

### CONFIDENTIAL

### APPLICATION FORM – NON-TEACHING STAFF

<b>POSITION APPLIED FOR</b>	
-----------------------------	--

<b>1. PERSONAL DETAILS:</b>			
<b>Title (Dr/Mr/Mrs/Miss/Ms)</b>			
<b>First Names:</b> <small>Please underline known names</small>			
<b>Surname:</b>			
<b>Previous Surnames:</b>			
<b>Current Address:</b>			
<b>Home Telephone Number:</b>		<b>Work Telephone Number:</b> <b>May we contact you at work?</b>	<b>Yes / No</b>
<b>Mobile Telephone Number</b>			
<b>E-mail Address:</b>			
<b>Do you have a relevant current driving licence:</b>		<b>YES / NO</b>	
<b>Are you legally eligible for employment in the UK?</b>		<b>YES / NO</b>	
<b>National Insurance Number:</b>			
<b>Where did you see this vacancy advertised?</b>			

2. OTHER INFORMATION:	
Are you related to any Governor or other employee of the School?	YES / NO
If so, please give details.	

3. EDUCATIONAL AND ACADEMIC QUALIFICATIONS		
School/College/University	Dates of Attendance	Subjects, Qualifications, Grades, Honours
Vocational Qualifications		
School/College/University	Dates of Attendance	Subjects, Qualifications, Grades, Honours

**4. EMPLOYMENT HISTORY**

*Please provide a full history in chronological order (with start and end dates). Please include any periods of unemployment since leaving education and provide, where appropriate, explanations for all periods not in employment. In each case please give reasons for leaving employment. Please continue on a separate sheet if necessary.*

**PRESENT OR MOST RECENT EMPLOYMENT**

<b>Job Title:</b>		<b>Date Started:</b>		
<b>Outline Main Responsibilities</b>				
<b>Employer name &amp; type of business</b>				
<b>Current/Recent Salary:</b>		<b>Notice Required:</b> Please say if you have left this job		
<b>Dates from / to</b> (start with most recent first)	<b>Job Title</b>	<b>Employer's name and location</b>	<b>Salary</b>	<b>Reason for Leaving</b>

**5. PROFESSIONAL OR OTHER RELEVANT WORK EXPERIENCE:**

*Please give details of courses or work experience relevant to this application and indicate any awards/qualifications/certifications earned.*

<b>Course Title</b>	<b>Provider</b>	<b>Duration</b>	<b>Dates</b>	<b>Awards (if any)</b>

## 6. REASONS FOR APPLYING

*Please state your reasons for applying for this job. Please outline particular experience gained in previous jobs or in activities outside work which you feel show your suitability for the post.*

## 7. REFERENCES:

*Two references are required. The first reference should be your current or most recent employer. 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 acting solely in the capacity of friend.** Any previous employer may be contacted for a reference.*

**We may approach your referees without further reference to you before interview, unless you explicitly state that we may not do this.**

1. Name		2. Name	
Position		Position	
Address		Address	
Postcode		Postcode	
Telephone No:		Telephone No:	
E-mail		E-mail	
In what capacity do you know the above?	In what capacity do you know the above?		

#### **8. DATA PROTECTION:**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we process your data is set out in the Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form, with third parties.

#### **9. DECLARATON**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on the Barred List and am not subject to any sanctions imposed by a regulatory body.

Please tick as appropriate.

☐

I have no convictions, cautions or bind-overs.

☐

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'Confidential'.

I confirm that the information given in this application for employment including any supporting documents is correct and complete. I understand that false or misleading information will nullify any subsequent contract of employment. I also understand that the information may be entered onto a computer and under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner.

Signed..... Date.....

## CONFIDENTIAL: APPLICATION COVERSHEET

Please note this coversheet is NOT referred to when selecting candidates for interview, but includes details which must be made available in order that St George's School complies with its Safer Recruitment in Education obligations.

St George's School is an equal opportunities employer and under the Equality Act 2010 and to ensure that our positions attract a diverse range of people, applicants are asked to give additional details about themselves, which are possible sources of unfair/or unlawful discrimination in selecting people for jobs. These details will assist St George's School, Ascot in operating its equal opportunities policy.

<b>Position Applied for:</b>	
<b>Title</b>	
<b>Surname</b>	
<b>Forename(s):</b>	

<b>Date of Birth*</b>	
-----------------------	--

<b>Do you need a UK work permit to do this job under the terms of the Immigration and Asylum Act 1996?</b>	<b>YES /NO</b> Please give details of any permit currently held:
--	---

<b>What is your ethnic origin?</b>	<b>White</b>	<b>Black (African)</b>	<b>Black (Caribbean)</b>
	<b>Black (Other)</b>	<b>Asian</b>	<b>Chinese</b>
	<b>Other</b>		

\* necessary in order to comply with St George's School Safer Recruitment Policy.