

## The Misbourne

### NON-TEACHING APPLICATION FORM

PLEASE COMPLETE USING BLACK INK OR TYPE

#### Section 1: Personal Details

APPLICATION FOR THE POST OF:

SURNAME:

FORENAME(S):

TITLE:

Please give details of any previous surnames:

ADDRESS FOR CORRESPONDENCE:

TELEPHONE NUMBERS

HOME:

WORK:

May we contact you at work? Yes/No

POSTCODE:

MOBILE:

E-MAIL ADDRESS:

NATIONAL INSURANCE NUMBER:

#### Instructions

Use this form to demonstrate how well you match the Person Specification for the job you are applying for. **A CV is not required** in addition to this form.

#### Section 2: Experience

**Tell us about how you meet the requirements of the section titled "Experience" in the Person Specification.**

##### Full Job History

Give full details of your employment starting with your current or most recent job. Use the section titled "Job title and duties" to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification for your two most recent posts including your current position where applicable.

**Indicate gaps in employment and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview.** Please continue on a separate sheet if necessary.

**Part A: Present or Most recent employment**

<p><b>Name &amp; address of employer:</b></p> <p><b>Nature of business:</b></p>	<p><b>Job title and summary of main duties:</b></p> <p><b>Are you still currently employed by this organisation?</b></p>
<p><b>Date of appointment:</b>    /    /</p>	<p><b>Grade and details of allowance:</b></p>
<p><b>Reasons for leaving (If applicable):</b></p>	<p><b>Salary Scale and Current Salary:</b></p> <p><b>Notice required:</b></p>

**Part B: Previous Employment history**

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.

Employer's name and address	From Month / Year	To Month / Year	Job title and summary of main duties	Reasons for Leaving

Please describe the reason and duration of any period(s) longer than one month when you have not been in employment since leaving full-time education.



**Part C: Qualifications and Training**

**EDUCATIONAL AND ACADEMIC QUALIFICATIONS (secondary, further/higher or work based)**

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue a separate sheet if necessary) Evidence of qualifications may be requested.

School, College, University	Examination, course (with dates)	From	To	Result/Qualifications gained

**INSERVICE TRAINING** Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Duration	Dates

**MEMBERSHIP OF PROFESSIONAL BODIES**

Name of organisation	Type of membership	Dates from/To

### Section 3: References

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your current **Headteacher**. If you are a student, give appropriate school or college referees. References must cover a 5-year consecutive period. **We will require references to support the shortlisting process prior to formal interview.**

Please indicate with an 'X' if you **do not** want us to contact either of your referees without letting you know first:

**Reference 1:**

**Reference 2:**

If you were known to either of your referees by another name, please give details:

**1<sup>st</sup> Referee**

**2<sup>nd</sup> Referee.**

Name:

\_\_\_\_\_

Name:

\_\_\_\_\_

Position:

\_\_\_\_\_

Position:

\_\_\_\_\_

Address:

\_\_\_\_\_

Address:

\_\_\_\_\_

Tel:

\_\_\_\_\_

Tel:

\_\_\_\_\_

Email:

\_\_\_\_\_

Email:

\_\_\_\_\_

How long has this person known you and In what capacity?

How long has this person known you and In what capacity?

#### Section 4: Letter in support of application

Please attach a letter of application addressed to the Headteacher giving any further details of experience that may be relevant to the job description and person specification for this post. If additional information is required, this will be outlined in the application pack on our website, so please read this carefully. Wording should be limited to two A4 sides no smaller than size 11 font.

## Section 5: Additional information

1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK? Yes/No
  
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? Yes/No  
If so, please give details:
  
3. Do you hold a full current driving licence? Yes/No
  
4. Are you able to travel to different locations across the County? Yes/No
  
5. Have you ever been subject to any disciplinary action by your employer or professional body? Yes/No  
If YES, please give details
  
6. Are you a relative or partner of an employee of this Academy, and/or school trustee? Yes/No  
If YES, please state name of person and relationship:
  
6. Where did you see the advertisement for this post? Please circle or highlight: The Misbourne website; BC Job website; DfE Teaching jobs, Facebook, TES or any other website
  
7. How can we help you apply and be treated equally? To ensure that we can consider your application equally, please let us know if you have a disability which may affect the presentation of your application (for example affecting your handwriting or spelling), or if you would like to use an alternative method of application.

We also encourage you to let us know of any adjustments you may need at the interview stage, such as equipment, support, or other accessibility needs. This way we can ensure that you can compete on equal terms throughout the selection process.

Please indicate any adjustments that you would require at interview below:

## Section 6: Declaration

I agree that any offer of employment with The Misbourne is subject to satisfactory evidence of the right to work in the UK, and satisfactory references. In accordance with the 1998 Data Protection Act, it is agreed that The Misbourne may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

This Trust is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by The Misbourne.

**Signed here:**

**Date:** / /

**Or tick here** and we will ask you to sign your application on arrival if shortlisted for interview.