**Freshsteps Independent School – Non-Teaching post application form**

***Please add rows below tables as needed for additional information***

|  |  |
| --- | --- |
| Post applied for: |  |

*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** |
| ***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*** |
| 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 *(to be completed by all candidates, irrespective of stage in career)*** |
| Subject (GCSE or equivalent) | Grade | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Subject (A Level or equivalent) | Grade | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Other qualifications gained | Qualification | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Training and development – (*Please give details of any relevant courses attended in the past five year)* |
| Course title | Date | Provider |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Leisure interests *(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)* |
|  |

**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: |
| * 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** |  |

|  |  |
| --- | --- |
| 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 |  |