



Sherburn High School

APPLICATION FORM FOR A NON-TEACHING POST

Please complete electronically or print form and complete in capital letters using black ink.

POST TITLE

Please refer to the accompanying guidance notes when completing your application. Please complete **ALL** of the following sections as this information is required for shortlisting and clearance purposes.

PERSONAL DETAILS

Surname:	Forenames:
Address:	Telephone
	Home: ☐
	Mobile: ☐
	Email address: ☐
Length of time at this address:	Please ☒ preferred contact method
Postcode:	National Insurance Number:
	Date of Birth:

Please state where you saw the job advertised:

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes ☐ No ☐

If yes, please provide details:

If you are successful in your application would you require a work permit prior to taking up employment?

Yes ☐ No ☐

If Yes, please specify dates:

Date: From (Month/YYYY) Date: To (Month/YYYY)

Have you ever lived and/or worked outside of the UK? Yes ☐ No ☐

If Yes, please provide details:

Do you hold a Certificate of Good Conduct for your time spent abroad? Yes ☐ No ☐

EDUCATION AND QUALIFICATIONS

Secondary Education			
Subject	Qualification	Grade	Year Obtained

Further Education/Vocational/Professional Qualifications held:

Subject	Qualification	Grade	Year Obtained

Qualifications currently being studied:

Method of study	Level	Examination date

Membership of Professional Bodies

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:			
Address:			
Post held:		Grade:	
Date of Appointment:		Salary:	
Notice required:		Telephone No:	
Leave date: (if applicable)		Reason for Leaving: (if applicable)	

Please give a brief description of current duties responsibilities and achievements:

PREVIOUS EMPLOYMENT (most recent first)

Dates (month/year)	Employers name and address	Position Held/ Grade	Reason for Leaving

Please provide details of any gaps in your employment history when you have not been in education, training or employment. Please list dates and the reason (i.e. Travel, Parental leave etc)

Gaps in employment (including dates ((Month/YYYY))

REFERENCES

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee **MUST** be from your current or most recent employer OR if in school, college or just completed education, one referee must be from school/college (the application will not be pursued without two referees supplied). We reserve the right to request an alternative referee if that is deemed inappropriate.

Name:		Name:	
Address:		Address:	
Tel No:		Tel No:	
Fax No:		Fax No:	
e-mail:		e-mail:	
Job Title:		Job Title:	
I give/ ☐ I do not give/ ☐ permission to take up my references prior to an interview, should I be shortlisted. (check box as appropriate)		I give/ ☐ I do not give/ ☐ permission to take up my references prior to an interview, should I be shortlisted. (check box as appropriate)	
Please note that we will contact referees if you are shortlisted for this post and seek references before interview. Also in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.			

DECLARATIONS AND CONSENTS

Do you consider yourself to have a disability? Yes ☐ No ☐

If yes, please details any reasonable adjustments that you would require if you were selected for interview /assessment event:

Are you related to a Trustee or member of the School Governing Body? Yes ☐ No ☐

If yes, please provide details:

If yes, please give name(s) and relationship.

I understand that canvassing of any Governor or Trustee member in connection with this appointment will disqualify me.

Has any previous employer expressed concerns and/or taken any action, whether informal /formal (including suspension from duty) on the following:

Capability /Performance Yes ☐ No ☐
Please provide details:

Disciplinary Yes ☐ No ☐
Please provide details:

Do you hold a current driving licence? Yes ☐ No ☐

Do you have use of a car? Yes ☐ No ☐

What type of licence is it? (eg. full, provisional, HGV, PSV)

Are there any dates when you would not be available for interview in the near future?

Please state the date on which you could take up duty if appointed:

I declare that the information contained in this application form is correct and understand that the School will request to see proof of qualifications at the time of interview.

I consent to the STAR MAT recording and processing the information detailed in this application. The STAR MAT will comply with their obligation under the General Data Protection Regulations 2018.

It is an offence for an Individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions. As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The School are also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, parents, pupils, suppliers and the public.

We will treat all applicants fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or is a DBS check reveals information which we reasonably believe would make you unsuitable for the role. 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.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) offence / received a caution, reprimand or warning?

YES ☐ **NO** ☐

If the answer is yes, please provide full details below:

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please read the job description and person specification carefully, then explain what qualities you are able to bring to the post highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on no more than one additional A4 sheet if necessary)

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature:

Dated:

(Type your name here if submitting electronically).

Return Address: recruitment@shs.starmat.uk