

Freshsteps Independent School – Non-Teaching post application form



Please add rows below tables as needed for additional information

Post applied for:	
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Please ensure that you return this application form on or before the date and time stated in the advertisement. Any personal data entered on this form may be held electronically by the school for the purpose of recruitment, selection and in any employment offered

Personal details			
Title			
First name(s)		Surname	
Home address			
Town		City	
Postcode		Country	
Home phone		Mobile	
Email			

Current or most recent employment			
Name of employer			
Address of employer			
Post held			
Inclusive dates (month/year) from/to			
Pay scale/grade		Total annual salary	
If you are still employed, what is the length of your notice period?			
Please give a brief description of the main duties of your job			

Previous employment, voluntary work or other activities					
<i>Please complete with most recent employment/other activities first; detailing gaps between employments/other activities, e.g. bringing up family, time spent travelling, periods of unemployment etc. Please include any voluntary work or school based work experience</i>					
Employer/Activity	Position held	FT/PT	Inclusive dates (Month/Year)		Reason(s) for leaving
			From	To	

Qualifications and training

Details of higher education qualifications obtained or in progress					
Name of University or college	Inclusive dates (Month/Year)		Qualification	Grade/class	Main subject and age range
	From	To			

Secondary school education			
Establishments	From		To
Examinations <i>(to be completed by all candidates, irrespective of stage in career)</i>			
Subject (GCSE or equivalent)	Grade		Date

Subject (A Level or equivalent)	Grade	Date

Other qualifications gained	Qualification	Date

Training and development – <i>(Please give details of any relevant courses attended in the past five year)</i>		
Course title	Date	Provider

Leisure interests <i>(Please state briefly your main leisure interests and/or your volunteering experience, particularly where these are relevant to the work for which you are applying)</i>

Referees

Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current line manager/last employer. If your employer is/was a school, the referee provided must be the Headteacher. Our normal practice is to take up references prior to interview.

Referee 1: Current or most recent employer			
Name		Address	
Status		Name of employer	
Telephone		Email	
Referee 2			
Name		Address	
Status		Name of employer	
Telephone		Email	

Declaration

Do you have a close relationship with, and/or are related to, anyone in school or a school governor?	Y/N	If Yes, please give details:
CONFIDENTIAL INFORMATION		
<p>The role you are applying for is considered an 'excepted post' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, you are required, before appointment, to disclose any spent or unspent conviction, caution, reprimand or warning, other than those deemed 'protected' under the Exceptions Order 2013. Oasis Community Learning requires all employees to undertake an enhanced DBS check. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.</p> <p><i>In relation to the above, are you currently bound over, or do you have any convictions, cautions, reprimands or warnings which are not deemed 'protected' under the amendment to the Exceptions Order 1975?</i></p>		
Do you have any unspent convictions, cautions, reprimands or warnings?	YES	NO
If Yes, Please give details:		
<ul style="list-style-type: none"> I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, not subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in the UK, medical checks and relevant qualifications I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment or my dismissal without notice at any time in the future, and possible criminal prosecution I hereby declare that information given on this form is complete and accurate 		
Name		
Date		
Signature		

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How did you find out about this job?	Y/N
School website	
TES	
School website	
Other (please specify)	



Freshsteps Independent School – Recruitment Monitoring Form

We are committed to providing equal opportunities in employment and are required by law to demonstrate we do this. We ask applicants to complete the monitoring questions provided with your application to make sure we apply our policies fairly. The information you give will be treated in strict confidence and will not be included with your application during the shortlisting or interviewing process.

Personal details									
Post applied for									
Where did you see it advertised?									
Marital status									
Single		Married		Civil partnership		Divorced		Widow/er	
Gender		Male		Age (years)					
		Female							

Additional personal details					
Ethnic origin					
White		Mixed/multiple ethnic groups		Asian/Asian British	
English/Welsh/Scottish/ Northern Irish/British		White and Black Caribbean		Indian	
Irish		White and Black African		Pakistani	
Gypsy or Irish Traveller		White and Asian		Bangladeshi	
Any other White background (please specify)		Any other Mixed/multiple ethnic background (please specify)		Chinese	
				Any other Asian background (please specify)	
Black/African/Caribbean/ Black British		Other ethnic group			
African		Arab			
Caribbean		Any other ethnic group			

		(please specify)		
Any other Black/African				

Religion/Belief													
Buddhist		Hindu		Muslim		None		Prefer not to say					
Christian		Jewish		Sikh		Other (please specify)							
Do you consider yourself disabled?				Do you have a caring responsibility?				If Yes, do you care for					
Yes		No		Yes		No		Adult		Child		Both	
Sexual orientation													
Gay/Lesbian/Bisexual/Transgender		Heterosexual/Straight					Prefer not to say						