



## PRIVATE AND CONFIDENTIAL

### Application for Employment - Non-Academic Staff

This form can be completed manually or electronically. If you require more space to complete any section, please continue on a separate sheet and attach to this form.

### Position Applied for (please show salary level expected)

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### Personal Particulars

Please complete in capitals

Surname: \_\_\_\_\_

Former Surname (if applicable): \_\_\_\_\_

Full Forenames: \_\_\_\_\_ Known As: \_\_\_\_\_

### Current Address

Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Nationality

Permission to work in the UK / Work Permit required (Non-EU applicants please delete as applicable)

National Insurance Number: \_\_\_\_\_

Current driving licence: YES / NO

Current endorsements (if any) \_\_\_\_\_

Vehicle classification: \_\_\_\_\_



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## Educational Record and Qualifications Achieved

Place	Dates Attended	Examination Results/Grade
Secondary Education (School)		
Further Education (University, Training College etc)		
Other Qualifications (e.g music, games coaching, first aid)		

**Membership of Professional Institutions (please give grade of membership\_**



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**Previous Employment Record (please list in date order)**

Employer's name, address and type of company	Past Dates from - to	Position held and duties	Salary	Reason for leaving



## Outside Interests (Hobbies, games, memberships of clubs etc.)

### Health

Give details of any serious illness, accident, chronic condition, allergy or operation (other than childhood ailments). If none, write 'NONE'. Please describe your present state of health.

How many days off work due to sickness have you had in the last two years?

### Criminal Offences

Have you ever been convicted of a criminal offence? If so, please give details. Please note that if you are successful in your application, an offer of employment will be conditional upon an enhanced criminal records check being obtained. Please see the statement on criminal records checks (DBS) detailed overleaf:



## Referees

Please give details of at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. Please note references will not be accepted from relatives or referees writing solely in the capacity of friends.

Name and Position	Address, Telephone Number and Email Address	Dates Known
1.		
2.		
3.		

## Reason for Interest

Please explain why you are interested in the position for which you are applying



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## Declaration

I declare that the information given herein is to the best of my knowledge correct. I understand that any deliberate mis-statement or concealment may disqualify me from being considered for this job, or lead to my dismissal if discovered after my engagement.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

## Additional Declaration

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 and then destroyed by the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Bursar for advice.

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

\* I have nothing to declare / I enclose a confidential statement

\* (please delete as appropriate)

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_