

Non-Teaching   
Application Form

**Please read the application form guidelines and job description before completing this form.**

Please return your completed application to the School’s address as shown on the advert.

Applications must be received before the closing date.

Our organisation is committed to treating all applicants equally and fairly based on their skills, experience, and ability to fulfil the duties required of the role applied for. This is regardless of any protected characteristics (ethnicity, gender or gender re-assignment, religion or belief, sexual orientation, physical/mental disability, age, performance or maternity, marriage, or civil partnership.

Applicants must share with us all the relevant information that we have requested in this application form. We would like to reassure applicants that any information provided will be treated in the strictest of confidence in a fair and open manner. Suitable applicants will not be refused employment because of offences or conduct which are no longer relevant, and do not place them at, or make them a risk in the role for which they are applying. We will ensure that all our recruitment and selection practices reflect this commitment.

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| Post Details | | |
| Post applied for | [insert text] |
| Vacancy Reference Number | [insert text] |
| Closing Date | [insert text] |
| Where did you see the post advertised | [insert text] |

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| Personal Details | | |
| First Name | [insert text] |
| Last Name | [insert text] |
| Pronouns | [insert text] |
| Home Number | [insert text] |
| Address | [insert text] |
| Post Code | [insert text] |
| Mobile Number | [insert text] |
| Work Number | [insert text] |
| Email | [insert text] |
| Preferred Contact Method | [insert text] |
| National Insurance Number | [insert text] |
| Please declare all previous/ other names known by | [insert text] |

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| Education  Please enter all qualifications you have taken from GCSE (or equivalent) onwards including the grades awarded. For non-UK qualifications please provide the original results, not the UK equivalents. If you are currently working towards a qualification, please enter the details requested below and indicate the grade you have been predicted. Please note that if you are shortlisted for  interview you will be required to bring proof of your relevant qualifications to the interview. | |
| School/college/University | [insert text] |
| Dates | [insert dates] |
| Qualifications | [insert text] |
| Subject and grade | [insert text] |
| Full/Part time study | [insert text] |

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| Subject and grade | [insert text] |
| Full/Part time study | [insert text] |

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| Other relevant training or qualifications (please give details and dates) |
| [insert text and dates] |

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| Current Employment | |
| Are you currently in employment?  If no go straight to the next section | [insert text if Yes or No] |
| Name and address of employer | [insert text] |
| Current Job title | [insert text] |
| Start Date | [insert date] |
| End Date (if applicable) | [insert date] |
| Contract type (permanent, temporary etc) | [insert text] |
| Notice period | [insert text] |
| Salary (including allowances) | [insert text] |
| Reason for leaving | [insert text] |
| Key duties | [insert text] |

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| Employment History  Please give details of your full employment history in date order starting with the most recent first. If you are applying to work with children / vulnerable groups you must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education without any gaps. For roles not working with children / vulnerable groups please list your full employment history for the past ten years starting with the most recent and working backwards. You should also list any roles you have held that are relevant to the post you are applying for prior to this time. Please use an additional sheet if necessary remembering to write your name and the job reference number at the top. | |
| Employer’s Name and Address | [insert text] |
| Dates | [insert date DD/MM/YY] |
| Post Held and Duties | [insert text] |
| Reason for leaving | [insert text] |

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| Employer’s Name and Address | [insert text] |
| Dates | [insert date DD/MM/YY] |
| Post Held and Duties | [insert text] |
| Reason for leaving | [insert text] |

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| Employer’s Name and Address | [insert text] |
| Dates | [insert date DD/MM/YY] |
| Post Held and Duties | [insert text] |
| Reason for leaving | [insert text] |

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| Employer’s Name and Address | [insert text] |
| Dates | [insert date DD/MM/YY] |
| Post Held and Duties | [insert text] |
| Reason for leaving | [insert text] |

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| --- | --- |
| Employer’s Name and Address | [insert text] |
| Dates | [insert date DD/MM/YY] |
| Post Held and Duties | [insert text] |
| Reason for leaving | [insert text] |

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| Gaps in Employment, education or training history  Please detail each period (of more than four weeks) when you were not in employment or education training | |
| From and to dates | [insert dates (DD/MM/YYYY] |
| Reason for gap in employment education and training history | [insert text] |
| From and to dates | [insert dates (DD/MM/YYYY] |
| Reason for gap in employment education and training history | [insert text] |
| From and to dates | [insert dates (DD/MM/YYYY] |
| Reason for gap in employment education and training history | [insert text] |

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| Supporting Statement Please give details of your skills, experience and personal qualities to demonstrate how you and your qualifications meet the essential criteria in the person specification, using examples wherever possible. Additional sheets may be used if required up to a maximum of 10,000 characters (this equates to 3/4 sheets of typed A4 paper using size 12 font). Please remember to put your full name and the reference number for the job you are applying for on top of each additional sheet. |
| [insert text] |

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| Referees  Please provide the names of two referees who can provide professional or academic references. The first must be your present or most recent employer / voluntary organisation. The person you name must hold a managerial or human resources position in that organisation and have access to your records. Please ensure that you provide an email address wherever possible as this greatly speeds up the recruitment process.  Central Bedfordshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment. For roles working with children and / or vulnerable adults we will take up references prior to interview. If you do not wish us to take up a reference from your current employer please provide a third referee so that we still have two references prior to the interview.  Satisfactory references must be obtained before any formal offer can be confirmed. If you are applying for a role working with children and/or adults at risk and you are not currently working with these groups but have done so in the past, you must nominate a referee from an organisation where you were employed to work with children or vulnerable adults. The referees will be asked if you have any live disciplinary offences and also about any “time expired” disciplinary offences relating to children. In addition, they will be asked if you have been subject to any child protection or vulnerable adult protection concerns, and the outcome of any such enquiry or disciplinary procedure.  Central Bedfordshire Council reserves the right to request a reference from any organisation with which you have been associated. | |
| Referee 1 – can we contact this Referee prior to interview: [insert Yes or No text] | |
| Full Name | [insert text] |
| Position | [insert text] |
| Address | [insert text] |
| Telephone Number | [insert text] |
| Email | [insert text] |
| Referee 2 - can we contact this Referee prior to interview: [insert Yes or No text] | |
| Full Name | [insert text] |
| Position | [insert text] |
| Address | [insert text] |
| Telephone Number | [insert text] |
| Email | [insert text] |
| Referee 3 can we contact this Referee prior to interview: [insert Yes or No text] | |
| Full Name | [insert text] |
| Position | [insert text] |
| Address | [insert text] |
| Telephone Number | [insert text] |
| Email | [insert text] |
| Referee 4 can we contact this Referee prior to interview: [insert Yes or No text] | |
| Full Name | [insert text] |
| Position | [insert text] |
| Address | [insert text] |
| Telephone Number | [insert text] |
| Email | [insert text] |
| We will seek reference on shortlisted applicants, and will approach previous employers for information to verify particular experience of qualifications. Where possible, we will seek reference on all applicants. If you are successful at interview, any offer of employment will be subject to receipt of satisfactory references and any additional pre-employment checks, | |
| Do we have your consent to contact the above named referees? | [insert text Yes or No] |

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| Declarations  Keeping Children Safe in Education 2022: Online Searches Schools are now required, as part of their shortlisting process to carry out an online search as part of their due diligence. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.  I understand that an online search will be conducted on my name(s) if I am shortlisted for the above role, I am also aware that the school may want to explore anything they find with me at interview stage. | [insert text Yes or No] |
| The amendments to the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Further guidance can be found from [GOV.UK](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) about whether a conviction or caution should be disclosed.    A safeguarding requirement for the school when recruiting is to ensure we appoint those who are suitable to work with children. If you are shortlisted for interview you will be asked to declare on a Criminal Record Self Declaration Form that will be sent to you on being shortlisted whether you have convictions that are not protected. It is therefore important that you understand what you would need to declare and it is recommended that you review the above guidance. | |
| Relationships | |
| Are you a relative or a partner of, or do you have a close personal relationship with any employee of your organisation? | [insert text Yes or No] |
| If yes, please state their full name, post title and place of work below [insert text] | |
| Have you previously sought employment with, or been employed by, our organisation? | [insert text Yes or No] |
| If yes, please provide details below [insert text] | |

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| Right to work |  |
| Do you require permission to work in the Uk? (you will be required to provide evidence of eligibility to work in the UK) | [insert text Yes or No] |

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| Occupational Health |  |
| Have you got any current health concerns that you would like to discuss with an Occupational Health Nurse? | [insert text Yes or No] |
| If yes please provide details below [insert text] | |
| Do you require any adjustments, modifications, or assistance to enable you to work or to attend an interview process? | [insert text Yes or No] |
| If yes, please provide details below [insert text] | |

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| Convictions  Criminal Records checks (For Schools and Colleges the convictions and conduct declarations should be separated from the application form and completed once an applicant has been shortlisted)  We will only ask those applicants who have been selected for interview to complete a criminal record self-declaration form or provide a written disclosure statement to give them the opportunity to provide sufficient information. At interview, or in a separate confidential discussion, we will ensure that an open and measured discussion takes place on the subject of any offences that might be relevant to the position. We will only carry out criminal record checks with DBS on successful applicants at the appropriate level fo the role applied for.  Failure to provide accurate and truthful information is considered a serious matter. It if becomes apparent that inaccurate or incomplete information has been provided, we will need to establish why. Any finding or serious misdirection or intent to deceive will result in an application being disqualified or, if appointed, disciplinary action being taken and/or dismissal.  This post involved working in Regulated Activity under the Safeguarding Vulnerable Groups Act 2066 and is subject to an enhanced DBS with barres list check (ie adults, children or both).   It is a criminal offence to apply for or accept a positive working with adults at risk and/children if you have been barred from engaging in regulated activity with the relevant groups (ie adults, children or both) | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | [insert Yes or No or N/A] |
| Do you have any adult cautions (simple or conditional) or spent convictions? The nature of work for which you are applying, is exempt under the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975 (as amended). It is not, therefore, in any way contrary to the Act to reveal any conviction which would otherwise be considered as ‘spent’ | [insert Yes or No or N/A] |
| If yes, please provide details below [insert text] | |
| Are you included in the list of people barred from working with children maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006? | [insert Yes or No or N/A] |
| If yes, please provide details [insert text] | |
| Have you ever been convicted of an offence overseas that would be considered relevant under English Law? | [insert Yes or No or N/A] |
| Are you currently being investigated by the police or have you been charged with an offence that has not yet been heard in court? | [insert Yes or No or N/A] |
| If yes, please provide details below [insert text] | |
| Are you known to the police or children’s social care for any reason that would make you unsuitable for this role? | [insert Yes or No or N/A] |
| If yes, please provide details below [insert text] | |

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| Conduct Declaration | |
| Have you ever been subject to any prohibitions or sanctions being place on your professional registration, by a regulatory or licensing body in any country? (e.g. by the TRA, GTCE or EWC) | [insert Yes or No or N/A] |
| If yes, please provide details below and details of any sanctions and, the name and address of the regulatory or licensing body concerned [insert text] | |
| Have you ever been dismissed for misconduct from any employment, volunteering office, or other position previously held by you? | [insert Yes or No] |
| If yes, please provide details below [insert text] | |
| Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your dismissal/leaving any employment, volunteering, office, or other position previously held by you? | [insert Yes or No] |
| If yes, please provide details below [insert text] | |
| I declare that the information I have given in this application is correct and completed. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.  I understand that if I am appointed, personal information about me may be stored for personnel/employee administrative purposes in accordance with relevant Data Protection legislation, including UKGDPR/DPA 2018 and any other UK legislation which supports it  [Insert Schools Name] will process the date you give us to determine your suitability for the role you have applied for as part of the recruitment process and the ongoing employment relationship if appointed.  Signature: [Insert text]  Date: [Insert Date]  If you lobby councillors or employees of the council, either directly or indirectly, in connection with your application you will be disqualified**.**  All the information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database. If your application is unsuccessful your details will be kept for a period of time [XX] months and then be destroyed.  Data Protection Act: Central Bedfordshire Council has a duty to protect personal information and will process personal data in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and any amendments to the Act. By completing this form, you are giving your consent to the processing of the data in your application.  Under the terms of the GDPR and the Data Protection Act 2018 the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and personnel administration /monitoring only and for no other purpose. | |

**Please return your completed application to the School’s address as shown on the advert.**