**NON TEACHING POST APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| Surname: | Title: | |
| Previous surname(s) | Forename: | |
| National Insurance Number: | Telephone (home): | |
| Address: | (mobile) | |
| Telephone (work) if convenient: | |
| Postcode: | Email address: | |
| **Post applied for:** | | |
| **Where did you see this post advertised?** | | |
| **Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process.** | | |
| **RELATIONSHIPS**  Please list any personal relationships that exist between you and any members of the Trust community. These members include:   * Trustee’s * Governors * Staff * Pupils  |  |  |  | | --- | --- | --- | | **Name** | **Relationship** | **Role within the Trust** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |
| **DISCLOSURE AND BARRING**  The Trust is legally obliged to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The Trust is aware of its responsibility under the Police Act 1997 not to discriminate against applicants based on their criminal record. The Trust will only ask an individual to provide details of convictions and cautions that the school is legally entitled to consider when recruiting candidates.  An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.  Where positions involve regulated activity with pupils aged under 8, we will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Failure to reveal any information which is directly related to the post could result in withdrawal of an offer of employment or potential disciplinary action. Any DBS certificates that reveal criminal information will be discussed with the individual, and their eligibility for the position will be reviewed  It is an offence to seek employment in regulated activity if you are on a barred list.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy statement.  **Do you have a DBS certificate? YES NO DATE OF CHECK:**  If you have lived outside of the UK, the Trust may require further information to comply with “safer recruitment” requirements. If you answer yes to the question below, we may contact you in due course for further information.  **Have you lived or worked outside of the UK? YES NO**  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. | | |
| **RIGHT TO WORK IN THE UK**  The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006  **By signing this application you agree to provide such evidence when requested.**  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **DATA PROTECTION STATEMENT**  Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given your consent * We must process it to comply with our legal obligations   You will find more information on how we use your personal data in our privacy notice for job applicants. | | |
| **PERSONAL DECLARATION**  I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed. I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview: | | |
| **Signature:** | | **Date:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **Education** | | | | | | |
| **Secondary education:** | | | | | | | |
| Appointment will only be confirmed subject to receipt of official certificates as detailed below.  (Please use continuation sheets if required) | | | | | | | |
| **School attended** | | **Qualifications** | | **Subject** | **End Date** | | **Grade** |
|  | |  | |  |  | |  |
| **Further and higher education:** *Please include YT, apprenticeships etc.* | | | | | | | |
| **School, College or University** | | **Qualifications** | | **Subject** | **Date Awarded** | | **Grade** |
|  | |  | |  |  | |  |
| **Technical or Professional Membership/Qualification:** | | | | | | | |
| **Institute** | | | **Grade of membership** | | | **Year of election** | |
|  | | |  | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **B** | **Employment details** | | | | | | | | | | |
| **CURRENT EMPLOYER:**  (If you are currently unemployed please detail your most recent post) | | | | | | | | | | | |
| **Name and address of employer** | | | | **Job Title** | **Dates of appointment (from and to)** | | | **Grade and salary** | | | **Reason for Leaving** |
|  | | | |  |  | | |  | | |  |
| Please provide a brief outline of the duties and responsibilities of your current or most recent post: | | | | | | | | | | | |
| **Do you have any additional employment which you intend to continue if appointed to the post advertised?** | | | | | | | | | | | |
| Yes | | | | | | No | | | | | |
| If yes, please detail the nature of the work and the hours: | | | | | | | | | | | |
| **C** | | **Previous appointments** (full employment history, continue on a separate sheet if necessary). | | | | | | | | | |
| **Name and address of Employer** | | | | **Job Title and Salary** | | **Dates (dd/mm/yyyy)** | | | **Reason for leaving** | | |
| **From** | **To** | |
|  | | | |  | |  |  | |  | | |
|  | | | |  | |  |  | |  | | |
|  | | | |  | |  |  | |  | | |
|  | | | |  | |  |  | |  | | |
| **D** | | | **Additional information** | | | | | | | | |
| **Please explain any gaps in your employment history:** | | | | | | | | | | | |
| **To which Superannuation Act (if any) are you now subject?** e.g. Local Govt, Teachers etc.: | | | | | | | | | | | |
| **Have you already given notice to your present employer?** | | | | | | Yes | | | | No | |
| If Yes when will you be able to commence? | | | | | | | | | | | |
| If No how much notice are you required to give? | | | | | | | | | | | |
| **E** | | | Person Specification | | | | | | | | |
| Using the criteria in the person specification, please demonstrate how you meet the requirements of this role. (Continue on a separate sheet if necessary). | | | | | | | | | | | |
| **F** | | | **References** | | | | | | | | |
| Please provide details below of at least **two** people who may be contacted for references covering at least the last **3** years of employment.  **Referee** 1 must be the Headteacher, Line Manager or HR contact at your present (or most recent) employer. If you are a recent school leaver, they should be the Headteacher of your last school. Close personal friends or relatives must not be named as referees.  **Please note that for positions in contact with children and vulnerable adults, the Trust has the right to seek references from any or all previous employers prior to interview, unless candidate requests otherwise.** | | | | | | | | | | | |
| **Referee 1** Name: | | | | | | **Referee 2** Name: | | | | | |
| Job title: | | | | | | Job title: | | | | | |
| Relationship to referee: | | | | | | Relationship to referee: | | | | | |
| Address: | | | | | | Address: | | | | | |
| Postcode: | | | | | | Postcode: | | | | | |
| Telephone no: | | | | | | Telephone no: | | | | | |
| Business email: | | | | | | Business email: | | | | | |
| **Can reference be requested prior to interview?** Yes / No | | | | | | **Can reference be requested prior to interview?** Yes / No | | | | | |
| **If 3 years of employment not covered with the two referee above, please complete details below (3 & 4)** | | | | | | | | | | | |
| **Referee 3** Name: | | | | | | **Referee 4** Name: | | | | | |
| Job Title: | | | | | | Job Title: | | | | | |
| Relationship to referee: | | | | | | Relationship to referee: | | | | | |
| Address: | | | | | | Address: | | | | | |
| Postcode: | | | | | | Postcode: | | | | | |
| Telephone No: | | | | | | Telephone No: | | | | | |
| Business email: | | | | | | Business email: | | | | | |
| **N.B. Appointment will only be confirmed subject to satisfactory references.** | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EQUAL OPPORTUNITIES MONITORING FORM** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| The Trust is bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.  This information **will not** be used during the selection process. It will be used for monitoring purposes only. | | | | | | | | | | | | | |
|  | | | | |  |  | | | |  | | |  |
| **1. Are you:** | | | | |  | Male | | | |  | | | Female |
|  | | | | | | | | | | | | | |
| **2. Date of Birth:** | | | | |  | | | | |  | | | Prefer not to say |
|  | | | | | | | | | | | | | |
| **3. Do you consider yourself to be a person with a disability?**  This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year. | | | | | | | | | | | | | |
|  | | Yes |  | No | | |  | | | | Prefer not to say | | |
|  | | | | | | | | | | | | | |
| **4. What is your religion or belief?** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | Christianity |  | Judaism | | |  | | | | Baha’i | | |
|  | | Hinduism |  | Sikhism | | |  | | | | No Religion | | |
|  | | Islam |  | Buddhist | | |  | | | | Prefer not to say | | |
|  | | Other – e.g. Humanist, Atheist, etc (Please state) | | | | | | | | | |  | |
|  | | | | | | | | | | | | | |
| **5. How do you describe your sexuality?** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | Heterosexual / Straight |  | Bisexual | | |  | | | | Prefer not to say | | |
|  | | Gay Man |  | Gay Woman / Lesbian | | |  | | | |  | | |
|  | | | | | | | | | | | | | |
| **6. Please describe your ethnic origin?** | | | | | | | | | | | | | |
|  | | | | | | |  |  | | | | | |
| **White** | | | | | | |  | **Black or Black British** | | | | | |
|  | British | | | | | |  |  | Caribbean | | | | |
|  | Irish | | | | | |  |  | African | | | | |
|  | Any other White background | | | | | |  |  | Any other Black background | | | | |
|  |  | | | | | |  |  |  | | | | |
| **Arab or Middle Eastern** | | | | | | |  | **Travelling Community** | | | | | |
|  | Arab | | | | | |  |  | Gypsy/Roma | | | | |
|  | North African | | | | | |  |  | Traveller of Irish Descent | | | | |
|  | Any other Arab or Middle Eastern Background | | | | | |  |  | Other member of the travelling community | | | | |
|  |  | | | | | |  |  |  | | | | |
| **Asian or Asian British** | | | | | | |  | **Mixed** | | | | | |
|  | Indian | | | | | |  |  | White & Black Caribbean | | | | |
|  | Pakistani | | | | | |  |  | White & Black African | | | | |
|  | Bangladeshi | | | | | |  |  | White & Asian | | | | |
|  | Chinese | | | | | |  |  | Any other Mixed Background | | | | |
|  | Any other Asian background | | | | | |  |  |  | | | | |
|  |  | | | | | |  |  |  | | | | |
| **Other ethnic groups:** Please state | | | | | | |  | **Prefer not to say** | | | | | |
|  | | | | | | |  |  | Prefer not to say | | | | |
|  | |  | | | | |  |  |  | | | | |
| **7. What is your Relationship Status?** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | Married/Civil Partnership | | | | | |  | Prefer not to say | | | | |
|  | | Single | | | | | |  |  | | | | |