**NON TEACHING POST APPLICATION FORM**

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| 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.** | | |
| **IMPORTANT INFORMATION** | | |
| **Criminal convictions:**  If you have any spent or unspent convictions to declare please either declare them here, or if you prefer, send details by post marked 'For the attention of the Lead Officer, in strict confidence - only to be opened by the addressee’ stating the post title and post reference number. | | |
| **DATA PROTECTION STATEMENT** | | | |
| The Trust is committed to confidentiality and complies with the Data Protection Act 1998. All information will be handled and stored sensitively and used only for its intended purpose. | | | |
| 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:** | |

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| **A** | **Education** | | | | | | |
| **Secondary education:** | | | | | | | |
| Appointment will only be confirmed subject to receipt of official certificates as detailed below.  (Please use continuation sheets if required) | | | | | | | |
| **School attended** | | **Qualifications** | | **Subject** | **Date** | | **Grade** |
|  | |  | |  |  | |  |
| **Further and higher education:** *Please include YT, apprenticeships etc.* | | | | | | | |
| **School, College or University** | | **Qualifications** | | **Subject** | **Date** | | **Grade** |
|  | |  | |  |  | |  |
| **Technical or Professional Membership/Qualification:** | | | | | | | |
| **Institute** | | | **Grade of membership** | | | **Year of election** | |
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| **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? | | | | | | | | | | | | |
| Yes | | | | | | 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** | |
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| **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.** | | | | | | | | | | | | |

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| **EQUAL OPPORTUNITIES MONITORING FORM** | | | | | | | | | | | | | |
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| 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?** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | Christianity |  | Judaism | | |  | | | | Baha’i | | |
|  | | Hinduism |  | Sikhism | | |  | | | | No Religion | | |
|  | | Islam |  | Buddhist | | |  | | | | Prefer not to say | | |
|  | | Other – e.g. Humanist, Atheist, etc (Please state) | | | | | | | | | |  | |
|  | | | | | | | | | | | | | |
| **5. How do you describe your sexuality?** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | Heterosexual / Straight |  | Bisexual | | |  | | | | Prefer not to say | | |
|  | | Gay Man |  | Gay Woman / Lesbian | | |  | | | |  | | |
|  | | | | | | | | | | | | | |
| **6. Please describe your ethnic origin?** | | | | | | | | | | | | | |
|  | | | | | | |  |  | | | | | |
| **White** | | | | | | |  | **Black or Black British** | | | | | |
|  | British | | | | | |  |  | Caribbean | | | | |
|  | Irish | | | | | |  |  | African | | | | |
|  | Any other White background | | | | | |  |  | Any other Black background | | | | |
|  |  | | | | | |  |  |  | | | | |
| **Arab or Middle Eastern** | | | | | | |  | **Travelling Community** | | | | | |
|  | Arab | | | | | |  |  | Gypsy/Roma | | | | |
|  | North African | | | | | |  |  | Traveller of Irish Descent | | | | |
|  | Any other Arab or Middle Eastern Background | | | | | |  |  | Other member of the travelling community | | | | |
|  |  | | | | | |  |  |  | | | | |
| **Asian or Asian British** | | | | | | |  | **Mixed** | | | | | |
|  | Indian | | | | | |  |  | White & Black Caribbean | | | | |
|  | Pakistani | | | | | |  |  | White & Black African | | | | |
|  | Bangladeshi | | | | | |  |  | White & Asian | | | | |
|  | Chinese | | | | | |  |  | Any other Mixed Background | | | | |
|  | Any other Asian background | | | | | |  |  |  | | | | |
|  |  | | | | | |  |  |  | | | | |
| **Other ethnic groups:** Please state | | | | | | |  | **Prefer not to say** | | | | | |
|  | | | | | | |  |  | Prefer not to say | | | | |
|  | |  | | | | |  |  |  | | | | |
| **7. What is your Relationship Status?** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | Married/Civil Partnership | | | | | |  | Prefer not to say | | | | |
|  | | Single | | | | | |  |  | | | | |