



# Employment application form (non-teaching)

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Please ensure that you complete all sections of Part 1 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.**

**If completing a paper copy of the application form, please complete the form in black ink**

<b>Vacancy job title:</b>	
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## Part 1: Information for shortlisting and interview

<b>Forename:</b>		<b>Surname:</b>	
<b>PRESENT/CURRENT APPOINTMENT</b>			
<b>Name:</b>			
<b>Address:</b>			
<b>Job title:</b> <i>please enclose a copy of the job description if possible</i>			
<b>Date appointed to current post:</b>			
<b>Current salary:</b> <i>please include details of any other benefits you receive e.g., car, private health insurance etc.</i>			
<b>Date available to start new job:</b>			
<b>Period of notice required:</b>			

## Part 2: FULL CHRONOLOGICAL EMPLOYMENT HISTORY

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Please state in date order, most recent first, where you have been employed and any gaps in employment						
Job title or position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		(month)	(year)	(month)	(year)	
2.1						
2.2						



2.3						
2.4						
2.5						
2.6						
2.7						

Have you lived/worked outside of the U.K. in the last 5 years? YES  NO

If yes, please give details:

**Please tell us about any gaps in your employment history**

From	To	Reason

Please include a continuation sheet if necessary

**Part 3: Secondary Education and qualifications (e.g. GCSEs)**

Name and address of school/college/academy	Date from	Date to	Qualification	Grade achieved



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### Part 4: Further or Higher Education

Any recognised qualifications or courses attended which are relevant to the job application

Name of FE College or University or Awarding Body	Date from	Date to	Full or part-time	Qualifications	Grades achieved

### Part 5: Details of your experience and reasons for applying for the post

Explain why you believe yourself to be a suitable candidate for this post and how you would relate your education, training and experience (including that not related to employment) to the requirements of the person specification for the post. Use additional sheets if required, but you should keep your response (including this page) to two sides of A4 (in font size 11 if typing your application).



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## Part 6: Referees

In this section, give details of two people to whom reference may be made.

The first referee should normally be your present or most recent headteacher. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

References will only be taken up for candidates who are shortlisted.

Are you happy for referees to be contacted prior to interview? YES  NO

### First Referee

Title	
Name	
Address	
Postcode	
Telephone Number	
E-mail	
Job Title	
Relationship to applicant	

### Second Referee

Title	
Name	
Address	
Postcode	
Telephone Number	
E-mail	
Job Title	
Relationship to applicant	

## Part 7: Declaration of any convictions, cautions or reprimands, warnings or bind-overs

Shortlisted applicants will be asked to provide any information about unspent and unprotected criminal records on a disclosure form prior to interview.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Please use link below for further information:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

## Part 8: Data protection regulations – General data protection regulations (GDPR) - Consent

As a recruiter, we need to collect and hold data about you to enable us to process your job application. GDPR places an obligation on employers to tell their job applicants why we collect their data, how we process it and how long we expect to retain it. The school will comply with its obligations under all prevailing data protection legislation when processing your personal data.

We would like your consent to hold personal data about you in order to process your employment application. The data we wish to obtain and retain includes (but is not limited to) all the information contained in your application form and employment references requested by the school. Holding this information enables us to make an informed decision on your suitability for employment. Data obtained during the recruitment process will only be held on your recruitment files for six months from the closing date of the post you have applied for. However, if a job offer is made to you, further GDPR consent will be required.

**Please read the statement below and sign this consent.**

*I hereby give The Crossley Heath School my consent to use and process my personal data relating to this job application and any related information the school receives in respect of this application. In giving my consent:*

- I understand that I can ask to see my data at any time via a subject access request (SAR).
- I understand that I can request that my data that is no longer held and is removed from the school's recruitment files and destroyed.
- I understand that, if my application is unsuccessful, my data will be destroyed after 6 months.
- I understand I can contact the school's Data Protection Officer via email – [dpo@crossleyheath.org.uk](mailto:dpo@crossleyheath.org.uk) - if I have any questions or concerns. Copies of the School's Data Protection Policy and the Staff Privacy Notice are available on request.
- I understand that if I am dissatisfied with how the school uses my data I can contact the Information Commissioner's Office - [www ICO.org.uk](http://www ICO.org.uk)

Signature:

Date:



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### Part 9: Advertisement feedback

Please tell us where you saw our advertisement for this post:

Crossley Heath School website		School Job Search website	
TES		Council bulletin	
Other: (please specify)			

### Part 10: Notes

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

### Part 11: Declaration

I certify that, to the best of my knowledge and belief, all particulars included in Part 1 of my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 15 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature:

Date:

Print name:



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Internal use only  
Date received: \_\_\_\_\_

# Equal opportunities monitoring form

*This sheet will be kept separate from your application form. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.*

## Part 1: Ethnic Group

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the racial groups to which they belong. However, you are not obliged to do so.

Please tick the relevant box		✓
White	British	
	English	
	Welsh	
	Scottish	
	Irish	
	Other white background	
Mixed	White and black Caribbean	
	White and black African	
	White and Asian	
	Other mixed background	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Other Asian background	
Black or Black British	Caribbean	
	African	
	Other Black background	
Chinese	Chinese	
Other ethnic group:		
Prefer not to state		

## Part 2: Personal Information

Title (e.g. Mr, Mrs, Miss, Ms, Dr.)		All previous surnames:	
Surname or family name:		All forenames:	
Current address:	Resident at this address since:		
	Home telephone number:		
	Mobile telephone number:		
	Date of birth:		
Post code:	E-mail address:		
DfES reference number:	National insurance number:		
Do you have QTS?	YES NO	Did you qualify as a teacher after May 1999?	YES NO If yes, in which school was induction completed?
Have you ever been subject to an investigation by a governing body, the General Teaching Council or DCSF or placed on List 99?	YES NO	If YES, please state separately under confidential cover, the circumstances and the outcome including any orders or conditions:	Are you subject to any legal restrictions in respect of your employment in the UK?
	YES NO		If yes, please provide details separately
Do you require a work permit?	YES NO If yes, please provide details separately	Do you have a current full driving licence?	YES NO
Are you related to, or have a close personal relationship with any pupil, employee or governor?	YES NO	NQTs ONLY Have you provided evidence of passing the Skills Tests? (tick)	Numeracy
	If yes, please provide details separately under confidential cover		Literacy
			ICT
Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?	YES NO	If yes, please specify, (e.g. ground floor venue, sign language, interpreter, audio tape etc.)	





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