



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:

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

If you have a relationship with a member of the Trust community this does not prevent them from acting as a reference for you.

[illegible]

DISCLOSURE AND BARRING

The Trust is legally obliged to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Any data processed as part of the DBS check will be processed in accordance with data protection regulation's 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 in the last 5 years the Trust may require further information in order 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 in the last 5 years? ☐ YES ☐ NO

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.

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)

<u>School attended</u>	<u>Qualifications</u>	<u>Subject</u>	<u>Date</u>	<u>Grade</u>

Further and higher education: *Please include YT, apprenticeships etc.*

<u>School, College or University</u>	<u>Qualifications</u>	<u>Subject</u>	<u>Date</u>	<u>Grade</u>

Technical or Professional Membership/Qualification:

<u>Institute</u>	<u>Grade of membership</u>	<u>Year of election</u>

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?

No

If yes, please detail the nature of the work and the hours:

C Previous appointments

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.

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:
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

We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence, will be removed prior to interview and only be used for statistical purposes.

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?

- | | | |
|---|-----------------------------------|--|
| <input type="checkbox"/> Christianity | <input type="checkbox"/> Judaism | <input type="checkbox"/> Baha'i |
| <input type="checkbox"/> Hinduism | <input type="checkbox"/> Sikhism | <input type="checkbox"/> No Religion |
| <input type="checkbox"/> Islam | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other – e.g. Humanist, Atheist, etc (Please state) | | |

5. How do you describe your sexuality?

- | | | |
|--|--|--|
| <input type="checkbox"/> Heterosexual / Straight | <input type="checkbox"/> Bisexual | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Gay Man | <input type="checkbox"/> Gay Woman / Lesbian | |

6. Please describe your ethnic origin?

White

- ☐ British
- ☐ Irish
- ☐ Any other White background

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black background

Arab or Middle Eastern

- ☐ Arab
- ☐ North African
- ☐ Any other Arab or Middle Eastern Background

Travelling Community

- ☐ Gypsy/Roma
- ☐ Traveller of Irish Descent
- ☐ Other member of the travelling community

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background

Mixed

- ☐ White & Black Caribbean
- ☐ White & Black African
- ☐ White & Asian
- ☐ Any other Mixed Background

Other ethnic groups: Please state

Prefer not to say

- ☐ Prefer not to say

7. What is your Relationship Status?

- | | |
|--|--|
| <input type="checkbox"/> Married/Civil Partnership | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Single | |