

APPLICATION FOR NON-TEACHING APPOINTMENT

*Prospect School pursues a policy of equality of opportunity
and has a policy of short listing people with disabilities if the basic criteria for the job are met*

Post applied for
(as advertised)

1. PERSONAL DETAILS

Surname

First Names

Title

Any previous Surnames

Address

Post Code:

E-mail

Daytime tel no.

Evening tel no.

Mobile No.

Preferred Method
of Contact

N I Number

2. EMPLOYMENT HISTORY

A continuous employment history is required from when you left full-time education

Current employer

Company

Post Held

Give details

Address

Date appointed

Gross Salary

Notice period required
and or date available
if appointed

Reasons for wishing to move on
to a new employer?

Previous Experience (most recent employer first).

If part-time appointment please state. **Please include details of gaps in employment here.** A separate CV should **not** be enclosed in substitution. **A continuous employment history is required from when you left full-time education.**

Employment experience other than teaching.

Employer's name & location	Job title & main responsibilities	Salary	Inclusive Period (month & year)	

3. EDUCATION (Secondary, Further / Higher)

Establishment (name and town)	From	To	Qualifications / Grade / Date awarded



4. JOB RELATED TRAINING (include membership of professional institutes, vocational and non-vocational courses)

Institute / Courses studied	From	To	Standard or level achieved and date awarded

REASONS FOR APPLYING FOR THIS POST

Continue on separate sheet if required

6. EXPERIENCE AND PERSONAL SKILLS

Please give details of all your experience, skills and abilities relevant to the post applied for. (If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, eg parent governor, playschool assistant, committee member, VSO, treasurer of a club, CAB volunteer etc. Attach a continuation sheet if necessary.)

7. ADDITIONAL INTERESTS (Such as membership of any club, leisure activities and hobbies)

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8. FURTHER INFORMATION

Do you hold a full UK Driving licence?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Would you require sponsorship (previously a work permit) to take up this post

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Canvassing in any form may disqualify you from employment. If you have a direct relationship with a member of staff or a Governor at Prospect School please state their name(s) and the nature of the relationship:

9. REHABILITATION OF OFFENDERS ACT 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are "spent".

Have you ever been convicted of any criminal offences or been officially cautioned, warned or reprimanded in relation to any such offence? Yes No

Are you included in any list of people barred from working with children by the Independent Safeguarding Authority (ISA) or the General Teaching Council? Yes No

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Headteacher and enclose it with this form.

PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Criminal Records Bureau**. This will require you to complete a separate CRB disclosure form and to provide a range of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DCSF or DoH.**
- The fact that a disclosure has been processed, with dates, is recorded on our computerised personnel record system and the disclosure certificate itself is destroyed, in accordance with the Data Protection Act 1998.

10. REFERENCES

Please give details of two professional referees who can provide information that will confirm your suitability for this post. If you are employed, one should normally be your present Headteacher. Current or previous employers will be asked about disciplinary investigations and procedures relating to children including penalties that are "time expired" and any child protection concerns. You must provide details of most recent employment with young people, if not currently working with children. Please be aware that references will be sought to assist us in our short listing process and previous employers may be contacted to verify particular experience or qualifications. If there is a particular reason we should not contact your present employer at this stage, please provide an explanation.

Our preference is to request references by email – please provide an email address where possible

Name	<input type="text"/>	Position	<input type="text"/>
Capacity in which known to you	<input type="text"/>		

Address

Postcode

Email address

Daytime tel. no.

Name

Position

Capacity in which known to you

Address

Postcode

Email address

Daytime tel. no.

DECLARATION

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns. In signing this form I give my authority for use of my personal data for these purposes. I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

I hereby confirm that the information I have given above is true.

Signature of Candidate

Date

The school uses a standard application form. CVs will not be accepted.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

Where did you see about this post:

TES

Twitter

Facebook

Linkedin

ETeach

School website

VAK

Other (please specify)

Due to the high volume of applications we do not notify unsuccessful candidates.

Prospect School

SAFEGUARDING CHILDREN

This School is committed to safeguarding and promoting the welfare of children and expects that all adults working in the School will share this commitment. Our recruitment procedures incorporate certain measures that reflect this. Please answer the following questions. Incomplete or misleading responses may jeopardise your possible employment at this School.

1. Have you been barred from working with children? Yes No

2. Are you living in the same household where another person who is barred from working with children lives or works (disqualification 'by association')? Yes No

3. Are you included on 'List 99'? (Barred register) Yes No

4. Are you subject to any sanctions imposed by a professional regulatory Yes No

5. Are you aware of any reasons why you would not be considered as suitable Yes No

6. Have you ever completed a DBS Enhanced Disclosure? Yes No

If you have completed a DBS Enhanced Disclosure, please give the date

7. Have you ever had any convictions, cautions or bind-overs? Yes No

If you answered YES to question 7, please give details of dates and circumstances (including 'spent' convictions) – please do this on a separate sheet, which should be placed in a sealed envelope labelled with your name and date of birth, the post for which you have applied and marked 'for the attention of the Personnel Department'.

8. Have you lived, worked or been on holiday outside of the UK in the preceding five (5) years and stayed in any one country for a period of more than 6 months? Yes No

If you answered YES to question 8 and are successful at interview, you may be required to obtain an overseas check from police or judicial authorities, government departments or your Home Embassy in the country or countries concerned.

9. Date of birth

(We require your date of birth only in relation to our safeguarding processes should you be shortlisted. It will not be used for any other purpose in relation to your application.)

Please be aware that if you are short-listed for a post at this School, previous employers may be contacted to verify your employment history, experience and qualifications. They may also be asked to provide details of any disciplinary offences relating to children, including any in which the penalty is 'time expired' and any child protection concerns, including the outcome of any enquiry.

You will be asked to bring documents verifying your identity and qualifications to interview if possible.

Name
(please print)

Signature

Date

EQUAL OPPORTUNITIES

Prospect School is an equal opportunities employer and recognises and welcomes the provisions and spirit of the legislation and existing codes of practice produced by the appropriate Commissions for the promotion of equal opportunities for all.

The School aims to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect the School will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, cultural or national origins, sex, age, marital status, sexual orientation or disability, or is disadvantaged by conditions or requirements which cannot be justified as being necessary for the safe and effective performance of the job.

To help the School ensure that its equal opportunities policy is fully and fairly implemented (and for no other reason) you are invited voluntarily to complete this section of the application form.

The information you provide will be used solely for monitoring purposes. It will not be available to those involved in selection procedures. If you choose not to provide the information requested, this will in no way affect your application.

Surname: Forename(s):

Post Title: Department:

Date of birth: Age:

Please tick as appropriate

Female

Male

Single

Divorced

Married

Widowed

PROSPECT SCHOOL



I would describe my race or ethnic origin as: (Please tick the appropriate box below)

NAME:

SCHOOL:

Asian or Asian British

Bangladeshi

Indian

Pakistani

Other Asian background (please state)

Mixed

White and Asian

White and Black African

White and Black Caribbean

Other Mixed background (please state)

Chinese or other Ethnic Group

Chinese

Filipino

Vietnamese

Other Ethnic Group (please state)

Not Declared

Black or Black British

Caribbean

Black and Asian

African:

Eritrean

Ghanaian

Nigerian

Somali

Other African background (please state)

White

British

Greek/Greek Cypriot

Irish

Kurdish

Turkish/Turkish Cypriot

Other White background (please state)

Any Other Ethnic background (please state)

Data Protection Act

We will process all data in compliance with the provisions of the Data Protection Act 1998.

Please sign below to freely give your explicit consent to allow the information, given on this form, to be processed in accordance with the Data Protection Act 1998 for HR and payroll purposes, equal opportunities monitoring and to fulfill statutory requirements, including but not limited to Equalities Act 2010.

Signed

Date
