

Woodfield School APPLICATION FOR A NON TEACHING POSITION



Please complete in type or black ink

CONFIDENTIAL

Post Title	Post Reference
School	

PART A – Personal Details			
First name(s)		Last Name	Title
If you have been known by any other names, please list these here along with the dates used:			
Current Address			
Postcode			
Telephone number	Day	Evening	Mobile
Email			

Do you require a certificate of sponsorship to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any other restrictions on you working in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		

Please indicate if you have a disability that you would like the school to take into account:
Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'yes' please give details of any assistance you need during the recruitment and selection process:

Part B – Education and Training			
Please give details of all academic and/or vocational qualifications you have obtained which are relevant to this post			
Name of establishment or awarding body	Subject	Qualification level	Date awarded

Please continue on a separate sheet if necessary

Part C – employment history			
Name and address of current employer			
Postcode			
Post held:			
Date started:	Until:	Salary:	Grade:
Key roles and achievements:			
1			
2			
3			
Reason for leaving:			

Please provide a full history in chronological order of all occupations, periods of training and voluntary work carried out since leaving secondary education. Please include details of what you were doing if not employed or in education/training.				
Name and full address of organisation inc. telephone number	Occupation/Education	Start date	End date	Reason for leaving

Part D - Experience/relevant skills/further information

Use this section to show how you meet the criteria for this post drawing on all aspects of your education, skills and experience. Please ensure that you address all criteria on the person specification.

Rehabilitation of Offenders Act and Declaration of Fitness to work with Children

The successful applicant for this position will be required to provide a satisfactory Enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act (1974). This means that you must declare all convictions, cautions and bind-overs, regardless of whether they would be considered to be 'spent' for the purposes of this Act.

If you have any such convictions, cautions and bind-overs, you must include details of these in a separately attached, sealed envelope, marked as 'confidential'.

I have convictions, cautions and/or bind overs: **Yes** **No**

If, 'yes' – I have attached details of the above in a separate envelope: **Yes** **No**

I confirm that I am not listed on Barred List, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC) and that the information I have provided about any convictions, cautions and bind-overs is accurate and complete

Signed:

Date:

Declaration and fair processing statement

I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment. Failure to disclose information, or providing false information may result in rejection of the application form and/or disciplinary action being taken, including dismissal.

This school is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose.

Signed:

Date: