**NON TEACHING STAFF**

**APPLICATION FORM**

**CONFIDENTIAL**

Instructions for completion: Do not use **tab** or **return keys** on any part of document, it will misalign the text boxes.

|  |  |
| --- | --- |
| Post Applied For: | |
| Based At: |
| Closing Date: |

**PERSONAL DETAILS**

|  |
| --- |
| Full Name:  Including Title |

|  |
| --- |
| Address: |
| Postcode: |

|  |
| --- |
| Home telephone number:  Mobile telephone number: |

|  |
| --- |
| E Mail Address: |

|  |
| --- |
| National Insurance Number: |

**EDUCATION AFTER 16**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL/COLLEGE/**  **UNIVERSITY** | **MONTH/YEAR**  **FROM** | **MONTH/YEAR**  **TO** | **QUALIFICATION GAINED**  **SUBJECT & GRADE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PRESENT EMPLOYMENT**

|  |
| --- |
| Post Held: |

|  |
| --- |
| Name & Address of Employer: |

|  |
| --- |
| Date appointed: |

|  |
| --- |
| Current Salary: |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE OF POST** | **SCHOOL/**  **ORGANISATION** | **SERVICE**  **FROM** | **SERVICE**  **TO** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REFERENCES 1**

Please give details of two people who are able and willing to comment on your suitability for this post.

|  |
| --- |
| Name:  Including title |

|  |
| --- |
| Address: |
| Postcode: |

|  |
| --- |
| Position: |

|  |
| --- |
| Email address: |

**REFERENCE 2**

|  |
| --- |
| Name:  Including title |

|  |
| --- |
| Address: |
| Postcode: |

|  |
| --- |
| Position: |

|  |
| --- |
| Email address: |

**CONTINUOUS PROFESSIONAL DEVELOPMENT**

|  |  |  |
| --- | --- | --- |
| **COURSE/CONFERENCE** | **DATE** | **DURATION** |
|  |  |  |
|  |  |  |
|  |  |  |

**LETTER OF APPLICATION**

In support of your application please attach a letter stating your reasons for applying for this post.

You should focus on demonstrating how your skills, experience and knowledge match the requirements of the role on offer.

**CRIMINAL CONVICTIONS**

The Rehabilitation of Offenders 1974 (Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment, which involves working with children and young people, **must** disclose **any** criminal record.

**This includes any spent convictions, sentences, police cautions and warnings.**

|  |  |  |
| --- | --- | --- |
| Do you have any criminal convictions; | YES | NO |

|  |  |
| --- | --- |
| If yes what year did this take place? |  |

**DATA PROTECTION**

I understand that the information contained in this form is personal data, which will be held on computer, and if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1998.

I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.

If you are returning this form by email, you will be required to sign application if you are called for interview.

|  |
| --- |
| **SIGNATURE:** |

|  |
| --- |
| **DATE:** |

Please return to [s.dacosta@decschool.co.uk](mailto:s.dacosta@decschool.co.uk)

**EQUAL OPPORTUNITIES MONITORING FORM**

Barr Beacon School is committed to a policy of ensuring equality of opportunity in employment for all and to taking action to avoid discrimination. Job applicants are considered only on their ability to do the job for which they are applying. The information below will be used only to monitor the schools practices and will be treated confidentially. If you do not wish to participate in any part of this process, please tick the appropriate boxes. You may be assured that this will not prejudice the selection process.

Please mark your responses by putting an **X** in the box.

**YOUR GENDER**

|  |  |
| --- | --- |
| MALE |  |
| FEMALE |  |

**MARITAL STATUS**

|  |  |
| --- | --- |
| MARRIED |  |
| CIVIL PARTNERSHIP |  |
| PARTNER |  |
| SINGLE |  |
| DIVORCED |  |
| PREFER NOT TO SAY |  |

**AGE**

|  |  |
| --- | --- |
| 16-20 |  |
| 21-30 |  |
| 31-40 |  |
| 41-50 |  |
| 51-60 |  |
| 61-64 |  |
| 65+ |  |
| PREFER NOT TO SAY |  |

**ETHNIC ORIGIN**

|  |  |
| --- | --- |
| ASIAN-BANGLADESHI |  |
| ASIAN-INDIAN |  |
| ASIAN-PAKISTANI |  |
| ASIAN-OTHER |  |
| BLACK-AFRICAN |  |
| BLACK-CARIBBEAN |  |
| BLACK-OTHER |  |
| CHINESE |  |
| DUAL HERITAGE-WHITE/ASIAN |  |
| DUAL HERITAGE-WHITE-BLACK AFRICAN |  |
| DUAL HERITAGE-WHITE-BLACK CARIBBEAN |  |
| DUAL HERITAGE-ANY OTHER |  |
| WHITE-BRITISH |  |
| WHITE-EUROPEAN |  |
| WHITE-ANY OTHER |  |
| ANY OTHER (please specify) |  |
| PREFER NOT TO SAY |  |

|  |  |
| --- | --- |
| **WHERE DID YOU SEE THIS POST ADVERTISED?** |  |

|  |  |
| --- | --- |
| **DO YOU HAVE A DISABILITY?**  (for these purposes, disability is defined  as any physical or mental impairment which  has a substantial and long term adverse  effect on your ability to carry out normal  day to day activities) |  |