



BURY CHURCH OF ENGLAND HIGH SCHOOL

Haslam Brow, Bury, BL9 0TS

Tel: 0161 797 6236 [www.burychurch.bury.sch.uk](http://www.burychurch.bury.sch.uk)

Headteacher: Mr Simon Braithwaite BA (Hons), NPQH

Support staff application for the post of: <b>Exams and Timetabling Officer</b>	Application Reference (for office use)
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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are a Church of England High School where all staff and volunteers are committed to the active promotion of our Christian ethos whatever their beliefs.

Before completing this form, please note the following:

- Only applications made on this Bury CE High School form will be considered; CV's are not acceptable;
- You must provide a complete employment history from when you left full-time education. If your form is not fully completed or has unexplained gaps in your employment history, it will not be considered;
- **You should include a supporting statement/letter with your application, showing in 1,500 words or less how you meet the requirements on the Person Specification;**
- In accordance with the Data Protection Act, the details provided in this application form will be used for selection and interview procedures, and for employment records if your application is successful;
- Current legislation states that you must provide, if successful and prior to appointment, documentary evidence (including National Insurance Number) showing your entitlement to work in the UK;
- The school has an Equal Opportunities policy and undertakes appointments in accordance with the 'Disability Equality Duty for the Public Sector' guidelines. If you require a different media format for your application, please contact the school for assistance. Shortlisted candidates will be asked when invited for interview, if there are any reasonable adjustment required for attending the interview/assessment;
- Any offer of employment will be subject to a satisfactory Health Declaration and check from the Disclosure and Barring Service after the selection process has been completed and a conditional offer of employment has been made.

Mr/Mrs/Miss/Ms/Other (please state):	Surname:	Forename(s)
Address:	Previous name(s):	
Post Code:		
National Insurance number:	Daytime telephone number:	
Email address:	Evening telephone number:	
	Mobile telephone number:	



**Current/Most recent employment**

Job Title (please include details of the main duties and responsibilities you hold/held :		
Annual Salary:	Date appointed to post:	Date left if applicable:
Employers name and address:		Notice required:

**Previous employment (in chronological order beginning with the earliest)**

Post:	Employer:	Dates		Reason for leaving
		From	To	

Were you dismissed from any of your previous posts? Yes  No

If Yes, please provide brief details:

Please explain any gaps in employment or education since leaving compulsory education:

*Please continue on a separate sheet if necessary.*

## Referees

Please give the names of two persons who are able to comment professionally on your suitability for this post. One should normally be your current employer. Friends or relatives may not provide references.

If you are shortlisted for interview, we **will** obtain references before the interview. If your name has changed, you will need to confirm this with your referees.

1) Name:	2) Name:
Position held:	Position held:
Address:	Address:
Post Code:	Post Code:
Telephone:	Telephone:
Email:	Email:

If you wish the Governors to give particular consideration to your application on the grounds of your religious commitment, please give the name and address of a suitable person who may be asked for a reference

Name:
Address:
Post code:
Telephone
Email:

Are you related to, or have a business relationship with any Member/Officer of the school Board of Governors or the Board of Education of the Diocese of Manchester?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state the person's name, title and relationship:		
Where did you first learn of this vacancy?		

## Safeguarding Children

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered on the day of interview. If your application is successful, you will be asked to complete a self-disclosure and the information provided will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Are you disqualified from working with children or subject to any sanctions imposed by a regulatory body.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered yes to the question above, please enclose with your application a separate, confidential letter providing full details, marked for the attention of the School HR Manager.		

## Declaration

I declare that, to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I conceal any material I will be liable to the termination of my contract of service with such notice as may be appropriate. I also confirm that I am eligible to work in the UK.

I understand that any offer of employment is subject to a) references which are satisfactory to the school, b) a satisfactory Disclosure and Barring Service certificate, c) the entries onto this form proving to be complete and accurate, d) a satisfactory Health Declaration, and e) confirmation of eligibility to work in the UK.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are submitting your application electronically, please put an X in this box which will serve as a substitute for a signature. If invited to interview, you will be required to sign a paper copy of your application form.

YOUR SUPPORTING STATEMENT/LETTER TO BE ADDED HERE SHOWING HOW YOU MEET THE REQUIREMENTS OF THE PERSON SPECIFICATION - no more than 1500 words:

**We accept applications by post or email ([recruitment@burychurch.bury.sch.uk](mailto:recruitment@burychurch.bury.sch.uk)) until 9.00am on the closing date. LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Applications should be returned to:

Mr Simon Braithwaite  
Headteacher  
Bury CE High School  
Haslam Brow  
Bury,  
BL9 0TS

Applications sent via email will be acknowledged. If you are posting your application, please enclose a stamped addressed envelope if you want your posted application form acknowledged.

### **Check List**

Before submitting your application to Bury CE High School, please ensure the following:

- All details are correct
- You have stated which post you are applying for on the first page of the application form
- Your employment history does not contain any unexplained gaps
- You have provided accurate contact details for your referees and informed them of the need to provide a reference prior to interview
- You have read the notes on the front of the application form
- You have included a supporting statement, providing relevant evidence of how you meet the Person Specification - maximum 1,500 words
- The declaration is signed and dated (or you have checked the box to indicate an electronic application)
- The closing date has not passed
- You have completed the confidential monitoring form

You are reminded that this is an application form for a post in a Church of England School in which the Board of Governors is the employer. If you are appointed, the contract you will be required to sign includes the following clause:

*"As an employee in a Church of England School you are required to have regard to the Christian character of the School and its Foundation and to undertake not to do anything contrary to the interests of the Foundation."*

If you do not hear from the school within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

**Thank you for your interest in Bury Church of England High School**



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**Monitoring fairness in employment**

Strictly confidential - this monitoring form will be removed prior to shortlisting taking place.

Post applied for and grade:	Form number:
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**Racial origin:**

White: British  Irish  European  Other

Black or Black British: Caribbean  African

Asian or Asian British: Indian  Pakistani  Kashmiri  Bangladeshi

Mixed Race: White and black Caribbean  White and Black African  White and Indian  White and Pakistani

Chinese/Other: Chinese  Other (please specify)

**Gender:**

To which gender identity do you most identify:
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**Disability:**

I am not disabled  I consider myself disabled

**Age:**

16 - 19  20 - 29  30 - 39  40 - 49  50 - 59  60 - 64  65+

**Religion:**

Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  None  Other

**Caring:**

I look after children  I help an adult with daily routines