APPLICATION FORM FOR NON TEACHING POST

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

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| --- | --- |
| Post applied for:  | Job reference:       |
| Name of Academy:       | Closing date:       |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| First name/s:  | Last name:  |
| Address:  | Contact telephone numbers: |
|   | Daytime:       |
|        | Evening:       |
|        | Mobile:  |
| Postcode:  | Email address:  |

2. EMPLOYMENT HISTORY - Present or most recent employment

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| --- |
| Name of employer:  |
| Job title:       | Salary:       |
| Dates from / to: |
| Period of notice / date available to start:   |
| Key responsibilities:       |

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| --- |
| Name of employer:  |
| Job title:       | Salary:  |
| Dates from / to:  |
| Period of notice / date available to start:       |
| Key responsibilities:       |

Reason for seeking new position/leaving:

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NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

3. PREVIOUS EMPLOYMENT

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

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| --- | --- | --- | --- |
| Job title and brief outline of duties | Name and address of employer | DatesFrom - to(month & year) | Reason for leaving |
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Please give details and an explanation for any gaps in your employment history:

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4. EDUCATION, TRAINING AND DEVELOPMENT-

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution | Full/part-time | Courses/subjects taken | Qualifications/grade |
|  |  |  |  |
|  |  |  |  |
|       |       |       |       |

*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any relevant learning and development.** Please include dates.

(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

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**Professional / Technical membership**

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| --- | --- |
| Name of professional / technical body | Grade of membership |
|       |       |

5. SUPPORTING STATEMENT

Please read the job description and person specification. **Using examples** to demonstrate impact, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable**

**requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence. Please limit this statement to 2 pages of A4

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*Please continue on a separate sheet if necessary.*

6. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes [ ]  No [ ]

Are you eligible to work in the UK? Yes [ ]  No [ ]

Do you require a work permit? Yes [ ]  No [ ]

7. REFERENCES

Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. If a post requires additional references this will be detailed in the application pack.

**References may be taken up before an interview or offer of employment, unless you request otherwise.**

|  |  |
| --- | --- |
| Name:  | Name:  |
| Address:  | Address:  |
| Tel no:  | Tel no:  |
| Email:  | Email:  |
| Occupation/Relationship:  | Occupation/Relationship:  |
| How long have they known you?  | How long have they known you?  |
| I agree to this reference being taken up before an interviewor offer of employment being made: Yes [ ]  No [ ]  | I agree to this reference being taken up before an interviewor offer of employment being made: Yes [ ]  No [ ]  |

*Please note it is our process to apply for references for shortlisted applicants and to complete online searches in line with Keeping Children Safe in Education guidance, for all shortlisted applicants.*

8. REHABILITATION OF OFFENDERS

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| Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974. You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions, no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Academy and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action by the Academy. All information will be treated in confidence and will only be considered in relation to and application for posts to which the exemption order applies. |

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| **DBS Children’s Barred List** |
| Are your details included on DBS Children’s Barred List? Yes ❑ No ❑ |
| Other Sanctions |
| Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC). If there are none please write ‘none’:      |

|  |  |  |
| --- | --- | --- |
| Have you been convicted of any criminal offence? | Yes ❑ | No ❑ |
| If yes, please give full details on a separate sheet and attach it to this form in a sealed envelope or email marked ‘Confidential Disclosure’. |
| I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level. ❑ (please tick) |

9. DECLARATION

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| I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate. I understand that the information on this form may be used for purposes registered by the Multi Academy Trust under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the police. |
| Signed:   | Date:  |
| Where did you see this post advertised?  |

St Christopher’s Multi Academy Trust will act as a ‘data controller’ for any personal data that you provide to us. As such, we will ensure that the data given to us is processed in line with our organisation’s data protection policies and in line with your rights under the Data Protection Act 2018 and the EU General Data Protection Regulations.