

Internal use only	
Ref No:	Date Rec:
Refs Requested:	Interview:
Ref 1 received:	Ref 2 received:

Employment Application Form: Non Teaching

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or electronically.

Vacancy Job Title	
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Part 1 INFORMATION FOR SHORTLISTING AND INTERVIEWING

1. INITIALS _____ SURNAME OR FAMILY NAME _____

2. LETTER OF APPLICATION

Please provide a short letter of application:

3. CURRENT / LAST EMPLOYMENT

Name and address of employer	
Job title <i>Please enclose a copy of the job description, if possible</i>	
Date appointed to current post	
Current salary	
Date available to begin new job	

4. FULL CHRONOLOGICAL HISTORY Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. **Please continue of separate sheet if necessary.**

Job Title or Position	Name and address of Employer including description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	
4.1						
4.2						
4.3						
4.4						
4.5						
4.6						

5. SECONDARY EDUCATION & QUALIFICATIONS (e.g. GCSE)

Name of School/College	Date From	Date To	Qualifications & Subject	Grade Obtained

6. FURTHER OR HIGHER EDUCATION

Any recognised qualifications or courses attended which are relevant to the job application

Name of FE College or University or Awarding Body	Date from	Date to	Full or Part-time	Qualifications & Subject	Grade Obtained

7. OTHER INFORMATION

Referring to the Job Description, please comment on how the skills, qualifications and attributes you possess would be relevant to this position:

Referring to the Person Specification, please comment on the essential and desirable skills you possess, and any other attributes you may have that would be relevant to the position:

Please provide a personal statement advising why you think you would be the right person for this position:

Please provide any further personal information that you think we would like to know about you:

PLEASE CONTINUE ANY OF THE ABOVE ON SEPARATE SHEET IF NECESSARY

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

8. PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of Birth	
11. Email address	
12. National Insurance Number	
13. Have you ever been barred or restricted from working with children or been subject to an investigation?	Yes No If YES give details separately under confidential cover
14. Do you have a current full driving licence?	Yes No
15. Are you subject to any legal restrictions in respect of your employment in the UK?	Yes No If YES please provide details separately
16. Do you require a work permit?	Yes No If YES please provide details separately
17. Are you related to or have a close personal relationship with any pupil, employee, or governor?	Yes No If YES give details separately under confidential cover
18. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).
19. Please indicate where you saw the advert for the post.	

9. ETHNIC GROUP

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the racial groups to which they belong. However, you are not obliged to do so.

Please tick the relevant box		✓
WHITE	British	
	English	
	Welsh	
	Scottish	
	Irish	
	Other White background	
MIXED	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Other Mixed background	
ASIAN or ASIAN BRITISH	Indian	
	Pakistani	
	Bangladeshi	
	Other Asian background	
BLACK or BLACK BRITISH	Caribbean	
	African	
	Other Black background	
CHINESE	Chinese	
OTHER ETHNIC GROUP		
NOT STATED		

10. REFEREES

Give here details of two people who can provide an employment reference. **The first referee should normally be your present or most recent employer.** If you are not currently working with children, but have previously done so, then please provide a referee from your most recent employment involving children. Referees will be asked about any current disciplinary record, and, if appropriate, any disciplinary record relating to children, which may include matters which are "time expired", and whether you have been the subject of any child protection concerns. References will not be accepted from relatives or from people writing solely in the capacity of friends. **PLEASE PROVIDE E-MAIL ADDRESSES WHERE POSSIBLE.**

First referee Do you wish to be consulted before we approach this referee YES / NO (please delete as appropriate)

Title and Name	
Address and post code	
Telephone number	
Email address (essential)	
Job Title	
Relationship to applicant	

Second referee Do you wish to be consulted before we approach this referee YES / NO (please delete as appropriate)

Title and Name	
Address and post code	
Telephone number	
Email address (essential)	
Job Title	
Relationship to applicant	

11. COMPULSORY DECLARATION OF ANY UNSPENT CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

Jobs in schools are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974.

You must therefore declare **ANY** unspent convictions, cautions or reprimands, warnings or bind-overs which you have, and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have any unspent convictions, cautions or reprimands, warnings or bind-overs?

Please tick the relevant box

Yes

No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory DBS clearance. A copy of this notice will be sent to your referees.

12. DATA PROTECTION ACT

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to school governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education and Skills, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that the information you have provided on this form may be used to prevent and/or detect fraud.

13. NOTES

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

14. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected, or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form.

Signature of Candidate

Date

Print Name