**Application Form**

Non-Teaching

**Position applied for**Click here to enter text.

**Data Protection Notice**

Throughout this form, we ask for some personal data about you. We will only use this data in line with data protection legislationand process your data for one or both of the following reasons permitted in law:

 You have given us your consent

 We must process it to comply with our legal obligations

**Disclosure and barring recruitment checks**

The school is legally obliged to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings and any other information held by local police that is considered relevant to the role. Any information that is ‘protected’ under the Rehabilitaiton of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified. Any data processed as part of the DBS check will be processed in accordanced with data protection regulations.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

Do you have a DBS certificate? Yes [ ]  No [ ]

**Time spent living and/or working overseas**

The school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last five years? Yes [ ]  No [ ]

If you have lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks). We will base the decision on whether this is necessary because of individual circumstances and factors such as:

 The amount of information you disclose in the DBS check

 The length of time you have spent in our out of the UK

**Right to work in the UK**

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

**Sign and date**

Name Click here to enter text.

Signature Click here to enter text.

Date Click here to enter text.

Instructions

Please complete all sections of this form.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlising. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full.

After completion, please return the form to head@beitshvidler.org.uk

Personal details

Title Click here to enter text.

First name Click here to enter text.

Surname Click here to enter text.

Previous surname Click here to enter text.

National insurance number Click here to enter text.

Do you need a work permit/visa to work in the UK? Yes [ ]  No [ ]

What date are you available to begin a new post? Click here to enter text.

Where did you hear about this job? Click here to enter text.

Contact details

Mobile telephone Click here to enter text.

Home telephone Click here to enter text.

Address Click here to enter text.

Email Click here to enter text.

Disability and accessibility

The school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require.

Relationship to the school

Please list any personal relationships that exist between you and any of the following members of the school community.

 Governors/trustees

 Staff

 Pupils

If you have a relationship with a governor, trustee or employee, this does not necessarily prevent them from acting as a referee for you.

|  |  |  |
| --- | --- | --- |
| Name | Relationship | Role at school/trust |
| 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. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

Current employment

Current Employer Click here to enter text.

Jobs held and main duties Click here to enter text.

Dates From Click here to enter text. To Click here to enter text.

Salary Click here to enter text.

Reason for leaving Click here to enter text.

Notice required Click here to enter text.

Previous employment

|  |  |  |  |
| --- | --- | --- | --- |
| Previous employer (Name and full address) | Jobs held and main duties | From | To |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Gaps in employment Yes [ ]  No [ ]  (If yes please give details Below)

Click here to enter text.

Education History (please list your education attainment, most recent qualification first)

Higher Education

Click here to enter text.

Schools Attended

Click here to enter text.

A-Levels or equivalent

Click here to enter text.

GCSE or equivalent

Click here to enter text.

Additional Skills

Click here to enter text.

Supporting Statement (using no more than 1 A4 page, please describe how you meet the requirements outlined in the person specification)

Click here to enter text.

Referees

Current or most recent Employer

May be contacted prior to interview? Yes [ ]  No [ ]

Title Click here to enter text.

Name Click here to enter text.

Position held Click here to enter text.

Organisation Click here to enter text.

Capacity Click here to enter text.

Address Click here to enter text.

Email address Click here to enter text.

Telephone Click here to enter text.

Second referee

May be contacted prior to interview? Yes [ ]  No [ ]

Title Click here to enter text.

Name Click here to enter text.

Position held Click here to enter text.

Organisation Click here to enter text.

Capacity Click here to enter text.

Address Click here to enter text.

Email address Click here to enter text.

Telephone Click here to enter text.

Declarations

Any convictions, cautions, reprimands, whether in the United Kingdon or in another country? These should exclude those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Yes [ ]  No [ ]

Included in any list of people barred from working with children by the DBS or the NCTL?

Yes [ ]  No [ ]

Restrictions on being resident or being employed in the UK?

Yes [ ]  No [ ]

Lived outside the UK for more than three months in the past five years?

Yes [ ]  No [ ]

Job-specific questions

Details of relations to any current employees, pupils or Governors

Click here to enter text.

Confirmed data to be accurate Yes [ ]  No [ ]

SIGNED: Click here to enter text.

DATE: Click here to enter text.