

Internal use only

Ref. No. \_\_\_\_\_

Date 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. CV's are not accepted.

<b>Vacancy Job Title</b>	
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### Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

1. INITIALS \_\_\_\_\_ SURNAME OR FAMILY NAME \_\_\_\_\_

2. LETTER OF APPLICATION *Please refer to the applicant information pack which may include instructions on how to complete the letter of application*

#### 3. CURRENT / LAST EMPLOYMENT

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

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.

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Month	Year	Month	Year	

4.1						
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4.2						
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**4. FULL CHRONOLOGICAL HISTORY (Cont'd)**

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Month	Year	Month	Year	

4.3						
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4.4						
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4.5						
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4.6						
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4.7						
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Please enclose a continuation sheet if necessary

**5. SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE)**

Name of School/College	From	To	Qualifications Gained

**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	Dates		Full or Part-time	Qualifications Obtained
	From	To		

**7. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

## 8 REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

### First referee

<b>Title and Name</b>	
<b>Address and post code</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	

### Second referee

<b>Title and Name</b>	
<b>Address and post code</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	

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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.

## 9. 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 a child protection 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).

**COMPULSORY DECLARATION OF ANY 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, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had 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** 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 employment will be subject to satisfactory CRB clearance. A copy of this notice will be sent to your referees.

**10. DATA PROTECTION ACT**

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

**11. 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.

**12. 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 the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

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**PART 3**

**EQUALITY AND DIVERSITY MONITORING**

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

**Ethnic Group**

	<i>Workforce Census Code</i>		<i>Please tick</i>
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
		<i>Write in:</i>	
Prefer not to say	REFU		

**Religion**

	<i>Please tick</i>
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

**Disability**

Do you consider that you have a disability? *Please tick*

Yes <i>Please complete the grid below</i>	
No	
Prefer not to say	
<i>My disability is: Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

**Sexual Orientation**

*Please tick*

Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

**Gender**

*Please tick*

Female	
Male	
Transgender	
Prefer not to say	

**Personal relationship**

*Please tick*

Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	