**NON-TEACHING POST APPLICATION FORM**

**SCHOOL:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Post:** | **Grade:** | **Where did you hear about this post?** |

|  |
| --- |
| **Personal Information**  Surname Mr / Mrs / Miss / Ms / Title:  Previous Surnames Forenames \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address Telephone No. Home  Telephone No. Mobile  National Insurance Number  Postcode Email Address |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Education and Training**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Secondary School / College / Polytechnic / University** | **Date**  **From** | **Date**  **To** | **Examinations taken / to be taken** | **Grades Attained** | **Year taken / to be taken** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

|  |
| --- |
| **Details of any other specialised training, knowledge or experience relevant to this post**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Present or Last Employment**  Name of Employer Position Held  Address Date Appointed Until  Present Salary £ pa Grade  Post Code Allowances (inc. London Weighting)  Telephone No. Period of Notice Required  Reason(s) for Leaving (if applicable)    Brief Description of Duties Undertaken |
| **Full Employment History** (in chronological order with most recent first). Please include part time and voluntary work as well as full time employment. Please include any periods of unemployment with explanation.   |  |  |  |  | | --- | --- | --- | --- | | **Name of Employer** | **Position Held** | **Dates (Start and End)** | **Reason(s) for Leaving** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

|  |
| --- |
| **Spare Time Activities, Interests etc** |

|  |
| --- |
| **Training undertaken in the last two years** |

|  |
| --- |
| **Statement of Suitability**  State briefly the reasons for which you consider that your experience, qualifications, ability render you suitable for the appointment for which you have applied. |

|  |
| --- |
| **Referees**  Please give the names and addresses of two persons willing to give you a reference, including your present or last employer. If you are in or have recently completed full-time education, one referee should be from school/college. Friends and/or relatives are not acceptable. References will be taken up before the interview unless you state otherwise.  Name Name  Position Position  Company Company  Address Address        Postcode Postcode  Telephone No Telephone No  Email Email  Permission to contact prior to interview 🞏 Permission to contact prior to interview 🞏 |

|  |
| --- |
| **Disclosure of Relationship**  Are you related by marriage, blood or as a cohabiter to any member of the Governing Body or employee of the Trust.  If **YES**, please give name, position and relationship.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Safer Recruitment**  **This post is exempt from the Rehabilitation of Offenders ACT 1974. All shortlisted candidates will be required to declare ANY convictions, cautions and bind-overs they may have, regardless of how long ago they occurred, including those regarded as ‘spent’. Consequently if you are appointed you will be required to undertake an enhanced DBS check.**  Have you lived or worked abroad within the last five years ? YES  NO  (If so you may be required to obtain a certificate of good conduct from that country/countries) |
| *All applicants are required to complete the Equal Opportunities form and return them with the completed application form.*  *The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff to share this commitment.* |

|  |
| --- |
| **Declaration**  *As part of our recruitment process, Girls’ Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.*  *For further information about this and to read our Data Protection and Freedom of Information Policy please visit one of our schools websites:*  *For WHSG* [*http://www.wallingtongirls.sutton.sch.uk/Policies*](http://www.wallingtongirls.sutton.sch.uk/Policies)  *For NHSG* [*http://www.nonsuchschool.org/39/policies*](http://www.nonsuchschool.org/39/policies)  *For CHSG*[*Carshalton High School for Girls - CHSG & GLT Policies*](https://www.chsg.org.uk/page/?title=CHSG+%26amp%3B+GLT+Policies&pid=26)  By signing the declaration at the bottom of this application form, you give permission for your details to be used in this way.  I declare that the information given on this form is correct to the best of my knowledge and belief.  I understand that any false statements on this form will justify dismissal from GLT.  I understand that the school will undertake a DBS check and check out my medical history if appointed.  Signature Date |

Supplementary Forms

Equal Opportunities

Girl’s Learning Trust values diversity and has an Equalities Policy to ensure that all applicants are treated fairly and that they are appointed solely on their suitability for the post irrespective of race, gender, disability, sexuality or age.

The Trust is also committed to ensuring equal access to employment and details and this form will allow us to identify any groups that are under-represented in our workforce. The information you give us here will only be used for the purposes of human resource management.

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | | |
|  |  | | |
| First Name: |  | Date of Birth: |  |

Ethnic Group

I would describe myself as (please tick one box)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| White |  |  |  | Mixed |  |  |  | Asian or Asian British | |
| British | |  | | --- | |  | |  |  | White & Black Caribbean | |  | | --- | |  | |  |  | Indian | |  | | --- | |  | |
| Irish | |  | | --- | |  | |  |  | White & Black African | |  | | --- | |  | |  |  | Pakistani | |  | | --- | |  | |
| Any Other White Background | |  | | --- | |  | |  |  | White & Asian | |  | | --- | |  | |  |  | Bangladeshi | |  | | --- | |  | |
| Black or Black British | |  |  | Any Other Mixed Background | |  | | --- | |  | |  |  | Any Other Asian Background | |  | | --- | |  | |
| Caribbean | |  | | --- | |  | |  |  | Chinese or Other Ethnic Group | |  |  |  |  |
| African | |  | | --- | |  | |  |  | Chinese | |  | | --- | |  | |  |  |  |  |
| Any Other Black Background | |  | | --- | |  | |  |  | Other | |  | | --- | |  | |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Gender |  |  |  |  |  |  | Disability |  |  |  |  |  |  |
| Female | |  | | --- | |  | |  | |  | | --- | |  | | Male |  |  | Are you disabled? |  | Yes | |  | | --- | |  | |  | |  | | --- | |  | | No |

If Yes, what access arrangements, adjustments or adaptations would help you to do this job?

|  |
| --- |
|  |

If we ask you to come for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?

|  |
| --- |
|  |

Eligibility to Work

Are you eligible to work in the UK?

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

|  |  |
| --- | --- |
| Please give your National Insurance number: |  |

Do you require a work permit to work in the UK?

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

If yes, please attach a copy of your latest work permit. If there are any restrictions on the periods you are permitted to work, please detail these on a separate sheet.

|  |  |
| --- | --- |
| Where did you see the advertisement? |  |

Working with Vulnerable People

Jobs involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for work in any of these areas, you are required to state whether or not you have any convictions or there are any criminal charges or summonses pending against you. This applies whether or not your conviction is regarded as ‘spent’. You will also be required to undertake a check for convictions by the Disclosure and Barring Service (DBS). A conviction will not necessarily be a bar to employment.

Have you ever been disqualified from working with any vulnerable people, including children?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yes: | |  | | --- | |  | | No: | |  | | --- | |  | | If Yes, please give details on a separate sheet. |

Do you have a conviction or caution or actions pending?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yes: | |  | | --- | |  | | No: | |  | | --- | |  | | If Yes, please give details on a separate sheet. |

If my application is successful I agree to complete an application form for an enhanced DBS check to be carried out.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: |  |  | Date: |  |