



APPLICATION FORM FOR A NON-TEACHING POST

Please complete electronically or print form and complete in capital letters using black ink.

POST TITLE

Please refer to the accompanying guidance notes when completing your application. Please complete **ALL** of the following sections as this information is required for shortlisting and clearance purposes.

PERSONAL DETAILS

Surname:	Forenames:
Address:	Telephone
Length of time at this address:	Home: <input type="checkbox"/>
Postcode:	Mobile: <input type="checkbox"/>
	Email address: <input type="checkbox"/>
	Please <input checked="" type="checkbox"/> preferred contact method
	National Insurance Number:

Please state where you saw the job advertised:
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Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes No

If yes, please provide details:

If you are successful in your application would you require a work permit prior to taking up employment?

Yes No

If Yes, please specify dates:

Date: From (Month/YYYY) Date: To (Month/YYYY)

Have you ever lived and/or worked outside of the UK? Yes No

If Yes, please provide details:

Do you hold a Certificate of Good Conduct for your time spent abroad? Yes No

PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:			
Address:			
Post held:		Grade:	
Date of Appointment:		Salary:	
Notice required:		Telephone No:	
Leave date(if applicable)		Reason for Leaving (if applicable)	

PREVIOUS EMPLOYMENT (most recent first)

Dates (month/year)	Employers name and address	Position Held/ Grade	Reason for Leaving

REFERENCES

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee MUST be from your current or most recent employer OR if in school, college or just completed education, one referee must be from school/college (the application will not be pursued without two referees supplied). We reserve the right to request an alternative referee if that is deemed inappropriate.			
Name:		Name:	
Address:		Address:	
Tel No:		Tel No:	
Fax No:		Fax No:	
e-mail:		e-mail:	
Occupation:		Occupation:	
I give/ <input type="checkbox"/> I do not give/ <input type="checkbox"/> permission to take up my references prior to an interview, should I be shortlisted. (check box as appropriate)		I give/ <input type="checkbox"/> I do not give/ <input type="checkbox"/> permission to take up my references prior to an interview, should I be shortlisted. (check box as appropriate)	

DECLARATIONS AND CONSENTS

Do you consider yourself to have a disability? Yes No

If yes, please details any reasonable adjustments that you would require if you were selected for interview /assessment event:

Are you related to a Trustee or member of the School Governing Body? Yes No

If yes, please provide details:

If yes, please give name(s) and relationship.

I understand that canvassing of any Governor or Trustee member in connection with this appointment will disqualify me.

Has any previous employer expressed concerns and/or taken any action, whether informal / formal (including suspension from duty) on the following:

Capability /Performance Yes No

Please provide details:

Disciplinary Yes No

Please provide details:

Are there any dates on which you would not be available for interview in the near future?

Please state the date on which you could take up duty if appointed:

Do you hold a current driving licence? Yes No

Do you have use of a car? Yes No

What type of licence is it? (eg. full, provisional, HGV, PSV)

I declare that the information contained in this application form is correct and understand that the School will request to see proof of qualifications at the time of interview.

I consent to the STAR MAT recording and processing the information detailed in this application. The STAR MAT will comply with their obligation under the General Data Protection Regulations 2018.

Please note that appointment to this post will be subject to medical clearance, satisfactory references and satisfactory Enhanced DBS Check.

Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position". As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The School are also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, parents and pupils.

We will treat all applicants fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013 & 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance can be found on the Ministry of Justice website.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice?

YES NO

If the answer is yes, please provide full details below:

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please read the job description and person specification carefully, then explain what qualities you are able to bring to the post highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on no more than one additional A4 sheet if necessary)

I confirm that the information I have provided is true and accurate and understand that knowingly to make a false statement for this purpose may be a criminal offence. I am not on the Children's Barred List, disqualified from working with children or young people, or subject to sanctions imposed by a regulatory body. I have no convictions, or cautions (or have provided details of these as instructed above).

Signature:

Dated:

(Type your name here if submitting electronically). Return completed form to School address