

# Application Form for Non-Teaching Posts

**CONFIDENTIAL**

This form is also available on our website. Please use TYPE or BLACK ink and complete ALL sections. If completing on a computer please click in the grey boxes to edit.

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| JOB TITLE |  |
| JOB REFERENCE |  |

**GREAT WESTERN ACADEMY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS AND WE EXPECT ALL STAFF TO SHARE THIS COMMITMENT AND UNDERGO APPROPRIATE CHECKS, THEREFORE, ALL POSTS WITHIN THE TRUST ARE SUBJECT TO AN ENHANCED DBS AND BARRED LIST CHECK.**

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| **1. PERSONAL DETAILS** **(PLEASE COMPLETE IN BLOCK LETTERS)** | |
| Surname | Forenames |
| Title (Mr/Mrs/Miss/Ms/Other) | Previous Surname(s) |
| Address  Postcode | Telephone numbers  Home  Work  Mobile |
| Email address | |
| National Insurance No | |

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| **2. PRESENT OR LAST EMPLOYER** | |
| Name and address of Employer    Postcode | Name and address of establishment (if different)    Postcode |
| Job Title | Nature of business |
| Present or last annual salary | Hours worked per week |
| Date appointed | Notice required or leaving date (if last appointment) |
| Reason for leaving | |
| Brief description of duties | |

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| **3. PREVIOUS EMPLOYMENT** | | | | | | |
| **Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment training or education since leaving secondary education.**  **Please continue on a separate sheet if necessary** | | | | | | |
| Name of employer or voluntary agency | Post | FT/PT/Supply | Salary | From (MM/YY) | To  (MM/YY) | Reason for leaving |
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| We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied. | | | | | | |

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| **4. EDUCATION, TRAINING AND QUALIFICATIONS** | | | | |
| **Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications from overseas must be supported by NARIC accreditation.** | | | | |
| University / College / Organising body / School | Date From (MM/YY) | Date To (MM/YY) | Qualification gained / Training course (state level) | Grade / Class of degree |
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| We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied. | | | | |

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| **COURSES AND DEVELOPMENT** |
| **Please details other relevant course and development in which you have been involved in the past 3 years and which you consider relevant to the post** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | |
| Membership of Professional Association and Level | |  | |
| Membership Number |  | Dates |  |

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| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION** | |
| **Please use experience / knowledge / skills and abilities gained through paid, unpaid, voluntary work or life experience to demonstrate how you meet the criteria as set out in the job specification. You may continue below or on a separate letter of no more than two sides of A4. Please ensure that your name and the post title are clearly marked on the separate sheet. Text should be no smaller than 11pt.**  **This section is MANDATORY and your application may not be considered if it is not completed. Please do not submit a CV in its place.** | |
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| **6. REFEREES** | |
| **Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present / or most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, the Head Teachers, College Lecturers or other acceptable persons who are able to comment on your educational background and / or personal qualities are acceptable as referees.**  **The Academy Trust reserves the right to approach any previous employer or manager** | |
| Name (Current / Most recent Employer) | Name |
| Position Held | Position Held |
| Organisation (if appropriate) | Organisation (if appropriate) |
| Address | Address |
| Postcode | Postcode |
| Telephone Number | Telephone Number |
| Email address | Email address |
| How long known? | How long known? |

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| **7. ADDITIONAL INFORMATION** | | | | | | | |
| Have you ever been dismissed from employment for a reason other than redundancy?  **If YES, please give details** | | | | Yes |  | No |  |
|  | | | | | | | |
| Have you ever been suspended or subject to disciplinary action in any employment? **If YES, please give details** | | | | Yes |  | No |  |
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| You are required to declare any relationship with or to any member of staff, Trustee or Local Government Member of Great Western Academy Trust.  **Please state name and position** | | | | | | | |
| Name |  | Position |  | | | | |

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| **8. GENERAL DETAILS** | | | |
| How did you hear about this vacancy? | | | |
| Local press (print or website)  Please state |  | Job Board  Please state |  |
| TES or TES support website |  | Eteach |  |
| Guardian |  | Job Centre |  |
| Local Authority website |  | Trust or Academy Website |  |
| Other -Please state |  |  |  |

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| **9. DATA PROTECTION ACT** |
| The personal information collected on this form will be processed in accordance with the Data Protection Act 1998 in order to obtain both an electronic and paper record of your application and help to compile statistical data, which if published, would not identify you as an individual. The information will be kept securely for no longer than is necessary (normally 6 months). If your application is successful, your personal information will be retained and used for payroll, pension and personnel administrative purposes. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission. |

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| **10. DECLARATION** | | | | |
|  | I declare that the information I have provided is a complete and true statement. | | | |
|  | I understand that any offer of appointment is subject to an enhanced Disclosure and Barring Service check | | | |
|  | I also understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue, or inaccurate, then the Trust shall be entitled to withdraw any offer of appointment or terminate any contract of employment, if discovered after employment. | | | |
| Signed | |  | Date |  |
| *If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form at interview.*  Before you send in your completed form, please read through it to ensure all sections of the application form have been fully completed and you have addressed all the criteria in the Job Specification.  Please return your completed application form to arrive by the closing date and addressed to:  **HR Manager,**  **New College, New College Drive, Swindon, SN3 1AH**  You should clearly write the word **‘application’** on the outside of the envelope.  Alternatively, applications can be submitted electronically to: **humanresources@newcollege.ac.uk** | | | | |