**APPLICATION FOR NON-TEACHING APPOINTMENT**

PLEASE COMPLETE USING BLACK INK OR TYPE.

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| APPLICATION FOR THE POST OF: | |  |
| SURNAME:  TITLE: | **FORENAME(S):**  Please give details of any previous surnames: | |
| ADDRESS FOR CORRESPONDENCE:    **POSTCODE:**  E-MAIL ADDRESS: | **TELEPHONE NUMBERS**  **HOME:**  WORK:  May we contact you at work?  MOBILE:  NATIONAL INSURANCE NUMBER: | |

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| Employment History | |
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| PRESENT OR MOST RECENT EMPLOYMENT | |
| Name & address of employer:    Nature of business: | Job title and summary of main duties: |
| Date of appointment:   /  / | **Grade and details of allowance:**  **Salary Scale and Current Salary:**  **Notice required:** |
| Reasons for leaving (If applicable): |

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| PREVIOUS EMPLOYMENT  Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time.Start with the most recent. Please continue on a separate sheet if necessary. | | | | |
| **Employer’s name and address** | **From**  **Month / Year** | **To**  **Month / Year** | **Job title and summary of main duties** | Reasons for Leaving |
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| Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education. | | | | |

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| Qualifications and Training | | | |
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| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested. | | | |
| **Examination, course**  **(with dates)** | **From** | **To** | **Result/Qualifications gained** |
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| INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned. | | | |
| **Course Title** | Provider | **Duration** | **Dates** |

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| Personal Statement |
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| Please state briefly why you are interested in the post and how your qualifications and experience support your application. |
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| References | | | | | |
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| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. | | | | | |
| **Can references be taken up prior to interview with:**  Your first referee:  Your second referee: | | | | | |
| 1. |  |  | 2. |  |  |
| Name: |  |  | Name: |  |  |
| Position: |  |  | Position: |  |  |
| Address: |  |  | Address: |  |  |
| Tel: |  |  | Tel: |  |  |
| Email: |  |  | Email: |  |  |
| In what capacity does the above know you? | | | In what capacity does the above know you? | | |

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| BROOKMEAD SCHOOL – SAFE EMPLOYERBrookmead School prides itself in providing a very safe environment for children and staff. The school will carefully cross check all references, experience and qualifications listed in this application.Furthermore in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed.This means that you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending against you. Failure to disclose this information may result in disciplinary action or dismissal by the Authority and may lead to criminal proceedings. | |
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| I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered ‘spent’.  Please tick as appropriate:  I do not have any criminal offences held against me  I do have criminal offences or prosecutions pending against me | |
| If you do have criminal offences held against you, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending should you be selected for interview. Please ensure that you bring these with you to your interview, if you are shortlisted. | |
| **Signed:** | **Date:**   /  / |

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| Declaration | |
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| I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by Brookmead School. | |
| **Signed:** | **Date:**   /  / |

Thank you for your interest in Brookmead School.