**A****pplication form for Non-Teaching Posts**

**PRIVATE AND CONFIDENTIAL**

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| VACANCY DETAILS | |
| Post applied for |  |
| Where advertised? |  |

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| PERSONAL INFORMATION | | | | | | |
| Title  (Mr, Mrs, Miss, Ms etc) |  | | First name | |  | |
| Middle name(s) |  | | Surname | |  | |
| Former name(s) |  | | Date of birth | |  | |
| Current address |  | | | | | |
| Postcode |  | Email address | |  | | |
| Telephone number |  | | Mobile number | |  | |
| NI Number |  | | Teacher reference | |  | |
|  |  | | Are you eligible to work in the UK? | | YES | NO |
|  |  | |  | |  |  |

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| --- | --- | --- | --- | --- | --- |
| Do you hold a full, current driving licence? | YES | NO\* | Do you have your own transport? | YES | NO\* |
| Are you currently employed? | YES | NO\* | If yes, please advise how much notice you would have to give. |  | |

*\*delete as appropriate*

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| Please give details of any other employment that you would continue with if you were successful in obtaining this position.  Please include daily start and finish times and total weekly working hours. |  |

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| EMPLOYMENT HISTORY |
| Starting with your most recent employer, please give **full details** of your employment history **including any periods of unemployment**.  Please continue on a separate sheet of paper if necessary. |

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| --- | --- | --- | --- | --- | --- |
| Dates Employed | | Name and address  of employer | Job title and duties | Salary on leaving | Reason(s) for leaving |
| From | To |
|  |  |  |  |  |  |

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| QUALIFICATIONS | | | | |
| Examinations taken | School, College, University etc | Grade | From | To |
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| **GAPS IN EMPLOYMENT/TRAINING HISTORY** |
| As part of our commitment to safeguarding we need to establish a full chronology of employment, training or other activities. Please provide full details that explain any gaps in the information you have provided earlier in this form |
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| **REFERENCES** |

* References will only be sought for short listed candidates. It is our policy to obtain references prior to interview where at all possible; **please indicate below if you do not wish to us to do this**.
* Applicants should provide details of two professional referees; at least one **must** be from your present or most recent employer.
* Your referees will be asked to comment on your suitability for the post applied for; this will include questions relating to disciplinary offences and whether you have been the subject of any child protection concerns.
* We may also approach other former employers for information, before interview, to verify details on your application, such as particular experience or qualifications.
* In the event that you are unable to provide details of two professional referees (or where both references relate to the same period of employment), details must also be provided for someone that we may approach for a personal character reference. Please do not give relatives or people solely in the capacity of friends as a referee.

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| **Referee 1** | | | | **Referee 2** | | | |
| Name |  | | | Name |  | | |
| Position |  | | | Position |  | | |
| Company |  | | | Company |  | | |
| Address  (inc. postcode) |  | | | Address  (inc. postcode) |  | | |
| Tel No. |  | | | Tel No. |  | | |
| Email address |  | | | Email address |  | | |
| Permission to contact prior to interview? | | YES | NO | Permission to contact prior to interview? | | YES | NO |

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| LETTER OF APPLICATION |
| In support of your application, please supply a written statement indicating how you can contribute to the ethos of the school in not more than 500 words. Please use the continuation sheet on page 7 if necessary. ***If you have a CV, please attach a copy to your completed application form.*** |
| ADDITIONAL INFORMATION |
| |  |  |  |  | | --- | --- | --- | --- | |  | **Yes** |  | **No** |   Should you be invited for interview, would you have  any requirements in respect of access or facilities?  If you have answered yes, may we please ask you to provide brief details:-  **For cleaning, catering and maintenance applicants:-**  The role that you are applying for involves a significant degree of manual handling and physical tasks. At times this may include repetitive tasks (such as mopping, wiping), heavy lifting and operating machinery.  Please indicate here whether you have any mobility or health problems that might prevent you from safely undertaking such work:   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes** |  | **No** |   If you have answered yes, may we please ask you to provide brief details:- |
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| DECLARATIONS BY APPLICANT |
| **CRIMINAL RECORDS** |
| * In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and we therefore require all applicants to declare any convictions, cautions, reprimands or final warnings that are **not “protected”** as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf). This is regardless of whether any such convictions, caution, reprimand or final warning is considered ‘spent’ or ‘unspent’. * The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and 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 [Disclosure and Barring Service website](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering). **Having a criminal record will not necessarily bar you from working with us: t**his will depend on the nature of the position and the circumstances and background of your offence(s). * You should be aware that the School will conduct its own checks upon successfully shortlisted candidates with the DfE, Secretary of State and police records. Please submit relevant information in confidence, enclosing details in a separate sealed envelope; this information will be seen only by those who need to see it as part of the recruitment process. If you would like to discuss this matter or would like a copy of the School’s policy, please contact our Admin Department in confidence on Tel: 01628 879384   ***Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.***  **Please tick as appropriate:-**   |  |  | | --- | --- | |  | **I have nothing to declare** | |  | **I enclose a confidential statement** | |

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| **DBS BARRED LIST & DfE CHECKS** |
| Have you ever been disqualified from working with children, named on the DBS Barred List(s), DfE List 99 or the Protection of Children Act List, or been the subject of any sanction(s) or prohibition order imposed by the DfE/Secretary of State or regulatory body (e.g. the NCTL) or equivalent EEA professional regulating authority.   |  |  |  |  | | --- | --- | --- | --- | |  | **No** |  | **Yes, I enclose a confidential statement** | |

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| **FAMILY/CLOSE RELATIONSHIPS** |
| Are you related to, or do you have a close relationship with, any member of staff working for Beech Lodge School?   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes** |  | **No** |   If you have answered yes, please state the person(s) and the relationship(s):- |
| **Please read the following carefully before signing and submitting your application**  I confirm that the information contained within this application form is complete and correct and that any untrue or misleading information will give my employer the right to withdraw any offer of employment or terminate any employment contract.  I agree that should I be successful in this application, I will, when required, give permission for application by my employer to the Disclosure and Barring Service for an enhanced disclosure. I also agree that Beech Lodge School may apply to those listed in my application for references and can complete online and social media checks. I understand that should I fail to do so, or should the disclosure or reference(s) not be to the satisfaction of Beech Lodge School, any offer of employment may be withdrawn or my employment terminated.  **Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Please return this form to:**  **recruitment.bls@beechlodgeschool.co.uk** |
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| **CONTINUATION SHEET** |
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