

APPLICATION FORM – NON-TEACHING STAFF

Please complete the following form as fully as possible. You may also attach your CV in addition to the completed application form. The information requested below complies with the recommendations in the Department for Education document Safeguarding Children and Safer Recruitment in Education

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| **POSITION APPLIED FOR:** |  | | |
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| **1. PERSONAL DETAILS** | | | |
| **Title (Dr/Mr/Mrs/Miss/Ms)** |  | | |
| **First Name:** |  | | |
| **Other Names:** |  | | |
| **Surname:** |  | | |
| **Previous Surnames:** |  | | |
| **Current Address:** |  | | |
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| **Postcode:** |  | | |
| **Previous Address, covering the last five years if different from above** |  | | |
| **Home Telephone No:** |  | **Work Telephone** |  |
| **Mobile Telephone No:** |  | **Email:** |  |
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| **National Insurance No:** |  | | |
| **Do you require a visa to work in the UK?** |  | | |

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| **2. OTHER INFORMATION** | |
| **Are you related to any Governor or employee of the School?** |  |
| **If yes, who?** |  |
| **Please state where you saw this post advertised** |  |

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| 3. EDUCATION AND ACADEMIC QUALIFICATIONS Starting with the most recent, please give details of secondary school, colleges and universities attended with examination dates, results and qualifications obtained. Evidence of qualifications will be requested. | | | |
| **School/College/ University** | **From**  **dd/mm/yy** | **To**  **dd/mm/yy** | **Subjects, Qualifications, Grades, Honours** |
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**4. EMPLOYMENT**

Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities since leaving secondary education.

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| **Employer Name & Address** | **Job Title and Description of Duties** | **Date From/to**  **dd/mm/yy** | **Current or Final Salary and Reason for Leaving** |
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| **5. GAPS IN EMPLOYMENT**  If there are any gaps in your employment history, please give details and dates |
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| **6. PROFESSIONAL DEVELOPMENT**  Please provide details of any courses you have attended that may be relevant to this application and indicate awards/qualifications/certifications earned. | | | | |
| **Course Title** | **Provider** | **Duration** | **Dates** | **Awards (if any)** |
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| **7. SUITABILITY**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Using the person specification describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| **8. INTERESTS**  Please give details of any interests, hobbies or skills. |
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| 9. REFERENCESPlease supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Head Teacher will be the referee. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friend.** The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | | | |
| **1. Name** |  | **2. Name** |  |
| **Position** |  | **Position** |  |
| **Address** |  | **Address** |  |
|  | |  | |
| **Tel No.** |  | **Tel No.** |  |
| **Email.** |  | **Email.** |  |
| **In what capacity do you know the above?** | | **In what capacity do you know the above?** | |
| **May we contact prior to interview?** | | **May we contact prior to interview?** | |
| **3. Name** |  |  | |
| **Position** |  | **If you were known to either of your referees by another name, please give details:** | |
| **Address** |  |  | |
|  | |  | |
| **Tel No.** |  |  | |
| **Email** |  |  | |
| **In what capacity do you know the above?** | |  | |

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| 10. DECLARATION |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Principal or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Principal or the Bursar for advice.  Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) 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 at the Disclosure and Barring Service website. www.gov.uk/dbs  You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.  Please delete as appropriate:  **I have nothing to declare** OR **I enclose a confidential statement**  **Vaccination Status**  It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation is with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.  I confirm that the information provided by me on this application form is correct and gives a fair representation of my qualifications and work experience. I consent to the use of this information during the recruitment process and during employment, if I am successful.  SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed to be equivalent to submission of a signed version and will constitute confirmation of the declaration. |

***Reddam House Berkshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. In addition to all other background checks, appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if you have lived in the UK) and/or Overseas Checks for all other countries in which you have lived or worked (for 3 months or more in any one country since the age of 16 years) and your country of origin.***