

**Application Form: Non-Teaching Appointment**

Please complete all sections in blac**k** ink and in BLOCK CAPITAL LETTERS

Position Applied for:

**PERSONAL DETAILS PROFESSIONAL DETAILS**

Surname National Insurance No:

Other names   
Do you need a work permit? YES/NO

Date of Birth Are you in receipt of a public service pension? YES/NO

Permanent Address If you are returning to teaching have you been granted Infirmity

Retirement by the Department of Education & Skills? YES/NO

Date you could take up duties if appointed:

Postcode

Postal Address

(if different from above)

Postcode

Home telephone   
Number

**HEALTH DETAILS  
I** Are you suffering from any major illnessindustrial injury?

Home telephone YES/NO

If yes, please give details

Work telephone

Number Number of days absent from work in the last 2 years

Mobile telephone How many episodes of absence does this represent?

Number

Email address Is this your usual sickness level? YES/NO

Correspondence relating to this application may be sent via email to the address supplied, please confirm that you are happy to receive such correspondence via email: YES/NO

**EDUCATION DETAILS**Please include details of examinations, which have been or are about to be taken but the results are not yet available.

**Secondary and Further Education**

Name of School/College Subject & Qualifications Grade Date from/to

**Higher Education**

Name of College/University (address if outside UK) Subject & Qualifications Grade Date from/to

**Other Relevant Qualifications/CPD Training** (appropriate to the job)

Name of Professional Body Membership Grade Membership gained Date by exam

**INTERESTS AND OTHER ACTIVITIES**(Responsibilities and achievements including any voluntary work or additional languages)

**EMPLOYMENT DETAILS**Please include details of any vacation employment if you are a college leaver. Full details are required in this section for salary assessment.

**PRESENT EMPLOYMENT**

Name & Address of present (or most recent) employer Position/post From To Basic Salary Other Allowances

**EMPLOYMENT DETAILS** (please include details of any vacation employment if you are a college leaver. Full details are required in this

**PREVIOUS EMPLOYMENT**

Name & address of previous Position (and allowance Age range taught From To Reason for

Employer (Please state name of if applicable) if applicable month/ month/ Leaving

School/College if applicable year year

**EXPERIENCE AND RELEVANT SKILLS** (Describe how you have developed your career and how you fulfil the person specification - attach additional sheets if necessary. You may enclose a Curriculum Vita for additional information but not as a substitute for completing this form. Shortlisting will be conducted on the basis of written/typed applications only).

**REFERENCES**Please give details of two people to whom references can be made one of which should be your current head teacher/line manager.   
Relatives may not be given as referees. Please do not provide two references from the same school.

Name Name

Occupation/Status Occupation/Status

Address Address

Email Address Email Address

Telephone Number Telephone Number

Capacity in which Capacity in which   
known: known:

**Your references will automatically be contacted if you are selected for an interview.**

**CRIMINAL CONVICTIONS**You are required to give details of any convictions, which are not ‘spent’. In addition, you are required to disclose 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) by SI 2013 1198. This will not necessarily bar you from applying but failure to disclose may lead to your later dismissal dependent on the nature of the position and the circumstances and background of your offences.

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked ‘Private and Confidential for the Addressee Only’ in the top left hand corner to the chair of the interview panel.

**PRIVACY NOTICE**

The information detailed in this application form will be used in order to process your application and in line with the school’s Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.

Your information will only be shared where necessary, and in accordance with data protection law.

If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment.

For more detailed information about how your information will be processed, and details of their Data Protection Officer, contact the school direct. Information regarding your rights in relation to your personal data are available via the Information Commissioner’s Office: www.ico.org.uk.

**DECLARATION** I hereby declare that I have understood and complied with the provisions concerning the disclosure of criminal convictions and I agreed that the information given may be used for registered purposes under the Date Protection Act 1984.

I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history.

**Signature  Date** ****

Providing any misleading or false information to support your application or canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify you from the appointment or if appointed will render you liable to dismissal without notice.

**MONITORING INFORMATION**All applicants are asked to complete this section as the information will enable us to monitor the effectiveness of our Equal Opportunities policies. Please note, you do not have to answer all these questions and if you do not then it will not make any difference to your application).

Where did you see this post advertised?

**Gender:** Male Female

Do you have a Disability? YES/NO If Yes, Registered Disabled number

**Marital Status:** **Religion:** **Sexual Orientation:**  
Married Buddhist Heterosexual

Civil Partnership Christian Lesbian  
Co-habiting Hindu Gay man  
Single Jewish Bisexual  
Other Muslim Prefer not say

Rastafarian

Sikh

Other

No Religion

**Ethnic Origins**

**White Asian/Asian British Black/Black British**

British WB Bangladeshi AB African BF

Irish WI Indian AI Caribbean BC

Other (specify) WO Kashmir AK Other (specify) BO

Pakistani AP

Other (specify) AO

**Mixed Chinese/Other Ethnic Groups**

White and Asian MA Chinese CC

White & Black African MF Other CO  
White & Black Caribbean MC

Other (specify) MO

Gypsy/Roma/Traveller GR