

 CONFIDENTIAL

**JOB APPLICATION**

FOR NON-TEACHING POSTS

| Post Title:  | Please return form to: |
| --- | --- |
| Work base (if specified): |

Please complete this form clearly in black ink or type. Please **DO NOT** send a CV (Curriculum Vitae) as an alternative to completing any section of the form. Additional sheets of paper may be attached if you run out of space.

| **Personal Details** |
| --- |
| Surname:  | National Insurance Number:  |
| Forename(s):  | Home Telephone: |
| Mr/Ms/Preferred title:  | Work Telephone |
| Address:  | Mobile Telephone:  |
| Email Address: Can we use this email address to contact you regarding the recruitment process? |
| Postcode: |

| **Present Appointment** |
| --- |
| Post Held:  |
| Employer:  |
| Date of Appointment:  |
| Present salary/wage: |
| Period of notice required: |
| Brief description of duties and the reason(s) for wishing to leave: |

| **Previous Employment (in date order)**Please detail employment history and account for any gaps. (Please continue on a separate sheet if necessary.) |
| --- |
| **From****(dd/mm/yyyy)** | **To****(dd/mm/yyyy)** | **Post Held** **& Brief Description** | **Employer** | **Reason for Leaving** |
|  |  |  |  |  |

| **Details of Education & Training** |
| --- |
| School, College or University and dates attended: | Course, qualification and the results achieved (you will be required to provide evidence of your qualifications):  |
| Please provide details of any recent, relevant training you have undertaken and your current membership of any professional institutions: |

| **Further personal details** |
| --- |
| *It is the Governing Body’s policy to interview disabled candidates who meet the essential requirements of the post. For this reason it is necessary to ask:*Do you class yourself as disabled under the terms of the Equality Act 2010?

| Yes |  | No |  |
| --- | --- | --- | --- |

*The Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.*Should you require any special arrangements for interview or any other part of the selection procedure, Please let us know: | Do you hold a current full UK driving licence? |
| Yes |  |  |
|  |  |
| No |  |  |
|  |  |
| Do you own a car/motor vehicle?

| Yes |  |  |
| --- | --- | --- |
|  |  |
| No |  |  |

*(This will only be considered where transport is required for the post)* |

| **Additional Information** |
| --- |
| Please supply more information to help us assess your suitability for the post, including current and previous experience (this may include experience outside employment) and relevant skills and competencies. Tell us why you are applying for this job and what you could bring to it (continue on a separate sheet if you wish): |

**Data Protection Act**

***Information from this application will be processed in accordance with the Data Protection Act 1998 for the purposes registered by the Governing Body under its notification to the Information Commissioner. Individuals have the right of access to their own personal data in accordance with the Data Protection principles.***

| **Important Monitoring Information** |
| --- |
| Are you related to any member of the Governing Body or their partner?

| Yes |  |  |
| --- | --- | --- |
|  |  |
| No |  |  |

If so please give details: | Where did you see this post advertised? |
| **Asylum & Nationality Act 2006**Are you legally eligible to work in the UK?

| Yes |  |  |
| --- | --- | --- |
|  |  |
| No |  |  |

Do you have any restrictions on taking up employment in the UK?

| Yes |  |  |
| --- | --- | --- |
|  |  |
| No |  |  |

Please supply details of restrictions if you answered yes to the last question: |

| **References** |
| --- |
| **For all posts:** We require the names and contact details of two referees; one must be your present or most recent employer. We reserve the right to take up a reference from any previous employer.**For any posts working with children or vulnerable adults:** If you have worked with children, young people or vulnerable adults before but are not currently doing so, one referee must be the employer you were most recently employed by working with the client group concerned. Please indicate on the form if you prefer us to not contact your current employer unless you are offered the job. Please provide an additional referee if this is the case.  |
| **Reference 1** | **Reference 2** |
| Name:  | Name:  |
| Address:  | Address:  |
| Job Title:  | Job Title:  |
| Relationship:  | Relationship:  |
| Telephone Number: | Telephone Number: |
| Email Address:  | Email Address:  |
|  |
| **Additional reference** |
| Name: |
| Address: |
| Job Title: |
| Relationship:  |
| Telephone Number: |
| Email Address: |

***I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.***

| Signature: | Date:  |
| --- | --- |