**Recruitment Application Form**

**Non Teaching Post**

**Post Title:**

**Post Ref:**

**Closing Date:**

In the following sections you will be asked to provide data about yourself for the purpose of applying for this vacancy.

This data will be used by this school to evaluate your suitability for this role as part of the recruitment process. On submission of the completed form, we will keep your application for up to 6 months after the recruitment ends, under employment law, after which it will be destroyed. You may ask for your application data to be destroyed at any time. You have on written request, the right of access to personal data held about you.

In order to comply with the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended 2013 & 2020), and to assess your suitability, you will be asked for information about your criminal history. This data will not be used as part of the shortlisting process, unless required by law, and will only be used to assess your suitability for the role during the appropriate stage of the recruitment process.

In order to comply with our organisation equality policy, to monitor or identify any barriers or improvements, you will be asked to complete a monitoring form. This is entirely optional and where supplied, the information will be kept confidentially and has no part in the shortlisting process.

**Please complete this form in black ink or type. Additional information should be limited to one sheet of A4.**



## Personal Details

|  |  |  |
| --- | --- | --- |
| Surname  Title for correspondence  (eg Mr/Mrs/Ms/Dr) | Forenames | National Insurance Number |
| Address:  Landline Telephone:  Mobile Number:  Email Address:  Preferred method of contact:  Can you provide one of the following, a British passport, a UK residence permit or a legal document that proves you are able to work in the UK? This will be required later in the recruitment process.  Yes | | |

## Current or last employment (if applicable)

|  |  |
| --- | --- |
| Employer’s name, address and nature of business  Telephone Number: | |
| Position Held | Salary, grade and benefits |
| Date started employment | Notice period required |
| Main duties and responsibilities | |

Employment History

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Name and nature of business | Position held | Dates employed  From To | Reason for leaving |

## Education History

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School Attended | Dates Attended | Qualifications Gained | Grade |
| College / University Attended | Dates Attended | Qualifications Gained | Grade |
| Training Courses Attended | | | Dates Attended |

Membership of Professional Bodies (if applicable)

|  |
| --- |
| Name of body, level and date of membership obtained (state whether by examination) |

References

|  |  |
| --- | --- |
| **External candidates only** – Please give details of two persons who will provide a reference for you. Neither should be a relative and one should be your present, or if you are unemployed, last employer. Can you indicate whether we may contact your referees before interview?  **Existing employees –** Should insert details of their current line manger, it should be noted that they will be asked to supply a work report prior to interview**.**  **Referee 1 YES/NO Referee 2 YES/NO** | |
| Name:  Position:  Address:  Telephone No: | Name:  Position:  Address:  Telephone No: |

Protection of Children

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| --- |
| Disclosure background OF THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN IS REQUIRED. **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?**  **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?**  **If yes, please provide details below**  Answering yes does not necessarily ban you from appointment. If yes you are required to give details as this post, for which you are applying is exempt from the provision of the Rehabilitation Of Offenders Act 1974 (exceptions Order) 1975 (as amended 2013)  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. **Nothing supersedes safeguarding**  A subsequent offer of appointment will be dependent upon the receipt of a satisfactory enhanced disclosure and barring service check.  **If yes, please provide details here:**  If No please tick box and sign signed …………………………………………. |

Relationships

|  |
| --- |
| Are you related to any member of staff or a governor? |

Declaration

|  |
| --- |
| CANVASSING - Any candidate, who canvasses a governor or employee of the School, either directly or indirectly, will be disqualified from appointment. The sending of copies of, or extracts from, the application or testimonials will be regarded as canvassing.  **I declare that the information given in this application is true. I accept that giving false information will disqualify me from being appointed or, if appointed, may result in my dismissal.**  **Signature: Date:** |

**Please give your reasons for applying together with details of any previous relevant experience or special skills and how they meet the requirements of the job.**

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|  | EQUALITY & DIVERSITY MONITORING FORM |  |

Medway Council are committed to treating job applicants, our employees and customers in a fair and equal manner. We work to ensure that unlawful discrimination does not occur on the grounds of gender/sex, colour, race, nationality, marital status, pregnancy and maternity, religion/belief, sexual orientation, disability or age.

This form is designed to assist us to monitor the effectiveness of our equality and diversity policies and to enable us to ensure that our recruitment processes are working for all sections of the community. The information that you provide will enable us to check that we are attracting suitable candidates with a range of characteristics and that they are appropriately successful in the short-listing and interview stages. We know that this information is personal and we ensure that the information is recorded in strictest confidence and used only for monitoring purposes. Recruiting managers will not see it.

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| --- | --- | --- |
| **AGE** | 16 - 19 ⬜ |  |
| Please choose one option | 20 - 29 ⬜ |  |
| only. | 30 - 39 ⬜ |  |
|  | 40 - 49 ⬜ |  |
|  | 50 - 59 ⬜ |  |
|  | 60 - 69 ⬜ |  |
|  | 70 + ⬜ |  |
| I prefer not to answer this question ⬜ | |  |

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| --- | --- | --- |
| CARING RESPONSIBILITIES Do you have caring responsibilities (for children, parents or others)?  Please choose one option only. | | |
| Yes ⬜ | No ⬜ | I prefer not to answer this question ⬜ |

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| --- | --- | --- | --- | --- | --- | --- |
| **DISABILITY STATUS** | | | | | | |
| Do you consider yourself to be a disabled person i.e. may experience discrimination on grounds of impairment or long-term health condition?  Please choose one option only. | | | | | | |
| Yes ⬜ | No ⬜ | | | I prefer not to answer this question ⬜ | | |
| If yes, please choose all the relevant options. | | | | | | |
|  | | | | | | |
| Physical impairment |  | Sensory impairment | | | |  |
| Mental health condition |  | Learning disability / difficulty | | | |  |
| Memory impairment |  | Visibly different | | | |  |
| Long-standing illness or health condition  | | |  | | | |
| Any other impairment ⬜ - please specify below | | | | |  | |
|  | | | | |  | |
| I prefer not to answer this question ⬜ | | | | |  | |

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| **LEGAL GENDER**  Please tick one box only | Male ⬜ | Female ⬜ |
| I prefer not to answer this question ⬜ | |  |

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| MARITAL / CIVIL PARTNERSHIP STATUS Please choose one option only (the one that best describes your status). | | |
| Married or in a  civil partnership ⬜ | Divorced or dissolved  civil partnership ⬜ | Separated, but still  legally married or in  a civil partnership ⬜ |
| Widow or widower ⬜ | Surviving partner from  a civil partnership ⬜ | Living with someone ⬜ |
| Single ⬜ |  |  |
| I prefer not to answer this question ⬜ | |  |

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| --- | --- |
| **POST CODE**  Please write your Post Code | ………………………………………………………………….. |

|  |  |  |  |
| --- | --- | --- | --- |
| **RACE AND ETHNICITY**  Please choose one option only (the one that best describes your racial/ethnic origin). | | | |
| White | British | ⬜ |  |
|  | Irish | ⬜ |  |
|  | Any other White background | ⬜ | - please specify below |
|  |  | | |
| Multi-Ethnic | White & Black Caribbean | ⬜ | White & Black African ⬜ |
|  | White & Asian | ⬜ |  |
|  | Any other Multi-Ethnic background | ⬜ | - please specify below |
|  |  | | |
| Asian or Asian British | Indian | ⬜ | Pakistani ⬜ |
|  | Bangladeshi | ⬜ | Chinese ⬜ |
|  | Any other Asian background | ⬜ | - please specify below |
|  |  | | |
| Black or Black British | Caribbean | ⬜ | African ⬜ |
|  | Any other Black background | ⬜ | - please specify below |
|  |  | | |
| Other | Arab | ⬜ |  |
|  | Gypsy/Romany/Traveller of Irish Heritage | ⬜ |  |
|  | Any other Ethnic background | ⬜ | - please specify below |
|  |  | | |
| I prefer not to answer this question ⬜ | | |  |

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| --- | --- | --- |
| **RELIGION AND BELIEF**  **Do you belong to a particular religion or hold a particular belief? Please choose one option only.** | | |
| Yes ⬜ | No ⬜ | I prefer not to answer this question ⬜ |
| If Yes, which option best describes your religion or belief? Please choose one option only. | | |
| Agnostic ⬜ | Hindu ⬜ | Pagan ⬜ |
| Atheism ⬜ | Humanist ⬜ | Sikh ⬜ |
| Buddhist ⬜ | Jewish ⬜ |  |
| Christianity (all ⬜ | Muslim ⬜ |  |
| denominations) |  |  |
| Other religion/belief ⬜ - please specify below | |  |
|  | | |
| I prefer not to answer this question ⬜ | |  |

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| --- | --- | --- |
| SEXUAL ORIENTATION Please choose one option only (the one that best describes your sexuality). | | |
| Bisexual ⬜ | Gay woman/Lesbian ⬜ |  |
| Gay man ⬜ | Heterosexual/Straight ⬜ |  |
| Other ⬜ | please specify below |  |
|  | |  |
| I prefer not to answer this question ⬜ | |  |

**Protecting your personal information**

Medway Council will keep the information provided above as confidential. Access to, retention and disposal of this information will be strictly in accordance with data protection requirements. It will be used solely to ensure that Medway Council meets its obligations under equality legislation. Individuals will not be identifiable in any reporting.