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**APPLICATION FORM**

**NON-TEACHING STAFF**

This form must be completed **in full** by all applicants. Additionally, you may also enclose a CV.

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| **Post applied for:** | Click here to enter text. |

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| **Personal Information** | | | | | | |
| **Title:** | Dr  Mr  Mrs  Ms  Miss | | | | **Other:** | Click here to enter text. |
| **Surname:** | Click here to enter text. | | | **Forename(s):** | Click here to enter text. | |
| **Previous Surname:** | Click here to enter text. | | | **Preferred Name:** | Click here to enter text. | |
| **Current Address:** | Click here to enter text. | | | | **Postcode:** | Click here to enter text. |
| Click here to enter text. | | | | | | |
| **Telephone (Daytime)** | Click here to enter text. | **Telephone (Evening)** | | Click here to enter text. | **Mobile:** | Click here to enter text. |
| **Email:** | Click here to enter text. | | | | **National Insurance No:** | Click here to enter text. |
| **Do you have the right**  **To work in the UK?** Yes  No | | | **Visa details (where appropriate, include any expiry date):** | | Click here to enter text. | |

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| **Career History –** please give full details of your previous employment, self-employment and unpaid work since leaving secondary education | | | | |
| **From**  **(MM/YYYY)** | **To**  **(MM/YYYY)** | **Name & address of employer** | **Position Held** | **Reason(s) for leaving** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **Previous employment Matters** |
| Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action which is still ‘live’?  Yes  No  If **YES**, please give details, including any pending proceedings, on a separate sheet. |

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| **Gaps in employment History** |
| Please provide a brief explanation for any time when you were neither working nor in full-time education:  Click here to enter text.  Office use only: Verified? Yes  No |

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| **Education & Qualifications –** from GCSE or IB/A level (or equivalent) onwards | | | | |
| **From**  (MM/YYYY) | **To**  (MM/YYYY) | **Name of School/College/University** | **Qualifications gained**  Subjects & grades | **Date qualification awarded** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **Other training & skills** |
| Do you have any other training or qualifications relevant to this post?  Click here to enter text.  Some positions require you to have a valid driver's licence. If relevant please complete the questions below:   1. Do you hold a full driving licence? Yes  No  If YES, please go to item 2. 2. Please specify country of issue? Click here to enter text. 3. Do you hold a D1 licence (minibus)? Yes  No 4. Do you have any endorsements on your licence? Yes  No  (If yes, to be discussed at interview) |

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| **Other Information** |
| How many weeks’ notice must you give your current employer? Click here to enter text.  If you have a disability, are there any special arrangements that would be required to enable you to attend an interview?  Click here to enter text. |

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| **References** |
| Please provide the names and contact details of two professional referees. One of the referees must be your current / most recent employer. If this is your first job application since completing full time education, one referee must be your school teacher or tertiary education tutor. References from friends or relatives will not be accepted. If you have worked with children (either paid or on a voluntary basis) those employers will be asked about any disciplinary offences relating to children or if you were the subject of any child protection concerns.  **Candidates who have worked abroad in the last five years will be required to seek good conduct references, or equivalent from the countries in which they worked, as a pre-requisite of employment. Guidance on this can be found on** [**https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants**](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants)  Continued on page 3 |

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| **First Referee – can this referee be approached before first interview? Yes  No** | | | | | | | | |
| **Name** | | Click here to enter text. | | **Name of organisation** | | Click here to enter text. | | |
| **Position** | | Click here to enter text. | | **Address** | | Click here to enter text. | | |
| **Relationship** | | Click here to enter text. | |  | | Click here to enter text. | | |
| **Email (work)** | | Click here to enter text. | | **Telephone (work)** | | Click here to enter text. | | |
| **Second Referee – can this referee be approached before first interview? Yes  No** | | | | | | | |
| **Name** | | Click here to enter text. | | **Name of organisation** | | Click here to enter text. | | |
| **Position** | | Click here to enter text. | | **Address** | | Click here to enter text. | | |
| **Relationship** | | Click here to enter text. | |  | | Click here to enter text. | | |
| **Email (work)** | | Click here to enter text. | | **Telephone (work)** | | Click here to enter text. | | |

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| **Supporting Statement –** Please explain how you feel you meet the requirements of the job and person specification. Additionally, you may enclose a letter of application. |
| Click here to enter text. |

**Disclosure and Barring Service Checks - Declaration**

St Clare’s complies fully with the DBS Code of Practice.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen by the HR Department. Disclosure will usually be kept until conclusion of the application process and a short period thereafter before being destroyed. If you would like to discuss this beforehand, please telephone in confidence to the HR Department for advice.

Please disclose any unspent or ‘unprotected’ spent convictions, cautions, reprimands or warnings, including any disqualifications or sanctions in relation to working with children. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs)

You should also let us know if you are currently the subject of any Police Investigations following allegations made about you. Any information disclosed will be considered proportionately and will not necessarily prevent employment but may need to be taken into account.

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

**Failure to declare any convictions, cautions, reprimands or warnings (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.**

Please tick one of the following boxes:

**I have nothing to declare**

**I enclose a confidential statement**

**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. If you take up employment with the College, 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.

By signing the application form you consent to the processing of sensitive personal date.

**Declaration**

I understand that any offer of employment will be conditional upon satisfactory screening of all pre-appointment checks (including but not limited to, references, DBS and overseas checks).

I declare that the information I have given and any supporting documentation in this application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

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| **Signature** |  | **Date** |  |