**NON-TEACHING POST APPLICATION FORM**

**SCHOOL:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Post** | **Grade** |

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| **Personal Information**  Surname Mr / Mrs / Miss / Ms / Title:  Previous Surnames Forenames \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address Telephone No. Home  Telephone No. Mobile  National Insurance Number  Postcode Email Address |

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| **Education and Training**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Secondary School / College / Polytechnic / University** | **Date**  **From** | **Date**  **To** | **Examinations taken / to be taken** | **Grades Attained** | **Year taken / to be taken** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

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| **Details of any other specialised training, knowledge or experience relevant to this post**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Present or Last Employment**  Name of Employer Position Held  Address Date Appointed Until  Present Salary £ pa Grade  Post Code Allowances (inc. London Weighting)  Telephone No. Period of Notice Required  Reason(s) for Leaving (if applicable)    Brief Description of Duties Undertaken |
| **Full Employment History** (in chronological order with most recent first). Please include part time and voluntary work as well as full time employment. Please include any periods of unemployment with explanation.   |  |  |  |  | | --- | --- | --- | --- | | **Name of Employer** | **Position Held** | **Dates (Start and End)** | **Reason(s) for Leaving** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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| **Spare Time Activities, Interests etc** |

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| **Training undertaken in the last two years** |

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| **Statement of Suitability**  State briefly the reasons for which you consider that your experience, qualifications, ability render you suitable for the appointment for which you have applied. |

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| **Referees**  Please give the names and addresses of two persons willing to give you a reference, including your present or last employer. If you are in or have recently completed full-time education, one referee should be from school/college. Friends and/or relatives are not acceptable. References will be taken up before the interview unless you state otherwise.  Name Name  Position Position  Company Company  Address Address        Postcode Postcode  Telephone No Telephone No  Email Email  Permission to contact prior to interview 🞏 Permission to contact prior to interview 🞏 |

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| **Disclosure of Relationship**  Are you related by marriage, blood or as a cohabiter to any member of the Governing Body or employee of the Trust.  If **YES**, please give name, position and relationship.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Past Criminal Record**  I have no previous convictions, cautions or bind-overs, no outstanding cases and am not currently disqualified from working with children or on DfES list 99.  Signature Date  *If you are unable to sign this declaration, please enclose any details in a separate sealed envelope, marked ‘confidential’, when you return your application form.*  Have you lived or worked abroad within the last five years ? YES/NO.  *If so, you maybe asked to provide a valid overseas Police check from that country.* |
| ***All applicants are required to complete the Equal Opportunities form and return them with the completed application form.***  ***The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff to share this commitment.*** |

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| **Declaration**  I declare that the information given on this form is correct to the best of my knowledge and belief.  I understand that any false statements on this form will justify dismissal from NWET Trust.  I understand that the school will undertake a DBS check and check out my medical history if appointed.  Signature Date |

Supplementary Forms

Equal Opportunities

Nonsuch and Wallington Education Trust values diversity and has an Equalities Policy to ensure that all applicants are treated fairly and that they are appointed solely on their suitability for the post irrespective of race, gender, disability, sexuality or age.

The Trust is also committed to ensuring equal access to employment and details and this form will allow us to identify any groups that are under-represented in our workforce. The information you give us here will only be used for the purposes of human resource management.

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| --- | --- | --- | --- |
| Last Name: |  | | |
|  |  | | |
| First Name: |  | Date of Birth: |  |

Ethnic Group

I would describe myself as (please tick one box)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| White |  |  |  | Mixed |  |  |  | Asian or Asian British | |
| British | |  | | --- | |  | |  |  | White & Black Caribbean | |  | | --- | |  | |  |  | Indian | |  | | --- | |  | |
| Irish | |  | | --- | |  | |  |  | White & Black African | |  | | --- | |  | |  |  | Pakistani | |  | | --- | |  | |
| Any Other White Background | |  | | --- | |  | |  |  | White & Asian | |  | | --- | |  | |  |  | Bangladeshi | |  | | --- | |  | |
| Black or Black British | |  |  | Any Other Mixed Background | |  | | --- | |  | |  |  | Any Other Asian Background | |  | | --- | |  | |
| Caribbean | |  | | --- | |  | |  |  | Chinese or Other Ethnic Group | |  |  |  |  |
| African | |  | | --- | |  | |  |  | Chinese | |  | | --- | |  | |  |  |  |  |
| Any Other Black Background | |  | | --- | |  | |  |  | Other | |  | | --- | |  | |  |  |  |  |

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| Gender |  |  |  |  |  |  | Disability |  |  |  |  |  |  |
| Female | |  | | --- | |  | |  | |  | | --- | |  | | Male |  |  | Are you disabled? |  | Yes | |  | | --- | |  | |  | |  | | --- | |  | | No |

If Yes, what access arrangements, adjustments or adaptations would help you to do this job?

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If we ask you to come for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?

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Eligibility to Work

Are you eligible to work in the UK?

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| Yes: | |  | | --- | |  | | No: | |  | | --- | |  | |

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| Please give your National Insurance number: |  |

Do you require a work permit to work in the UK?

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| Yes: | |  | | --- | |  | | No: | |  | | --- | |  | |

If yes, please attach a copy of your latest work permit. If there are any restrictions on the periods you are permitted to work, please detail these on a separate sheet.

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| Where did you see the advertisement? |  |

Working with Vulnerable People

Jobs involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for work in any of these areas, you are required to state whether or not you have any convictions or there are any criminal charges or summonses pending against you. This applies whether or not your conviction is regarded as ‘spent’. You will also be required to undertake a check for convictions by the Disclosure and Barring Service (DBS). A conviction will not necessarily be a bar to employment.

Have you ever been disqualified from working with any vulnerable people, including children?

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| Yes: | |  | | --- | |  | | No: | |  | | --- | |  | | If Yes, please give details on a separate sheet. |

Do you have a conviction or caution or actions pending?

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| Yes: | |  | | --- | |  | | No: | |  | | --- | |  | | If Yes, please give details on a separate sheet. |

If my application is successful I agree to complete an application form for an enhanced DBS check to be carried out.

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| Signed: |  |  | Date: |  |