**Non-Teaching Application Form**

**Basic information**

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| --- | --- | --- | --- | --- |
| **Title** | **First name** | **Middle name(s)** | **Last name** | **Previous name(s)** |
|  |  |  |  |  |
| **Mobile tel no** | **Home tel no** | **Email address** |  |
|  |  |  |
| **Address (inc Postcode)** |
|  |
| **NI No** | **Are you qualified to work in the UK?** |
|  | **Yes/No** |

**Supporting Statement**

Use this space to explain why you are right for this job. Include any experience, skills or other information which you think makes you suited to this particular role. Your application may not be considered if you do not tailor it to this role.

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**Employment History**

**Current/Most Recent Employer**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Job Title** | **Dates employed**  |
| **Summary of main duties and responsibilities:** |
| **Reason for leaving:** |

**Previous Employers**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Job Title** | **Dates from and to** |
| **Summary of Main Duties and Responsibilities:** |
| **Reason for Leaving:** |
| **Employer** | **Job Title** | **Dates from and to** |
| **Summary of Main Duties and Responsibilities:** |
| **Reason for Leaving:** |
| **Employer** | **Job Title** | **Dates from and to** |
| **Summary of Main Duties and Responsibilities:** |
| **Reason for Leaving:** |
| **Employer** | **Job Title** | **Dates from and to** |
| **Summary of Main Duties and Responsibilities:** |
| **Reason for Leaving:** |

**Do you have any gaps in your employment/education history?**

**We may not consider your job application If you do not explain any gaps in your employment/education history.**

Yes/No

If Yes, please explain the reasons for the gap and include the dates

|  |  |
| --- | --- |
| **Dates (from-to)** | **Reason** |

**Continuing Professional Development**

|  |  |  |
| --- | --- | --- |
| **Provider** | **Course** | **Duration** |
|  |  |  |

|  |
| --- |
| **Membership of Professional Bodies (such as subject associations)** |
|  |

**Education**

**Higher Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **University/College** | **Subject** | **Qualification** | **Result** | **Dates from to** |
|  |  |  |  |  |

**Secondary/Further Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School/College** | **Subject** | **Qualification** | **Result** | **Dates from to** |
|  |  |  |  |  |

**Additional Skills**

If you have any additional skills, hobbies or abilities that you think would be useful to share with potential employers but, that you would not mention in a personal statement, please add them here.

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[ ]  I hold a full current driving licence

**Referees**

Referees will be asked about whether you have been the subject of any safeguarding concerns.

**Current or most recent employer**

How do you know this reference

|  |
| --- |
|  |

[ ]  I am happy for a potential employer to contact this referee prior to interview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title & Name** | **Organisation & Address** | **Position held** | **Telephone no** | **Email address** |
|  |  |  |  |  |

**Second referee**

[ ]  I am happy for a potential employer to contact this referee prior to interview

How do you know this referee?

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title & Name** | **Organisation & Address** | **Position held** | **Telephone no** | **Email address** |
|  |  |  |  |  |

**Additional referees**

If you have worked with any employers you have listed above for less than 24 months, please add an additional referee

[ ]  I am happy for a potential employer to contact this referee prior to interview

How do you know this referee?

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title & Name** | **Organisation & Address** | **Position held** | **Telephone no** | **Email address** |
|  |  |  |  |  |

**Declarations**

If you are related to any current employees, students or governors, please state their name(s) and the nature of your relationship(s) here.

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Are there any restrictions on your being resident or being employed in the UK?

[ ]  No

[ ]  Yes

If Yes, please provide details here.

|  |
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|  |

Have you lived outside the UK for more than three months in the past five years?

[ ]  No

[ ]  Yes

If Yes, please provide details here.

|  |
| --- |
| UK employers will normally ask you for a Police Certificate of Good Conduct from the other countries you have lived in |

If you are currently registered with the DBS Update Service, please provide your registration number and DBS Certificate issue date here

|  |
| --- |
| Most teachers are unlikely to be in the DBS Update Service and we do not expect it – but it can save time  |

[ ]  **I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or mis-leading it will disqualify me from my appointment or after appointment could lead to a disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.**

|  |  |
| --- | --- |
| **Signature** | **Date** |
|  |  |