



## **APPLICATION FORM FOR A NON-TEACHING POSITION**

A cover letter of application should accompany this form and should give reasons why you are applying for this post. It should outline aspects of your experience and give details of any particular achievements or distinctions which you consider relevant to this post.

Please complete using black ink or type.

|   |  |
|---|--|
| <b>Application for the post of:</b>     |  |
| <b>Title and Last Name/Family Name:</b> |  |
| <b>Previous Last Name:</b>              |  |
| <b>First Names:</b>                     |  |

This form should be accompanied by a brief covering letter, which outlines the candidate's background and reasons for applying. The letter can also include any details which the candidate feels are relevant but not sufficiently covered in the application form

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### **SOME GUIDELINES TO HELP YOU...**

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. **Please carefully read the job description and person specification before completing this form**

Please ensure that you complete **ALL** sections.

Your application will be treated in the strictest confidence.

## General Information About You

Home Address

Address for communications (if different)

Telephone No.  
Home:

Alternative Telephone  
No:

May we contact you here? Yes ☐ No ☐

May we contact you here? Yes ☐ No ☐

E mail Address:

National Insurance Number

(You can obtain this information from the Department of Social Security)

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If you are successful, when could you start this job?

## Employment

**Present or most recent employment details.**

Name and Address of Employer:

Job Title:

Salary:

Date started:

Date of leaving  
(if applicable)  
and reason for  
leaving

Main duties and responsibilities: Please use a separate page if necessary

**Qualifications Achieved from Secondary, Higher and/or Further Education**

| School/College/University attended | Qualifications<br>(include GCSE/O levels, A levels or equivalent, NVQ's, work based courses and any further education) | Grade & Year taken<br>(if any) |
|------------------------------------|--|--------------------------------|
|                                    |  |                                |

**Previous Employment:**

You must explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment.**

| Name and full address of Employer | Dates | Job Held | Reason for leaving |
|-----------------------------------|-------|----------|--------------------|
|                                   |       |          |                    |

### Membership of Professional Organisations and Institutions

| Name | Date achieved | Membership status | By examination (Yes/No) |
|------|---------------|-------------------|-------------------------|
|      |               |                   |                         |

### Other Skills and Interests – including languages (spoken/written), computers, etc.

(Please include details of any public duties, community or voluntary work experience)

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### Your Health

**Removed to comply with the 2010 Equality Act. Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment.**

## Right to work

If appointed, you will be required to produce documentary evidence of your right to live and work in the UK before you take up the post.

Do you need a work permit to be employed in the UK?      Yes   ☐      No   ☐

## Referees

Give details of two people to whom you are **not related** and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

### Reference 1

Name:

Relationship to  
you

Address:

Email Address:

Tel. No:

### Reference 2

Name:

Relationship to  
you:

Address:

Email address:

Tel. No:

Please be aware that we will contact your current employer for a reference if you are called for interview. If you would rather we did not do this, please contact Miss Allison, Bursar

## 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 Exemptions Order 1975 (2013) 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 Disclosure and Barring Service website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those 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.

Details of any relevant cautions or convictions:

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### Reason for Application

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

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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 I have not been disqualified from working with children, cautioned or sanctioned in the regard.

Signed:

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Date:

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If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made.