**AMERSHAM SCHOOL**

**A Business and Enterprise College**

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| **EMPLOYMENT APPLICATION FORM – NON-TEACHING** |

**Instructions**

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equal opportunities information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

You may submit your completed application online, together with a covering letter, to employment@amershamschool.org

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| **Vacancy information** |
| Application for the post of: Job ID/reference number:**What date are you available to begin a new post?:** **Recruitment monitoring**Where did you first hear about this job?:  |
| **Personal details** |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |

# rsonal details

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| **Contact details** |
| **Address** |  |
| **Post code** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

# Employment history

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| **Current employment details (non-teaching roles)** |
| **Job title** | **Employer name and address** | **Employer contact details** | **Permanent or temporary** | **Part-time or full-time** | **Salary details** | **Dates employed** |
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| **Previous employment** |
| Please provide details of previous employment. List the most recent employment first. |
| **Job title** | **Name and address of employer** | **Description of responsibilities** | **Dates employed**  | **Reason for leaving** |
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| Have you ever been asked to leave any employment? YES / NO (Please circle) |
| If YES, please give details. |

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| **Gaps in employment** |
| Please use the space below to explain any gaps in your employment. |
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# Education and training

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| **Education and qualifications** |
| Please provide details of your education from secondary school onwards.You will be required to produce evidence of qualifications. |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades)** |
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| **Training and professional development** |
| Please give details of training or professional development courses undertaken in the last 3 yearsthat are relevant to your application.  |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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| **Additional information** |
| Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. |
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**Letter of Application**

Alongside this form, you are required to submit a letter of application.

In the letter please explain how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

**References**

Please give names of **2 people** who are able to comment on your suitability for this post. One must be your present or last employer. If you have not previously been employed, please provide details of another suitable referee.

Amersham School reserves the right to seek any additional references it deems appropriate.

Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.

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| **Name** | **Relationship to you** | **Address and post code** | **Contact number** | **Email address** | **Is this your current employer?** |
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If either of your referees knows you by a different name, please state:

If you don’t wish us to contact your referees without your prior agreement, please tick this box: ☐

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| **Data protection**  |
| Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:* You consent to your data being processed
* Processing is necessary to evaluate your application for the position for which you have applied
* Processing is necessary for complying with legal obligations
* Processing is necessary for our legitimate interests

For further information, please see our privacy notice for job applicants.[*https://www.amershamschool.org.uk/docs/Privacy\_Notice\_Workforce\_October\_2018.pdf*](https://www.amershamschool.org.uk/docs/Privacy_Notice_Workforce_October_2018.pdf) |

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| **Right to work in the UK** |
| Amersham School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested. |

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| **Disability and accessibility** |
| Amersham School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

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| **Relationship to the school** |
| Please list any personal relationships that exist between you and any of the following members of the school community:* Governors/trustees
* Local governors
* Staff
* Students

Relationships with a governor, trustee, local governor or employee does not necessarily prevent them from providing a reference. |
| **Name** | **Relationship** | **Role at the school** |
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# Equalities monitoring

We are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.

**This information will not be used during the selection process. It will be used for monitoring purposes only**.

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| **Equalities monitoring information** |
| **What is your date of birth?** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
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| **What is your sex?** | ☐ Male ☐ Female  |
| **How would you describe your ethnic origin?** |
| **White**☐ British☐ Irish☐ Gypsy or Irish Traveller☐ Any other White background**Asian or British Asian**☐ Bangladeshi☐ Indian☐ Pakistani☐ Chinese | **Black or Black British**☐ African☐ Caribbean☐ Any other Black background**Mixed**☐ White and Asian☐ White and Black African☐ White and Black Caribbean☐ Any other mixed background | **Other Ethnic groups**☐ Arab☐ Any other ethnic group☐ Prefer not to say |
| **What is your religion or belief?** |
| ☐ No religion☐ Buddhist☐ Pagan☐ Jain | ☐ Christian☐ Jewish☐ Muslim☐ Sikh | ☐ Hindu☐ Agnostic☐ Atheist☐ Other☐ Prefer not to say |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** |
| ☐ Yes☐ No☐ Prefer not to say |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** |
| ☐ Physical impairment☐ Sensory impairment☐ Learning disability/difficulty☐ Long-standing illness☐ Mental health condition☐ Developmental condition☐ Other |