

## Non-Teaching Application

### Acknowledgement

If you have not heard from us within three weeks of the closing date you should assume that you are unsuccessful.

### Guidance on making the most of your application

You should have already viewed the job description (which lists the main duties and tasks of the job) and a person specification (which lists the skills and experience you need to do the job).

The information you provide on this application form in the 'personal statement' section must show how you meet the requirements listed in the person specification. This will determine whether you are invited for interview.

If you wish to apply for a full time post as a part time employee, please clearly state this on your application form under 'other relevant Information'. Such requests will be considered sympathetically but if we are unable to accommodate your stated requirements, you will not be short listed for this position.

### Filling in the application form

Address each point in the person specification and ensure your responses directly relate to it.

Avoid repeating your career history and use different examples of relevant skills and experience to demonstrate how you meet the different parts of the person specification. This includes skills learned outside the work environment. Enter information in a clear, concise and positive way about what you have done, using words such as 'I planned . . .' or 'I co-ordinated'.

### Applicants with disabilities

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Disability Discrimination Act) you will be invited for interview if you meet the essential criteria in the person specification.

If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

### Disclosure & Barring Service Check (DBS)

A DBS Clearance is required for all School positions.

Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits.

It is illegal for anyone barred from working with children by the DBS, to work or apply to work with children.

### Return of this form

Please return this form to the above address.

***The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to undertake a DBS check.***

# Application form

Please complete this form in black ink

Please tick if you wish to apply as a job share

## Job details

Job title:

Job Ref. Number:

Closing date:

School:

## Personal details

Title:

Forename(s):

Surname:

Home address:

Post Code:

Home telephone:

Daytime telephone  
(If it may be used):

Mobile telephone:

E-mail address:

National Insurance No:

Do you hold a current driving licence?

Yes

No

Type of licence:

Do you have use of a car for business purposes?

Yes

No

If you are not an EU Citizen please tick if you require Sponsorship to work in the UK

**People with disabilities please note:** People with disabilities are guaranteed an interview if they meet all of the essential requirements of the person specification. If you consider yourself to have a disability to be taken into account during the recruitment and selection process, please explain what assistance you would like to receive:

## Education and training

List all your formal educational qualifications and any relevant informal and job related training.

Secondary schools, colleges and universities:	From:	To:	Course(s) of study pursued, academic/ vocational qualifications obtained (please state subjects and grades):

Please continue on a separate sheet if necessary.

## Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the "Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)"?

Yes

No

If Yes, please provide details in a separate sealed envelope.

Disclosure of convictions will not necessarily be a bar to employment but failure to disclose this information could result in dismissal if subsequently discovered.

## Employment (and other relevant) history

### Current or most recent employment:

Name and address of employer

From

To

Job title

Notice required and reason for leaving

Salary Scale

Hours

Please give a brief account of the key aspects, main duties and responsibilities of your role within the organisation:

**Please provide details of all previous employment starting with the most recent. Please explain any breaks in employment** (subject to the provisions relating to disclosures under the Rehabilitation of Offenders Act 1974 and 1986).

Name of employer:

Manager's job title:

Department:

Address:

  
 Post Code:                       email:

From:

To:

Job title/grade or salary and brief outline of duties and responsibilities:

Reason for leaving:

Name of employer:

Manager's job title:

Department:

Address:

  
 Post Code:                       email:

From:

To:

Job title/grade or salary and brief outline of duties and responsibilities:

Reason for leaving:

Please continue on a separate sheet if necessary.

## **Personal statement**

Please describe how you believe that you meet the requirements of this position as set out in the specification. All applicants are advised to read the person specification before completing this section.

**Applicants should note that the information given in this section will be taken into account when compiling a short list for interviews.**

Please continue on a separate sheet if necessary.

## **Other relevant information**

Please provide any other information you feel is relevant to your application, i.e. career achievements, sports achievements, voluntary work, hobbies and interests, or any special needs and/or support required as a result of having a disability.

## References

Please provide the names of two referees (of which one must be your present or last employer). If you are unable to provide work references, a head teacher, a college or university lecturer, or other professional person is acceptable.

### 1<sup>st</sup> referee

Name:

Job title:

Name of organisation and full address:

Email:

Capacity known to you:

### 2<sup>nd</sup> referee

Name:

Job title:

Name of organisation and full address:

Email:

Capacity known to you:

The School requires a reference from your present or last employer before an appointment can be made. References from former employers and educational institutions attended over the last five years may also be requested at the school's discretion.

## Interview

Please give dates on which you will not be available for interview.

You should note that although we will try to arrange the interview date around your availability, this may not be possible, particularly if the date of the interview was contained in the advertisement.

## Declaration

I understand that false or misleading information on this form will disqualify me from appointment and if appointed, may result in disciplinary action, which could lead to my dismissal.

I acknowledge and agree that the school will use my personal data for the purposes of processing and assessing my application for employment. The information I have provided will be used in accordance with the Data Protection Act 1998.

Signature:

Date: