



CONFIDENTIAL

ARCHWAY SCHOOL

For Office Use
**Application
Number**

APPLICATION FORM (NON-TEACHING)

Please complete in black

Position Applying For:

1. PERSONAL DETAILS

Surname:		Forenames:	
Previous name / Maiden name (if applicable):			
Title:			
Address:			
Postcode:			
Home phone:	Mobile:	Email:	
Work phone:	Fax:	Email:	

2. PRESENT EMPLOYMENT (if applicable)

Present Post (Title):	Date Appointed:
	Grade/Point on Scale:
Name of Employer:	
Address:	
Post Code:	

3. REFERENCES (One of these should be your present employer)

Name:	Name:
Address:	Address:
Post Code:	Post Code:
Telephone Number:	Telephone Number:
Status:	Status:
Email:	Email:

If you are invited to interview, may we approach your referees without further reference to you?

Referee 1 Yes/No

Referee 2 Yes/No

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4. EDUCATION

	Dates		Qualifications
	From	To	
Secondary School, College, Further Education			
Higher Education			
Further post graduate study			

5. DETAILS OF PREVIOUS EMPLOYMENT (including any breaks in service) Please provide explanations for periods not in employment or education/training.

Employer	Position Held	Job Description	From	To

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6. RELEVANT PROFESSIONAL DEVELOPMENT IN PREPARATION FOR THIS POST

The most significant features of professional development in the last five years

Dates	Title	Duration

7. PROFESSIONAL ACHIEVEMENTS WITHIN OR BEYOND SCHOOL/INTERESTS

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Disclosure of Interest

Are you related to or have a close relationship with any existing employee of the school (including school governors)? YES/NO

If yes, please provide details of their name, job title and your relationship to them

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

You must disclose any past convictions at the time of your application. In the event of employment being offered and taken up, any failure to disclose such convictions is likely to result in disciplinary action by the Authority that may lead to dismissal. Any information may be given on a separate sheet from your application form and will be kept completely confidential. It will be considered only in relation to an application for positions to which the Exception Order applies.

In addition, the Local Authority, on Home Office advice, will require the successful candidate to agree to a Criminal Records Bureau check for convictions that may or may not be relevant to the appointment. A separate authorisation form will need to be completed after the interview.

Declaration: I have read and understood the above statement. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked 'private and confidential' with this application.

Signed:

Date:

APPLICANT'S STATEMENT

Please delete where applicable

- I am/am not related to any senior member of staff or governor.
- I am prepared to undergo a medical examination.
- I can produce the original documents of my qualifications.
- I confirm that the statements in this application are true. I understand that if I am appointed and such information is subsequently found to be materially incorrect, the Governors will be entitled to terminate my employment without notice
- I understand that canvassing, directly or indirectly, will be a disqualification.
- I confirm that I am not included on the list (List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body.

Signature:

Date:

Data Protection Act This information is being collected for the purposes of our recruitment and selection procedures and if successful, for the purposes of the completion of the input process for salary payment, for the calculation of salary and to produce a Statement of Particulars. When you complete this document, you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Headteacher, in the first instance.

Safeguarding Posts in schools are subject to the procedures associated with the Protection of Children and Young Persons. Successful candidates will, as a result, be required to apply for an enhanced disclosure check through the Disclosure & Barring Service. Unspent convictions must be disclosed to the Selection Panel. A conviction is not necessarily a bar to employment. All referees will be contacted. Our Safeguarding Children Policy is available to view on our website www.archwayschool.net under the 'parents' tab then 'policies' link, together with our policy statement on the recruitment of ex-offenders.

As part of our due diligence for safer recruitment, the school may carry out online searches for shortlisted candidates to help identify any incidents or issues which may need to be explored at interview. The searches would be made on open-source information and may include, but will not be limited to, the main social networking sites, including Instagram and Facebook.

Equal Opportunities in Employment To measure the effectiveness of its equal opportunities policies, the school needs to monitor its recruitment process. You are asked, as a candidate for appointment, to complete the questions on the following section so that the school can monitor whether it is, in fact, receiving applications from all sections of the community and also to assist in checking that candidates receive fair and equal treatment at all stages. To comply with the Equality Act 2010 we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

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Archway School is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

This monitoring form will be separate from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.

What is your ethnic group?

◆ Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background:

(a) White

☐ British

☐ Irish

☐ Any other White background

please write in below

(b) Mixed

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any other mixed background

please write in below

(c) Asian or Asian British

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Any other Asian background

Please write in below

(d) Black or Black British

☐ Caribbean

☐ African

☐ Any other Black background

Please write in below

(e) Chinese or Other ethnic ☐

Chinese

☐ Any other

Please write in below

☐ Would rather not state

Do you consider yourself to have a disability?

Yes ☐

No ☐

Would rather not state ☐

Which of the following best describes your religion/belief?

☐ Buddhist

☐ Christian

☐ Hindu

☐ Jewish

☐ Muslim

☐ Sikh

☐ None

☐ Other (*please specify*):

☐ Would rather not state

Which of the following best describes your sexual orientation?

☐ Heterosexual

☐ Homosexual

☐ Bisexual

☐ Would rather not say

Which of the following best describes your gender?

☐ Male

☐ Female

Date of Birth:

Age

Transgender: Is your gender identity the same as your gender at birth? ☐ Yes

☐ No

Data Protection

The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of unsuccessful candidates will be retained for six months, after which time they will be destroyed.