****

**Internal use only**

**Ref No:**

**Date Rec:**

**Interview:**

**Employment Application Form: Non-Teaching Staff**

**Please ensure that you complete all sections of the application form. DO NOT leave any gaps, please use N/A if not applicable. Failure to complete all sections may result in your application being rejected.**

**APPLICATION DETAILS**

|  |  |
| --- | --- |
| **Position applied for** |  |
| **School**  |  |
| **Application Date** |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** | Mr / Mrs / Ms / Dr / Other: |
| **First Name** |  |
| **Middle Name(s)** |  |
| **Surname** |  |
| **Previous name(s)** |  |
| **National insurance number** |  |
| **Qualified to work in the UK** | YES / NO (delete as appropriate)  |
| **Applying as a job sharer** | YES / NO (delete as appropriate) |

**CONTACT DETAILS**

|  |  |
| --- | --- |
| **Mobile number** |  |
| **Home telephone number** |  |
| **Address** |  |
| **Email** |  |

**CURRENT (OR MOST RECENT) EMPLOYMENT**

|  |  |
| --- | --- |
| **Name, address and telephone number of employer** |  |
| **Date started** |  |
| **Date left (if applicable)** |  |
| **Job title** |  |
| **Job description and responsibilities** |  |
| **Notice required** |  |
| **Reason for leaving** |  |
| **Salary** |  |

**PREVIOUS EMPLOYMENT (PLEASE ENSURE YOU INCLUDE ALL EMPLOYMENT)**

|  |  |
| --- | --- |
| **Name, address and telephone number of employer** |  |
| **Date started / date left** |  |
| **Job title / description** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Name, address and telephone number of employer** |  |
| **Date started / date left** |  |
| **Job title / description** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Name, address and telephone number of employer** |  |
| **Date started / date left** |  |
| **Job title / description** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Name, address and telephone number of employer** |  |
| **Date started / date left** |  |
| **Job title / description** |  |
| **Reason for leaving** |  |

CONTINUE ON SEPARATE SHEET IF NECESSARY

**GAPS IN EMPLOYMENT/EDUCATION HISTORY**

|  |  |
| --- | --- |
| **Do you have any gaps in employment or education history** | YES / NO (delete as appropriate |
| **If yes please provide details** |  |

**EDUCATION HISTORY – please ensure you complete all sections including exams/qualifications taken and grades achieved**

**EDUCATION - HIGHER EDUCATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **University/ College** | **Degree / Course** | **Level** | **Qualification**  | **Grades Achieved** | **Date started** | **Date finished** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**EDUCATION - SCHOOLS ATTENDED**

|  |  |  |
| --- | --- | --- |
| **School / College**  | **Date started**  | **Date left**  |
|  |  |  |
|  |  |  |
|  |  |  |

**A-LEVELS OR EQUIVALENT (EG. IB, AP)**

|  |  |  |
| --- | --- | --- |
| **Subject**  | **Exam** | **Grade** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**GCSE’S OR EQUIVALENT**

|  |  |  |
| --- | --- | --- |
| **Subject**  | **Exam** | **Grade** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |

**SUPPORTING STATEMENT (this is your chance to sell yourself)**

|  |
| --- |
| BOX WILL EXPAND TO FIT |

**OTHER INFORMATION**

|  |
| --- |
| **Referring to the Job Description, please comment on how the skills, qualifications, and attributes you possess would be relevant to this position:** |
| **Referring to the Person Specification, please comment on the essential and desirable skills you possess, and any other attributes you may have that would be relevant to the position:** |
| **Please provide any further personal information that you think we would like to know about you:** |

**ADDITIONAL SKILLS**

|  |
| --- |
| BOX WILL EXPAND TO FIT |
| **FULL DRIVING LICENCE** | YES / NO (delete as appropriate |

**REFEREES – please provide email addresses and telephone numbers**

**Current or most recent employer May be contacted prior to interview YES / NO**

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Position Held** |  |
| **Organisation** |  |
| **Capacity** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone** |  |

**Second referee May be contacted prior to interview YES / NO**

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Position Held** |  |
| **Organisation** |  |
| **Capacity** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone** |  |

**Third referee (will be contacted if further reference is required) May be contacted prior to interview YES / NO**

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Position Held** |  |
| **Organisation** |  |
| **Capacity** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone** |  |

**DECLARATIONS**

|  |  |  |
| --- | --- | --- |
| **Restrictions on being resident or being employed in the UK** | YES | NO |
| **Lived outside the UK for more than three months in the past five years** | YES | NO |
| **DBS Update Service registration number (if applicable)** |  |
| **DBS Update Service registration date (if applicable)** |  |

**QUESTIONS FROM THE SCHOOL**

|  |  |
| --- | --- |
| **Details of relations to any current employees, pupils or governors** |  |

**CONFIRMED DATA TO BE ACCURATE**

|  |  |  |
| --- | --- | --- |
| **I certify to the best of my knowledge and belief the information given in this application is true and accurate.** | YES | NO |
| **I understand that if the information is false or misleading it will disqualify me from my appointment, or after appointment could lead to a disciplinary action or dismissal.** | YES | NO |
| **I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.** | YES | NO |

**Signature: Date:**

**Print Name:**

**DATA PROTECTION ACT**

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education and Skills, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

**NOTES**

1. When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant’s information pack.
2. Canvassing, directly or indirectly an employee or governor will disqualify the application.
3. Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
4. Candidates recommended for appointment will be subject to pre-employment checks and DBS clearance.

**Part 2 Internal Ref. No.\_\_\_\_\_\_\_**

**Equal Opportunities Monitoring: Non-Teaching**

**This sheet will be removed from the application form and will not be used for shortlisting purposes**

**APPLICATION DETAILS**

|  |  |
| --- | --- |
| **Position applied for** |  |

**EQUAL OPPORTUNITIES DETAILS**

|  |  |
| --- | --- |
| **Nationality** |  |
| **Date of Birth** |  |
| **Gender** |  |
| **Sexual Orientation** |  |
| **Religion/belief** |  |
| **Do you consider yourself disabled** |  |
| **Special arrangements required** |  |
| **Cultural/Ethnic background** | **Please tick relevant box** | **** |
| **White** | British |  |
|  | English |  |
|  | Welsh  |  |
|  | Scottish |  |
|  | Irish |  |
|  | Other White background |  |
| **Mixed** | White and Black Caribbean |  |
|  | White and Black African |  |
|  | White and Asian |  |
|  | Other Mixed background |  |
| **Asian or Asian British** | Indian |  |
|  | Pakistani |  |
|  | Bangladeshi |  |
|  | Other Asian background |  |
| **Black or Black British** | Caribbean |  |
|  | African |  |
|  | Other Black background |  |
| **Chinese** | Chinese |  |
| **Other Ethnic Group** |  |
| **Not Stated**  |  |