

NON-TEACHING APPLICATION FORM

**CONFIDENTIAL** Please complete this form in **BLACK INK**

|  |  |
| --- | --- |
| **POST APPLIED FOR:** |  |
|
| **SCHOOL:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | |
| Last Name: |  | First Name: | |  | | Title: |  |
| Previous Name(s): |  | | | | | | |
| Home Address: |  | | | | | | |
| Post Code: |  | | | | | | |
| Home Tel No: |  | Mobile No: | |  | | | |
| Email: |  | | | NI No: |  | | |
| Are you eligible to work in the UK/EEA? | | | Yes  No | | | | |
| Do you need a work permit to work in the UK? | | | Yes  No | | | | |
| Do you require further leave to remain in the UK? | | | Yes  No | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WORK EXPERIENCE – CURRENT EMPLOYMENT | | | | | | |
| Name of Organisation: |  | | | | | |
| Address: | |  | | | | |
| Post Code: | |  | | | | |
| Current Post: | |  | | Salary: | |  |
| Start Date: | |  | Notice Required: | |  | |
| Reason for leaving: | |  | | | | |
| Please give a brief description of your current duties: | | | | | | |

Continue on a separate sheet if necessary. Please put your full name on any additional sheets.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WORK EXPERIENCE – PREVIOUS EMPLOYMENT | | | | | |
| Name of Organisation | Date Employed  From To | | Post Held | Salary | Reason for Leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Please ensure any gaps in employment are accounted for. If necessary, continue on a separate sheet, adding your full name on any additional sheets.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| References | | | | |
| Please give **ALL** the information below of two people willing to confirm your suitability for the job. One should be your current or most recent employer. References will be taken up for all shortlisted candidates prior to interview. | | | | |
| **REFERENCE 1** | | | | |
| Name: |  | Address (including Postcode): | |  |
| Name of Organisation: |  |
| Tel No: |  | Email Address: |  | |
| **REFERENCE 2** | | | | |
| Name: |  | Address (including Postcode): | |  |
| Name of Organisation: |  |
| Tel No: |  | Email Address: |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SECONDARY EDUCATION | | | | | |
| Name of Secondary School | Date Attended  From To | | Full Time/ Part Time | Qualifications attained or to be taken | Year taken/to be taken |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FURTHER EDUCATION | | | | | |
| Name of College/University | Date Attended  From To | | Full Time/ Part Time | Qualifications attained or to be taken | Year taken/to be taken |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROFESSIONAL DEVELOPMENT – courses and training | | | | | |
| Name of Organisation | Date Attended  From To | | Full Time/ Part Time | Qualifications attained or to be taken | Year taken/to be taken |
|  |  |  |  |  |  |

|  |
| --- |
| statement of suitability |
| Selection for interview will depend upon you meeting the requirements of the person specification/job description. Please state clearly how you meet these requirements. |
|  |
| Continue on a separate sheet if necessary. Please put your full name on any additional sheets. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| protection of children | | | | | | | |
| **Disclosure of criminal background for those with substantial access to children is required.** | | | | | | | |
| Have you ever been cautioned or convicted of a criminal offence? | | | | | | | Yes  No |
| Have you ever been disqualified from working with children or vulnerable adults? | | | | | | | Yes  No |
| **If you have answered ‘YES’ to either of these questions, please provide details below**. | | | | | | | |
| *The post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. If you fail to disclose any criminal convictions or cautions, including those “spent”, it could result in withdrawal of an offer of employment, dismissal or disciplinary action. All staff are required to hold an enhanced Disclosure from the Criminal Records Bureau before the commencement of their employment* | | | | | | | |
| CRIMINAL CONVICTIONS OR CAUTIONS | | | | | | | |
| Date: | | Offence: | | | Sentence: | | |
|  | |  | | |  | | |
| ACCESSIBILITY ARRANGEMENTS | | | | | | | |
| In addition to a face-to-face interview, shortlisted candidates may be asked to undertake an additional assessment as part of the recruitment process in order to test their suitability for the post.  For support staff this may include undertaking a clerical/administrative tasks, computer skills test or manual/technical task depending on the nature of the post applied for.  In order to ensure that all candidates can compete in the interview process on equal terms, please let us know if we need to make any specific, reasonable arrangements in order for you to attend for interview and undertake any assessments. | | | | | | | |
|  | | | | | | | |
| Appointments will be conditional upon employees undertaking a satisfactory placement assessment. | | | | | | | |
| DISCLOSURE OF RELATIONSHIP | | | | | | | |
| Are you related by marriage, blood or as a co-habitee to member of school staff or any member of the Local Governing Body or Board of Trustees? | | | | | | | Yes  No |
| If **YES**, please state the name, relationship and position held: | | |  | | | | |
| *“I hereby give my consent for Glenthorne High School to process and retain on file information (including ethnic & health data) contained on this form and in accompanying documents. This is required for recruitment and selection purposes. All information will be dealt with in accordance with data protection legislation”.* | | | | | | | |
| declaration | | | | | | | |
| **I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information or canvassed my application it may lead to disqualification or, if I have been appointed, I may be dismissed.**  If you are subsequently appointed and you have submitted your application by e-mail, you will be required to sign a paper copy of this application declaration. | | | | | | | |
| **SIGNATURE:** |  | | | **DATE:** | |  | |
|  |  | | |  | |  | |