

APPLICATION FORM FOR A NON-TEACHING POST

Please complete electronically or print form and complete in capital letters using black ink.

POST TITLE

Please refer to the accompanying guidance notes when completing your application. Please complete **ALL** of the following sections as this information is required for shortlisting and clearance purposes.

PERSONAL DETAILS

Surname:	Forenames:
Address:	Telephone
	Home: <input type="checkbox"/>
	Mobile: <input type="checkbox"/>
Length of time at this address:	Email address: <input type="checkbox"/>
Postcode:	Please <input checked="" type="checkbox"/> preferred contact method
	National Insurance Number:

Please state where you saw the job advertised:

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes ☐ No ☐

If yes, please provide details:

If you are successful in your application would you require a work permit prior to taking up employment?

Yes ☐ No ☐

If Yes, please specify dates:

Date: From (Month/YYYY) Date: To (Month/YYYY)

Have you ever lived and/or worked outside of the UK? Yes ☐ No ☐

If Yes, please provide details:

Do you hold a Certificate of Good Conduct for your time spent abroad? Yes ☐ No ☐

EDUCATION AND QUALIFICATIONS

Secondary Education			
Subject	Qualification	Grade	Year Obtained

Further Education/Vocational/Professional Qualifications held:			
Subject	Qualification	Grade	Year Obtained

Qualifications currently being studied:		
Method of study	Level	Examination date

Membership of Professional Bodies				
Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

Please provide details of any gaps in your employment history when you have not been in education, training or employment. Please list dates (Month/YYYY) and the reason (i.e. Travel, Parental leave etc..)

PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:			
Address:			
Post held:		Grade:	
Date of Appointment:		Salary:	
Notice required:		Telephone No:	
Leave date(if applicable)		Reason for Leaving (if applicable)	

PREVIOUS EMPLOYMENT (most recent first)

Dates (month/year)	Employers name and address	Position Held/ Grade	Reason for Leaving

REFERENCES

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee MUST be from your current or most recent employer OR if in school, college or just completed education, one referee must be from school/college (the application will not be pursued without two referees supplied). We reserve the right to request an alternative referee if that is deemed inappropriate.			
Name:		Name:	
Address:		Address:	
Tel No:		Tel No:	
Fax No:		Fax No:	
e-mail:		e-mail:	
Occupation:		Occupation:	
I give/ <input type="checkbox"/> I do not give/ <input type="checkbox"/> permission to take up my references prior to an interview, should I be shortlisted. (check box as appropriate)		I give/ <input type="checkbox"/> I do not give/ <input type="checkbox"/> permission to take up my references prior to an interview, should I be shortlisted. (check box as appropriate)	

DECLARATIONS AND CONSENTS

Do you consider yourself to have a disability? Yes ☐ No ☐

If yes, please details any reasonable adjustments that you would require if you were selected for interview /assessment event:

Are you related to a Trustee or member of the School Governing Body? Yes ☐ No ☐

If yes, please provide details:

If yes, please give name(s) and relationship.

I understand that canvassing of any Governor or Trustee member in connection with this appointment will disqualify me.

Has any previous employer expressed concerns and/or taken any action, whether informal / formal (including suspension from duty) on the following:

Capability /Performance Yes ☐ No ☐
Please provide details:

Disciplinary Yes ☐ No ☐
Please provide details:

Are there any dates on which you would not be available for interview in the near future?

Please state the date on which you could take up duty if appointed:

Do you hold a current driving licence? Yes ☐ No ☐

Do you have use of a car?

Yes ☐

No ☐

What type of licence is it? (eg. full, provisional, HGV, PSV)

I declare that the information contained in this application form is correct and understand that the School will request to see proof of qualifications at the time of interview.

I consent to the STAR MAT recording and processing the information detailed in this application. The STAR MAT will comply with their obligation under the General Data Protection Regulations 2018.

Please note that appointment to this post will be subject to medical clearance, satisfactory references and satisfactory Enhanced DBS Check.

It is the STAR MAT's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

The STAR MAT is also required to carry out a DBS check in order to determine your suitability for the role.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice?

YES ☐ NO ☐

If the answer is yes, please provide full details below:

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please read the job description and person specification carefully, then explain what qualities you are able to bring to the post highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on no more than one additional A4 sheet if necessary)

I confirm that the information I have provided is true and accurate and understand that knowingly to make a false statement for this purpose may be a criminal offence. I am not on the Children's Barred List, disqualified from working with children or young people, or subject to sanctions imposed by a

regulatory body. I have no convictions, or cautions (or have provided details of these as instructed above).

Signature:

Dated:

(Type your name here if submitting electronically). Return completed form to School address