



TAMARSIDE COMMUNITY COLLEGE

Trevithick Road, St Budeaux, Plymouth, PL5 2AF
Telephone: 01752 213939 Fax: 01752 213909

Principal: Mr K D Ballance, BA (Hons)

Application for Support Staff Appointment

Name:	
Post applied for:	

(Please complete in black ink)

OUR GOVERNORS' PROMISE TO YOU

FAIRNESS AND EQUALITY OF OPPORTUNITY

We do not operate an anonymous process but we will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless of whether or not you currently work for the Council, another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the job. We believe in equal opportunities, and will not unfairly discriminate against anyone.

Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be disabled person and need such help, please contact the school who will put you in contact with the relevant LEA Officer.

DOCUMENTARY EVIDENCE

Candidates called for interview will be required to bring the following original documents* to the interview for verification purposes:

- i) Birth certificate
- ii) Certificates of academic and professional qualification (where relevant).

WARNING: If you provide false information, this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified. *Photostat copy documents will **not** be accepted.

The successful applicant will also be required to produce the following documents to comply with a CRB check: Passport or Driving licence : photocard type; birth/marriage certificates plus a recent utility bill, credit card statement or bank statement.

RETURNING THIS FORM

This must reach us by the closing date. LATE APPLICATIONS CANNOT BE CONSIDERED. Please send it to the Principal at the address shown above.

1. PRESENT EMPLOYMENT (if applicable)

Name of Employer:	
Address:	
Postcode:	
Job Title:	
Date of Appointment:	
Present Salary:	
Period of Notice Required:	
Brief Outline of Duties:	
Reason for Wish to Leave:	

2. PREVIOUS APPOINTMENTS (most recent first)

Employer/Organisation	Post Held	Dates	Salary/Grades	Reason for Leaving

3. EDUCATION (Checks on qualifications will be made)

COURSES and RELEVANT TRAINING: Include examinations and results where applicable.

Course/training/examination results	Dates	Office use only Checked

4. MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES

Institute or Association	How Obtained eg examination or election	Date	Grade of Membership

5. REFERENCES

TWO referees are required. One should be from your present or last employer if possible. School leavers should give Headteacher. If you have not been in employment in recent years, you are welcome to give a suitable alternative referee of your choice.

NAME:		NAME:	
Occupation:		Occupation:	
Company Name:		Company Name:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Fax No:		Fax No:	

6. LETTER OF APPLICATION

Please write in support of your application, showing how your experience and qualifications are relevant and how you would contribute to the post. If you are a disabled person, and because of your impairment, cannot fulfil certain aspects of the Person Specification, but you feel you can meet the job requirements, in an alternative/adjusted way, you can provide details here. Please continue on a separate sheet if necessary.

7. PERSONAL DETAILS:

DATA PROTECTION ACT: information from this application may be processed by computer for purposes registered by the City Council under the data protection legislation. Individuals have the right of access to computerised personal data concerning them.

1	Surname:				
2	Forenames:				
3	Title:				
4	Address:				
	Postcode:				
5	Home/Evening Telephone No:		Email Address:		
6	Date of Birth:		National Insurance No:		
7	Do you need permission to work in the UK?	Yes		No	
8	Are you able to produce documents if asked for at interview which demonstrate that you are entitled to work in the UK?	Yes		No	
9	If this post is open to job share, do you want to be considered for this option?	Yes		No	

10 RELATIONS: A candidate for any appointment with Plymouth Unitary Authority who knows he/she is related to any member of the Council, a Governor of the school or a senior officer is required to disclose that relationship when submitting an application. In educational establishment the designation '**senior officer**' includes Headteacher, Deputy Head and Heads of Department. For other employees the designation includes anyone paid on Management Grade 1 or above. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice.

If applicable please give details:

11 REHABILITATION OF OFFENDERS: Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974. You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions, no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Authority and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action by the Authority. All information will be treated in confidence and will only be considered in relation to and application for posts to which the exemption order applies.

Have you been convicted of any criminal offence? **NO / YES.** If **YES**, please give details:

12 DECLARATION: I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed.

Signed:

Date:

NB: This form must be returned to the Principal of Tamarside Community College, Trevithick Road, St Budeaux, Plymouth, PL5 2AF

Schools Monitoring Form: Private & Confidential Application No:

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY, AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

Plymouth City Council believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment.

To make equal opportunities meaningful, it is essential that the Council monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Please, therefore complete the following:

1	Job applied for:				
2	School/College:				
3	Grade:				
4	Closing date:				
5	Where did you find out about this vacancy?				
6	What is your sex?	Female:		Male:	
7	What is your age:				

Ethnicity

To which of these groups do you consider you belong? (please tick one box only):

A	White				
	British:		Irish:		
	Any Other White Background (please specify):				
B	Mixed				
	White & Black Caribbean:		White & Black African:		White & Asian:
	Any other mixed background (please specify):				
C	Asian or Asian British				
	Indian:		Pakistani:		Bangladeshi:
	Any other Asian background (please specify):				
D	Black or Black British				
	Caribbean:		African:		
	Any other Black background (please specify):				
E	Chinese or other Ethnic Group				
	Chinese:		Other (please specify):		

Disability

- (a) Do you consider yourself to be a disabled person?
- (b) If you answered Yes to (a), please tick box(es) applicable:
 - (i) Mobility impairment
 - (ii) Hearing impairment
 - (iii) Sight impairment
 - (iv) Learning difficulties
 - (v) Other (please state):

No:		Yes:	