



Non Teaching

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and CRB checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Post Applied For:	
Closing date for applications:	
From what source did you hear of this vacancy?	

1. PERSONAL DETAILS (please use block capitals)

Surname		Preferred Title (optional)	
First Name(s)		Date of Birth (optional)	
Previous surname(s)		N.I. Number	
Address including postcode			
Do you require a work permit?		Yes / No	
Telephone (home)		Telephone (mobile)	
Telephone (work)		Fax	
E-mail address			

2. EDUCATION AND ACADEMIC QUALIFICATIONS

Name of School / College / University	From	To	Qualifications gained including subjects, grades, class
Secondary (post 16)			
Higher Education			
Further postgraduate qualifications			

3. PRESENT EMPLOYMENT (or most recent)

Post Held:	
Name and address of Employer:	
Date Appointed:	
Present or Final Salary:	
Notice required:	
Consent to contact place of employment	Yes <input type="checkbox"/> No <input type="checkbox"/>

4. PREVIOUS EMPLOYMENT *(please start with most recent)*

Name and address of employer	Status f/t or p/t	Position held (include reasons for leaving and any gaps in employment)	Period of Service	
			From	To

5. PROFESSIONAL DEVELOPMENT

(Please give details of courses relevant to this application and indicate any awards earned)

Course title	Provider	Duration	Dates	Awards <i>(if any)</i>

6. OTHER RELEVANT WORK EXPERIENCE (please start with most recent)

Nature of Occupation	Employer	Period of Service	
		From	To

7. INTERESTS (both professional and leisure)

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8. EXPERIENCE / RELEVANT SKILLS / FURTHER INFORMATION

In support of your application, please state how your experience and achievements would make you a suitable candidate for this post using the criteria set out in the person specification and/or job description. Include details of any relevant unpaid or voluntary work. *(Continue on a separate sheet if necessary).*

IT Skills

Training will be provided where required. Information given here will help us to plan training schemes							
Microsoft Office	Basic	Competent	High		Basic	Competent	High
Word				Powerpoint			
Excel				Databases			
E-mail				Others			
Project							

9. DECLARATION BY APPLICANT

9a)

Personal Declarations
<p>The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these position you are not entitled to withhold information about police cautions, 'bind-overs' or any criminal convictions including any that would otherwise be considered 'spent' under the Act.</p> <p>Have you ever been convicted of any offence or 'bound-over' or given a caution? Yes/No</p> <p>If yes, please give details on a separate sheet and attach it to this form in a sealed enveloped marked 'Confidential Disclosure'.</p> <p>I understand that if my application is successful I will be required to obtain a CRB Disclosure at the appropriate level.</p>

9b)

<p>I appreciate that I must declare any close relationship with a member of the school's Governing Body, or with a member or senior official of the local education authority which has responsibility for the school. I understand that failure to disclose such a relationship may result in my disqualification.</p>

9c)

Please indicate the number of days absent due to sickness during the past 12 months	
Number of separate occasions	
Reasons for absence	

9d)

For persons who are not British or EU nationals
<p>If you have any conditions related to your employment please give full details:</p>

Declaration – please read carefully

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Hayesfield Girls' School relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed: Date:

Print Name:

Any candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

10. REFERENCES (not relatives)

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer (Note: if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)

N.B. References will only be sought for short listed candidates.
May we approach your referees without further reference to you? YES / NO

(i)		(ii)	
Name:		Name:	
Position:		Position:	
Address:		Address:	
Telephone No:		Telephone No:	
E-mail address:		E-mail address:	
In what capacity do you know the above?		In what capacity do you know the above?	
If you were known to either of your referees by another name, please give details:			

Please note that we will contact these referees if you are shortlisted for this post and seek reference before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the school to discuss the issues.

11. EQUAL OPPORTUNITIES MONITORING – completion of this section is optional prior to being offered a position at this school

We aim to create the conditions in which all applicants and employees are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religion, family circumstance, sexual orientation or other irrelevant distinction.

In order to carry out our equal opportunities policy, we must have some means of monitoring our recruitment and selection. Only by such measures will we be able to recognise potential sources of discrimination and take remedial action. The monitoring form will be separated from the application form and securely stored in the strictest confidence. It will be used for statistical monitoring only.

Please tick box as appropriate			
Sex:	Female <input type="checkbox"/>	Male <input type="checkbox"/>	
Marital Status:	Married <input type="checkbox"/>	Single <input type="checkbox"/>	
Age:	Below 26 <input type="checkbox"/>	26 - 35 <input type="checkbox"/>	
36 - 45 <input type="checkbox"/>	46 - 55 <input type="checkbox"/>	56 - 65 <input type="checkbox"/>	
How would you describe your ethnic origin?			
Black:	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Other <input type="checkbox"/>
White:	European <input type="checkbox"/>	Other <input type="checkbox"/>	
Asian:	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Chinese:	<input type="checkbox"/>		
Other:	<input type="checkbox"/>	<i>Please specify:</i>	
Do you have any disability as described within the terms of the Disability Discrimination Act 1995	Yes <input type="checkbox"/>	No <input type="checkbox"/>	