
Hulme Hall Grammar School



Application for the Post of Business Manager

Hulme Hall Grammar School
Beech Avenue
Stockport
SK3 8HA

Tel: 0161 485 3524
www.hulmehallschool.org

PERSONAL DETAILS

Surname:	Title:
Forenames: (Please underline the name by which you like to be known)	
	Nationality:
Address:	Tel No (Home):
	Tel No (Work):
	Tel No (Mobile):
	Email Address:
Postcode:	National Insurance Number:
Do you hold a valid UK or EU driving licence?	Yes/No
Please indicate if the School would need to make any allowances for disability	

SECONDARY EDUCATION

Dates		School / College	Qualifications and Grades obtained
From	To		

FURTHER / HIGHER EDUCATION

Dates		School / College / University	Qualification and Results Obtained (e.g. for a degree, include class of degree)
From	To		

PROFESSIONAL QUALIFICATIONS

Please list any relevant professional qualifications, including awarding body and date obtained

Date Obtained	Awarding Body	Qualification Obtained

PROFESSIONAL DEVELOPMENT

Please list relevant courses attended in the last three years

Date and Length of Course	Training Provider	Course Title / Qualification Obtained

CURRENT EMPLOYMENT

Name of Current Employer:
Current Post Title:
Date Appointed:
Current Responsibilities:

CURRENT EMPLOYER'S DETAILS

Employer's Address:
Employer's Tel No:
Employer's Email Address:
Current Salary:
Period of Notice Required:

PREVIOUS EMPLOYMENT

Please list chronologically with most recent first

Dates		Employer and Position Held	Main Responsibilities	Full / Part Time
From	To			

HOBBIES AND LEISURE INTERESTS

EXISTING CONTACTS WITH HULME HALL GRAMMAR SCHOOL

Please list any contacts with current employees or Governors at the School and how you know them.

ADDITIONAL INFORMATION

Please give your reasons for making this application, relating your personal experience, qualifications and personal qualities to the requirements of the post. Please continue on a separate sheet if necessary.

REFEREES

Please give the details of two referees, one of whom should be your present or most recent employer. Please state your connection with the person named. Please note that references will be taken up **prior to** interview.

Name:	Name:
Position:	Position:
Address:	Address:
Tel No:	Tel No:
Fax:	Fax:
Email:	Email:
May this referee be contacted without further authority from you? Yes/No	May this referee be contacted without further authority from you? Yes/No

DECLARATION

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and that therefore all convictions and bind-overs, including those regarded as 'spent' must be declared. Appointment to this post is subject to enhanced DBS clearance. I have not been disqualified from working with children, am not named on the DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council) and either:

I have no convictions, cautions or bind-overs,

or:

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

(Please delete as appropriate)

To the best of my knowledge this information is correct. I understand that canvassing or giving false information will disqualify my application.

Signed _____ Date _____

Please send this completed application form to the Chair of Governors at:

Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA

Or email to the Bursar's Secretary at: p.walker@hulmehallschool.org



Hulme Hall Grammar School

Application and Recruitment Process

Explanatory Note

The Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. A Curriculum Vitae will not be accepted in substitution for a completed Application Form in the absence of good reason, but a copy of the CV can be included with the Application Form.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please refer to the job description for the post.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to undergo a DBS check.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.
- If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Invitation to Interview

- o If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.
- o All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- o A current driving license including a photograph, or a passport, or a full birth certificate
- o A utility bill or financial statement showing the candidate's current name and address
- o Where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary. Photographs or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- o Receipt of at least two satisfactory references (if these have not already been received)
- o Verification of identity and qualifications
- o A check of DfES List 99 and the Protection of children Act List, as appropriate
- o A Satisfactory DBS check
- o Verification of professional status
- o Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- o Verification of medical fitness
- o Satisfactory completion of the probationary period.



Headmaster: Mr D Grierson BA, MA (Econ)
Hulme Hall Grammar School, Beech Avenue, Stockport, SK3 8HA
Phone: 0161 485 3524
Email: secretary@hulmehallschool.org
Hulme Hall Educational Trust (Registered Charity No: 525931)


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