

Job Ref:
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Applic Ref:
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**Confidential**

## Application for Non-Teaching Appointment

The school values diversity and is striving to be an Equal Opportunity Employer

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

**Please complete in black ink or type**

1. Post applied for:	2. School/Establishment:  Grade/Scale:
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**Personal: Please complete all sections to enable your application to be considered**

3. Surname: Dr/Mr/Mrs/Miss/Ms  Previous names: (if relevant)	4. Forename(s):
5. Address:  Postcode:	7. Date of Birth:
6. NI Number:	8. E-mail: Fax:
	9. Daytime telephone:  Evening telephone:

**Employment** Please give details of your present/most recent post

Post held:	Scale/Allowance:
	Incremental point:
Place of work:	Annual salary:
	Date first went through threshold, if applicable

Main duties/responsibilities:
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Date appointed to post:	Date left (if applicable):
Name and address of present or most recent school:	LA Name and address:
Date employed from:	Telephone:
Date employed to:	E-mail:
	Fax:

**Employment background** Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education

From month/year	To month/year	Place of work/employer (if applicable)	Scale/grade	Title/responsibility	Reason for leaving

Have you ever been dismissed by any of the above employers?

If yes, further details may be requested from you	Yes	No
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**Education background** Secondary education

Name of institution	From month/year	To month/year	Qualifications obtained (Please indicate level, subject(s), grades and dates of award)

**Further, higher and professional education (Proof of qualifications will be required)**

Name of institution	From month/year	To month/year	Qualifications obtained (Please indicate level, subject(s), grades and dates of award)

## Professional development/training

(State involvement in the last five years appropriate to your application)

Dates of course	Length of course	Details of course	Course provider

### Explanation of any gaps

Please explain here any gaps in employment, education or training since leaving full time education.

### Letter of application

Please include any information you feel would help evaluate your suitability for the post.

### Rehabilitation of Offenders Act 1974

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, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

### Data Protection

In accordance with the Act, you should be aware that personal details submitted with this application form, will be used only for selection and interview procedures, and for employment records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties.

## References

Please give the name and address of two persons from whom references may be obtained, **one of these should be your current Head Teacher**. Applicants for voluntary aided schools may wish to include a referee from their relevant Church background. If not currently working with children, then one reference should be from a previous employer in a child related role, if applicable. **References from friends or relatives will not be accepted. References will be sought prior to interview.**

(1) Name:	(2) Name:
Position held:	Position held:
Address: (including Post Code)	Address: (including Post Code)
Telephone No:	Telephone No:
E-mail:	E-mail:
Fax:	Fax:

Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment.

## Declaration

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

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

**Signature:**

**Date:**

We regret that we are unable to acknowledge receipt of this form because of the high cost involved. If you receive no further communication within 6 weeks of the closing date, please assume that your application has been unsuccessful. Thank you for your interest in the post.

Please tell us how you heard about the job you are applying for so we can find out how successful our advertising is

- Web site (which one).....  Greater Jobs  TES Recruitment
- Other (please give details).....

**Your application, when completed, should be returned to the address stated in the advertisement.**

## For office use only

Date received: