be unfair. For example it may be inappropriate to offer someone a position within an organisation where they work for a family member, or asking someone to take a position where they manage grants for voluntary services when their family work for a relevant voluntary organisation.

### *Confirming the outcome of an application*

Due to the number of applications, it is not possible to respond to them all. As a result you should assume that you have been unsuccessful if you have not heard from us within 4 weeks of the closing date for the given job. We know this is not ideal but hope you can understand why we do this. If you are successful in being called for interview, we will contact you to confirm the outcome of all additional steps of the application process, as the numbers involved are far less.

### *Pre-employment Checks*

If you are offered a job the offer will be conditional on satisfactory pre-employment checks, these can include: references, qualifications and other evidence e.g. driving licence, as well as a medical questionnaire, and in some instances taking a medical examination. You will also have to undergo a Criminal Records Bureau check.

**Please return completed applications to Paul Hunt at Hays Education by the designated closing date, via email: [shipstonhigh@hays.com](mailto:shipstonhigh@hays.com)**



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## Contact Details

Address		Daytime Tel. No	
		Evening Tel. No	
Post Code		Mobile Tel. No	
Email Address*			
<i>*If provided this will be used for future correspondence.</i>			
If you wish to provide a second address, please do so on a separate sheet and provide an explanation e.g. term-time only, and tick here if you do so			<input type="checkbox"/>

## Employment History

Please provide details of your employment history, starting with your most recent/current employer and working back. Please also account for any gaps in employment.

Dates		Employer Name and Address	Job Title & Main Duties (Please state full or part-time)	Reason for Leaving
From	To			
If required, continue on a separate sheet and tick here to confirm you have done so				<input type="checkbox"/>

## Memberships

Please provide details of any memberships you have with any organisations, which are relevant to the job you are applying for.

<input type="checkbox"/> Department for Education (DfE)*	Registration Nbr:	
<input type="checkbox"/> Other (please specify here)	Registration Nbr:	
* If DfE, do you have Qualified Teacher Status	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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## Details of Education & Qualifications

Please provide (starting with the most recent) your education and other qualifications. Please also account for any gaps in education.

Courses attended/ Qualification/Subjects	Grade/Level	School, College or Training Provider	Year Completed

If required, continue on a separate sheet and put a cross here to confirm you have done so

## Details of Training and Skills

Please provide (starting with most recent) any courses that you have undertaken and which are relevant to the job you are applying for.

Course Title	Result	Year Completed

If required, continue on a separate sheet and put a cross here to confirm you have done so



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## **Further information in support of your Application**

Please refer to the information about applying for the post in the Candidate Information Brief



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## Further information in support of your Application (continued)

If required, continue on a separate sheet and put a cross here to confirm you have done so



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## Reference Details

Please give details of two referees, one of which must be your current or most recent employer. References will not be accepted from relatives or friends and no appointment will be confirmed without first taking up references.

### Referee 1 – Current/Most Recent Employer or Educational Establishment

Forename(s)			
Surname		Title (e.g. Mr, Mrs)	
Job Title			
Organisation			
Address			
Post Code		Tel. No	
Email address			
Can we seek this reference without further consent from you?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Referee 2 – Employment, Education or Character

Forename(s)			
Surname		Title (e.g. Mr, Mrs)	
Job Title			
Organisation			
Address			
Post Code		Tel. No	
Email address			
Can we seek this reference without further consent from you?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Relationships

Are you related to, or have a personal relationship with, a Governor or Employee of the School?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please provide details, including the name, position and relationship.		



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## Disability Requirements

We positively encourage applications from disabled people who have the necessary skills and experience for the post. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require to attend for an interview and/or to help you in this job.

Do you require reasonable adjustments for your interview?  Yes  No

If YES, please specify below

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## Criminal Convictions

If you are shortlisted you will be required to complete a 'Disclosure of Criminal Record' form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. A disclosure will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a 'regulated position' under the Under the Criminal Justice & Courts Services Act 2000. Please refer to Shipston High School's Safer Recruitment Procedure, available with the application pack for this role.

## Declarations

With this application, I hereby consent to the information within this form being processed and retained for recruitment, selection and employment related purposes only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signature		Date	
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Please return your completed application to [shipstonhigh@hays.com](mailto:shipstonhigh@hays.com)