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| **POST TITLE:** | | **CLOSING DATE:** | | | | | | |
| **NON-TEACHING APPLICATION FORM** | | | | | | | | |
| *Please complete this form and return by e-mail to* [*vacancies@slougheton.com*](mailto:vacancies@slougheton.com) *or by post to: Beverly Glanville,HR Advisor, Slough and Eton Business and Enterprise College, Ragstone Road, Chalvey, Slough, SL1 2PU. Please use blue or black ink.* | | | | | | | | |
| Surname | | Other Names | | | | | | |
| Previous Surnames | | Preferred Title (eg Mr, Miss, Mrs, Ms) | | | | | | |
| Home Address  Postcode | | Home Telephone | | | | | | |
| Mobile Telephone | | | | | | |
| Email Address | | Work Telephone (if it is convenient for contacting you) | | | | | | |
| N.I.  Number | |  |  | |  |  |
| Do you need a certificate of sponsorship? | | | | | | Yes | | No |
| Do you hold a full current driving licence? | | | | | | Yes | | No |
| Do you have the daily use of a car? | | | | | | Yes | | No |
| Have you previously sought employment with Slough and Eton School?  If YES, please give details | | | | | | Yes | | No |
| **PRESENT EMPLOYMENT**  *(if currently unemployed please give details of last employer and date of leaving****)*** | | | | | | | | |
| Name, address and telephone number | | | | | | | | |
| Date of commencement | | | Job Title | | | | | |
| Please give a brief description of your duties | | | | | | | | |
| Present basic salary | Notice required | | | | | | | |
| Additional payments or benefits | | | | | | | | |
| If last employer please state reason for leaving and leave date | | | | | | | | |

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| **EMPLOYMENT HISTORY**  *Please list your work experience since leaving full time education. Start with the most recent employer*  *Please use separate sheet if necessary*. | | | | | | | |
| **Dates**  **DD/MM/YY** | | **Employer’s Name & Address** | | | **Job Title**  **Brief summary of duties and reason for leaving** | | |
| **From** | **To** |  | | |  | | |
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| **Voluntary/Unpaid Activities** | | | | | | | |
| From | To | Position | | Brief details of duties | | | |
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| **Periods when not employed**  *Please provide details of periods of unemployment and reasons for these* | | | | | | | |
| From | To | Reason | | | | | |
|  |  |  | | | | | |
| **SECONDARY EDUCATION**  *(you may be asked to produce certificates****)*** | | | | | | | |
| From | To | Name & Address of School | Examinations Passed | | | | |
| Awarding body | | | Qualification | Grade |
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| **FURTHER EDUCATION**  *(you will be asked to produce certificates****)*** | | | | | | | |
| Dates  From To | | Name & Address of College or University | Examinations Passed | | | | |
| Awarding Body | | Qualification | | Grade |
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| **Other Qualifications held including vocational qualifications** | | | **Dates Awarded** | | | | |
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| Are you a member of a professional body? Yes  No  If yes, please specify | | | | | | | |
| What are your general interests? | | | | | | | |
| **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)** | | | | | | | |
| 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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. | | | | | | | |
| *Do you have any convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not ‘protected’ as defined by the Ministry of Justice?*  ****Yes ****No  If yes, please provide details in a separate, sealed envelope  Disclosure of non-protected convictions will not necessarily be a bar to employment but failure to disclose this information could result in dismissal if subsequently discovered. | | | | | | | |
| 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:  Would you require any type of adjustments to working arrangements or the work environment to assist you in overcoming any disadvantage or disability?  Yes  No  If yes, please give details | | | | | | | |
| **REFERENCES** | | | | | | | |
| Please give the names and addresses of two referees, one of which **MUST** be your present or last employer or Head Teacher/tutor if a school or college leaver. If your work does not currently involve working with children however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children. | | | | | | | |
| **Current Employer Referee:** | | | **Second referee:** | | | | |
| Telephone Number | | | | Telephone number | | | |
| Email address | | | | Email address | | | |
| Relationship to you | | | Relationship to you | | | | |
| **Please be advised that references will be requested as a result of shortlisting.** | | | **Please be advised that references will be requested as a result of shortlisting.** | | | | |
| 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.  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 General Data Protection Regulations (GDPR). | | | | | | | |
| **Signed:** | | | | | | **Date:** | |

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| **PERSONAL STATEMENT** |

Please give your reasons for applying for this position. Outline the skills, experience and personal qualities that are relevant to your suitability for the advertised post, and how you meet the person specification

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| **RECRUITMENT MONITORING FORM** |

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| **STRICTLY CONFIDENTIAL** |  |

**This sheet will be separated from your application form upon receipt and does not form part of the selection process.**

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| **Application for the post of:** **\*** | \*This field must be completed. |

Slough and Eton School aims to be an equal opportunities employer, and selects staff on merit, irrespective of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief. In order to monitor the effectiveness of our equality policy, the Council requests that all applicants complete this form. In accordance with GDPR and Data Protection Act 2018, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only and may inform improvements to our equality policy.

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| **What is your Ethnic Group**  Choose ONE section from A to F, then tick the appropriate box. | |
| **A. White**  British  Irish  Any other White background, please write in:    **B. Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in:    **C. Asian or Asian British**  Indian  Pakistani  Bangladeshi  Sikh  Any other Asian background, please write in: | **D. Black or Black British**  Caribbean  African  Any other Black background, please write in:  **E. Chinese or other ethnic group**  Chinese  Other, please write in    **F. I do not wish to provide this**  **information.** |

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| **Gender** Male  Female |

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| **Disability –** Do you have a disability? Please tick one box. | | | |
| 00 - None. |  | 06 - You have mental health difficulties. |  |
| 01 - You have a specific learning difficulty (for example dyslexia). |  | 07 - You have a disability that cannot be seen, for example diabetes, epilepsy or a heart condition. |  |
| 02 - You are blind or partially sighted. |  | 08 - You have two or more of the above. |  |
| 03 - You are deaf or hard of hearing. |  | 09 - You have a disability, special need or medical condition that is not listed above. |  |
| 04 - You use a wheelchair or have mobility difficulties. |  | 10 - I do not wish to provide this information. |  |
| 05 - You have Autistic Spectrum Disorder or Asperger Syndrome. |  |  | |

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| **Present Status**  Internal Applicant  External Applicant |

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| **Date of Birth**        (dd/mm/yyyy) Age |

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| **Media**  Please state where you saw this post advertised: | | |
| Slough vacancy bulletin |  |  |
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| Slough & Eton website |  |  |
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| Greensheets |  |  |
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| Other website, please state: |  |  |
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| National newspaper, please state: |  |  |
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| Local newspaper, please state: |  |  |
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| Professional/trade journal, please state: |  |  |
|  |  |  |
| Other, please state: |  |  |