



Queen Mary's Grammar School,
Sutton Road,
Walsall, West Midlands WS1 2PG
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F: 01922 725932
E: postbox@qmg.s.walsall.sch.uk

**CONFIDENTIAL
ASSOCIATE STAFF
APPLICATION FORM**

Please complete this form in black to facilitate photocopying.

| | |
|-------|---------------|
| Post: | Closing Date: |
| | |

1. Personal Details (please use block capitals)

| | |
|--|-----------------|
| Title: Dr/Mr/Mrs/Miss/Ms/ other | |
| Surname: | Forenames: |
| Previous Name(s): | Date of Birth: |
| Address: Post Code: | Home Telephone: |
| | Work Telephone: |
| | Mobile: |
| | Email: |
| National Insurance No: | |

2. Education

| | Name of Establishment | From (mm/yy) | To (mm/yy) | Full/Part Time |
|--------------------------------|-----------------------|-----------------|---------------|----------------|
| Secondary School & Address: | | | | |
| University: | | | | |
| College: | | | | |
| Other establishment: | | | | |

3. Qualifications

| (a) First Degree | Name of Institution | Degree | Pass/Hons | Class/Div | Subject(s) | Date Awarded |
|---|---------------------|---|-----------|-----------|------------|--------------|
| (b) Other Qualifications (diplomas/certificates, further degrees, including membership of professional institutions) | | Give full details: | | | | Date Awarded |
| (c) A Level Qualifications | | Give full details, including subjects, grades and the awarding body: : | | | | Date Awarded |
| (d) GCSE Qualifications | | Give full details, including subjects, grades and the awarding body: | | | | Date Awarded |

4. Current Appointment

| | | |
|--------------------------------|---|-------------|
| Post held: | Date appointed: | |
| Employer's Name and Address: | Earliest date on which you could take up appointment: | |
| Type of School (if applicable) | Key Stages in School | No. on Roll |
| Current Scale/Salary: | Full or Part-time: If Part-time state hours worked/percentage: | |

5. Previous Appointments (in chronological order starting with the first):-
THIS MUST BE A FULL RECORD OF EMPLOYMENT SINCE LEAVING SCHOOL.

Please leave no unexplained gaps - include periods of unemployment, study, voluntary work, bringing up a family, part time work or multiple employment. It is especially important that reasons for leaving are given fully. Please continue on a separate sheet if necessary.

| Employer/Establishment | Full/Part Time | Post and level of responsibility | Period of Service | | Reason for leaving |
|------------------------|----------------|----------------------------------|-------------------|------------|--------------------|
| | | | From mm/yyyy | To mm/yyyy | |
| | | | | | |

6. Superannuation

| | | |
|---|--------|------------------------|
| (a) Are you in receipt of a pension? | YES/NO | LOCAL GOVERNMENT/OTHER |
| (b) Have you at any time elected to contribute in respect of part-time service? | YES/NO | |
| If yes, give date | | |

7. In-Service Training/Professional Development (last 3 yrs, earliest first)

| Organising Body | Course Title | Length of Course | |
|-----------------|--------------|------------------|------|
| | | No days | Date |
| | | | |

8. Data Protection Act

The information collected on this form will be used and stored in compliance with the Data Protection Act 1998. The information is being collected by the Data Manager for the purpose of administering the employment and training of employees of the Governing Body of Queen Mary's Grammar School. The information may be disclosed, as appropriate, within the Education Service, to the Governors, to the Governors' Occupational Health Adviser, to the General Teaching Council, to the Teachers' Pensions Agency, to the Department for Children Schools and Families, to the Department of Work and Pensions, to the West Midlands Metropolitan Authorities Pension Fund, to the Local Government Pension Scheme providers and to any other relevant statutory bodies

You should note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations which handle public funds.

9. Safeguarding

If you are to be recommended for the post you will be subject to a Disclosure and Barring Service check. It will be an enhanced DBS disclosure. You must therefore disclose any convictions, cautions, warnings, reprimands, bindings over or other pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies.

Please record any disclosure information and return with your application in a sealed envelope. Please indicate below if there is no disclosure information applicable

10. Any further comments

Please give details of any breaks in service or circumstances which have affected your career profile and/or aspects of specialist activities which may be relevant:

11. Health Record

(Please state the nature and duration of any illness during the past five years):-

Do you have any physical or mental impairment which may prevent you from carrying out the duties of the post?

An offer of appointment will be subject to medical clearance.

12. Letter of Application/Personal Statement

In support of your application you are invited to attach a letter or personal statement stating your reasons for applying for this post, including any information which you consider relevant to this application, and how your experience has prepared you for this post. This should not exceed two sides of A4 paper and may be typed.

13. Permission for Contact

Delete as applicable:

(a) If you are short-listed for interview, may we contact you at your work number? **Yes / No**

(b) Are there any dates during the next 6 weeks that you are not available for interview? **Yes / No**

If Yes, please give dates:

14. Disclosure of Relationship

A candidate for any post within Queen Mary's Grammar School who knows that he/she is related to any Governor or employee of the School, must disclose the relationship. A candidate who fails to disclose such a relationship is disqualified for appointment and if appointed is liable to dismissal without notice.

Are you related to any Governor or Employee of the School? (delete as applicable) **Yes / No**

If Yes, who?

15. Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, the European Economic Area and the Commonwealth, provided they have a right of abode in the UK. Therefore, before you commence working here you must provide evidence to demonstrate your right to be in or work in the United Kingdom. If you are appointed to a post in the School you will receive further guidance.

Have you a right to work in the United Kingdom? (please delete as applicable) **Yes / No**

Is this subject to a Work Permit? (please delete as applicable) **Yes / No**

16. Disability

Under the Disability Discrimination Act 1995 a disability is defined as 'A physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out day-to-day activities.' In this definition, long term is taken to mean more than 12 months and would cover long term illness such as cancer and HIV or mental health problems.

Do you consider that you have such a disability? (please delete as applicable) **Yes / No**
If Yes, what is your RD number?

Please indicate if you have any special requirements to enable you to attend for interview.

17. Other Information

Do you hold a valid driving licence? (please delete as applicable) **Yes / No**

18. Monitoring

Queen Mary's Grammar School is committed to a policy of ensuring equality of opportunity in employment for all, and to taking action to avoid discrimination. Job applicants are considered only on their ability to do the job for which they are applying. To see whether this policy is effective we need to monitor the gender marital status, age, ethnic origin and disabilities of job applicants and you are therefore requested to provide the monitoring information outlined below.

The information will be used only to monitor the school's practices and will be treated confidentially. It will not be revealed outside the school except as part of an overall equal opportunities statistical report which could not identify individuals. All unsuccessful application forms are destroyed after six months.

Please tick box as appropriate:

| | | | | | | | | | | |
|-----------------|----------|--------------------------|---------|--------------------------|---------|--------------------------|---------|--------------------------|-----|--------------------------|
| Gender: | Female | <input type="checkbox"/> | Male | <input type="checkbox"/> | | | | | | |
| Marital Status: | Married | <input type="checkbox"/> | Single | <input type="checkbox"/> | | | | | | |
| Age: | Below 26 | <input type="checkbox"/> | 26 - 35 | <input type="checkbox"/> | 36 - 45 | <input type="checkbox"/> | 46 - 55 | <input type="checkbox"/> | 56+ | <input type="checkbox"/> |

Ethnic Origin Guidance:

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed below, or a combination of them, or something more specific.

Please identify your ethnic origin either by ticking ONE of the boxes below, or by giving your own description.

| | | | | | | | |
|-------|--------------------------|-------------------------|--------------------------|------------------------|--------------------------|--------------------|--------------------------|
| White | <input type="checkbox"/> | British | <input type="checkbox"/> | Asian or Asian British | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| | <input type="checkbox"/> | Irish | <input type="checkbox"/> | | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| | <input type="checkbox"/> | Other White | <input type="checkbox"/> | | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | Other Asian | <input type="checkbox"/> |
| Mixed | <input type="checkbox"/> | White & Black Caribbean | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | White & Black African | <input type="checkbox"/> | Black or Black British | <input type="checkbox"/> | Black Caribbean | <input type="checkbox"/> |
| | <input type="checkbox"/> | White & Asian | <input type="checkbox"/> | | <input type="checkbox"/> | Black African | <input type="checkbox"/> |
| | <input type="checkbox"/> | Other Mixed Race | <input type="checkbox"/> | | <input type="checkbox"/> | Other Black Race | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> | Chinese | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | Other Ethnic Group | <input type="checkbox"/> |

19. References:-

Please give names, addresses and status of two referees who have given permission for their names to be used and to whom Queen Mary's Grammar School may refer as to your suitability for the post. If possible, at least one reference should be from your current employer. **Please complete all contact details in full.**

| Referee's Name & Position | Organisation name and address | Contact |
|---------------------------|-------------------------------|--------------------------------|
| 1. | Post Code: | Tel: Fax: Email: |
| 2. | Post Code: | Tel: Fax: Email: |

20. Declaration

I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may render my application invalid.

Signature:

Date:

Please print name:

Please return the completed form to

The Headmaster's Personal Assistant, Queen Mary's Grammar School, Sutton Road,
Walsall, WS1 2PG.