



ENDEAVOUR HIGH SCHOOL

Application for Non -Teaching Appointment

Please do not remove this front cover

Post Title:	Name:
Application for Employment	CONFIDENTIAL

IMPORTANT - Please read carefully

Endeavour High School seeks to ensure that the principles of fairness and equality of opportunity underpin all of its policies, procedures and practices. The school is committed to equal opportunities and welcomes applications from all sections of the community. No job applicant will be treated less favourably because of his/her:-

- disability;
- gender;
- sexuality;
- race, colour, nationality, ethnicity or national origins;
- religion or creed;
- marital status;
- responsibility for dependants;
- HIV or AIDS status;
- age (unless a statutory age requirement exists);
- home address;
- social or economic status;
- criminal record (except where relevant to the post or covered by statute).

This application form asks for personal information and information about your experience and qualifications for the job.

The application form will be used by those involved in short-listing and will be matched against the person specification.

This application form asks for personal information to assist in equal opportunities monitoring. It will not be seen by those involved in the short-listing process.

This application form asks for criminal record information. Any information provided under this section will not be seen by the interviewing panel until after short-listing has taken place.

You must fully complete all sections of the application form. The school does not accept CVs, either on their own or accompanied by a partly completed application form. You may attach continuation sheets to your application form providing the form has been fully completed. You must ensure that your name is entered onto any additional sheets.

The person dealing with this vacancy is: Sandra Harding, Head Teacher's, P.A. / Office Manager
Tel: 01482 313603

Please return all parts of the form by the closing date stated in the advert to:

**Endeavour High School
Beverley Road
HULL
HU3 1UR**

Personal Details

Surname Name:	Title (Mrs, Mr, etc)
First Name:	Other Names:
Address (including postcode):	Daytime Tel: Home Tel: Mobile:
E-mail:	
Do you have a disability which might require an adaptation in the workplace? (see definition of disability on Page 2 or Part 2). If yes, please give details	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
If the post you are applying for is open to job sharing, would you like to job share it?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Do you have a possible job-share partner? If "Yes" please give a name and address:	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
How many days' absence have you had through illness in the last two years? (If you are currently unemployed, state the number of days absent in your last two years of employment).	
	<input type="text"/> days
In how many separate periods were the days' absence taken? <i>Please given reasons for any periods of absence lasting more than ten days:</i>	
	<input type="text"/> periods
Are you related to a councillor or senior officer of the Council or any member of the school's governing body? If "Yes" give name, position and nature of relationship:	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
When could you commence a new appointment?	

References

Please give details of two people who can be contacted for a reference on your character and professional ability. If you are currently employed, one of these must be your present employer. If you are currently unemployed, please give details of your last employer. If you have never been employed, please give details of two people who know you well, but are not related to you.

Name:	Name:
Company and Position:	Company and Position:
Relationship (eg employer, former employer):	Relationship (eg employer, former employer):
Address:	Address:
Tel:	Tel:
Fax:	Fax:
E-mail:	E-mail:

The school will normally take up references before interview for short-listed candidates.

Present (or Most Recent) Employment

Name and Address of Employer

Post title:

Full/Part-time:

Salary:

Date of appointment:

Responsibilities:

If this is your previous employer because you are currently unemployed, please give reason for leaving:

Previous Employment

Record all posts held, in chronological order. Please explain any employment gaps.

Name and address of Employer	Job title, salary and brief job details	Dates Employed	Reason for leaving

Skills, Qualifications, Training

Include details of qualifications obtained and training received that are relevant to the post for which you are applying.

Educational, professional and vocational qualifications and training.

Dates studied

Date obtained

Grade/Level achieved

Please state whether professional qualifications were obtained by examination or otherwise

Educational, professional and vocational qualifications and training.	Dates studied		Date obtained	Grade/Level achieved

PERSONAL STATEMENT

Please include any additional information that supports your application. This could include particular achievements in post; key skills or experience; sporting activities; voluntary or unpaid work; involvement with community groups/societies.

Declaration

I declare that the particulars I have given in all parts of this application are true, complete and correct. I accept that any false statement or material omission in any part of this form will normally lead to my being dismissed if appointed to the post. I also agree to the information contained in this application being processed under the Data Protection Act 1998, for the purposes as specified on page 2 of part 2 of this form and in relation to forming any contract of employment

Signed: Date:

CRIMINAL RECORD INFORMATION

If you have a criminal record, this does not mean that the Council/school will automatically refuse to employ you.

The criminal record information you are required to provide is not used for short listing purposes. If you are short listed for interview your criminal record information will be discussed with you, if the recruiting officers feel it is relevant to the job for which you are applying. The nature and seriousness of any offences, how long ago they occurred and their relevance to the duties of the post for which you are applying will be taken into account, before a decision is made as to whether your criminal record information makes you unsuitable for that particular post.

Under the Rehabilitation of Offenders Act 1974 (ROA), as amended, you only have to declare unspent convictions, unless the post for which you are applying is one which is an exception under the ROA. If the post is an exception, the Council requires you to give full details of everything on your criminal record.

Do you have any criminal record information that the Council requires you to disclose?

Yes No (Please tick the appropriate box)

UNSPENT CONVICTIONS

Nature of Offence	Date of Offence	Sentence/ Order	Date of Sentence/	Location of Court	Your full name at the time of the offence/ Sentence/ Order

Equal Opportunities in Employment – Monitoring

IMPORTANT Please read the notes overleaf before completing this page

This page must be completed in full. It will not be seen by the short listing panel and will not be used to make decisions on who to recruit. The page will be detached from the rest of the document and will be used purely for monitoring purposes. By completing it, you will be assisting us in meeting our commitment to equality of opportunity for all applicants.

Please state your full name:	What is your date of birth?
Which post are you applying for?	What is your post code?
What is your gender Male <input type="checkbox"/> Female <input type="checkbox"/> <i>(Please tick the appropriate box)</i>	How did you first find out about this job?
Do you consider yourself to be disabled <i>(Please tick the appropriate box)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Enter today's date	

What is your ethnic group? Choose one section from a) to e) which best describes your ethnic group, then tick the appropriate box to indicate your cultural background.

a) White British Irish Any other White background <i>(please write in)</i>	Please tick	b) Mixed White and Black Caribbean White and Black African White and Asian Any other Mixed background <i>(please write in)</i>	Please tick	c) Asian or Asian British Indian Pakistani Bangladeshi Any other Asian background <i>(please write in)</i>	Please tick
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d) Black or Black British Caribbean African Any other Black background <i>(please write in)</i>	Please tick
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e) Chinese or Other Ethnic Group Chinese Any other <i>(please write in)</i>	Please tick
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Are you currently in paid work? Yes <input type="checkbox"/> No <input type="checkbox"/>	If "Yes" do you work for Hull City Council Or a school within Hull? <i>(please tick the appropriate box)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
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General Statement

In accordance with the Disability Discrimination Act the Race Relations Act and the Sex Discrimination Act, the relevant Codes of Practice and the School/City Council's Equal Opportunities in Employment Policy, the Council monitors recruitment and selection procedures to ensure that everyone is dealt with fairly and equitably. This monitoring helps us to develop positive action strategies to overcome discrimination.

The information given on the rear of this page will be used to examine trends in job applications and relative success rates in order to identify specific targets for improvement.

The page will be detached from your application and the selection panel will not have access to, or use the information prior to selection. It will be stored securely and confidentially and will be destroyed after six months. A copy of the successful applicant's details will, however, be held by the employing school/LEA for future monitoring purposes.

Please ensure that you complete all parts of this form, in full.

Gender

The City Council is concerned at the relatively low numbers of women in senior positions and needs information to monitor the gender of applicants.

Disability

You will be assessed on your skill and ability to perform the job. We will consider any disability you have to see how it can be overcome in the work situation. We recognise that you know how your disability affects you and we will take full account of this.

Guide to the Definition of Disability

Under the Disability Discrimination Act, 1995, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

Racial or Cultural Origins

The City Council recognises that people who come from a variety of racial and cultural backgrounds share a common experience in Britain of racial discrimination and disadvantage. The categories used are based on the 2001 census classifications.

Many different responses may be given in answer to the questions in this section. It is important that you are happy with the answer you give. For example, many of Hull's black population are born or naturalised British people, therefore the "Black Other" box may be ticked. Equally, a white person born in Africa might tick the "White Other" box. The important thing, in terms of monitoring the Council's Equal Opportunities Policy, is to ensure that people from ethnic minority groups are getting a fair deal.

Employment Status, Age and Home Address

The Council would like to ensure that unemployed applicants, who are residents of the City, are being given every opportunity to secure employment within its workforce. In line with our aims and objectives the Council's policy is that preference for short-listing will be given to residents of the City, when there are more applicants for a post than can reasonably be interviewed.

The Council requires data on the age ranges of applicants to identify any age related discrimination and on postcodes to ensure that people are not being discriminated against because of where they live within the Kingston upon Hull City boundary.

Value for Money in Advertising

In order to ensure that the City Council/school obtains value for money for its advertising, it is important that we know where applicants see posts advertised.

Further Assistance

If you would like any further information on the issues addressed on this page, please write to:
Corporate Personnel Services, Warehouse 6, Princes Dock Street, Hull, HU1 2PQ