

# Non-Teaching Application

PLEASE COMPLETE USING BLACK INK OR TYPE

APPLICATION FOR THE POST OF:	
SURNAME:	FORENAME(S):
TITLE:	Please give details of any previous surnames:
ADDRESS FOR CORRESPONDENCE:	TELEPHONE NUMBERS
	HOME:
POSTCODE:	WORK: May we contact you at work? Yes/No
E-MAIL ADDRESS:	MOBILE:

## Employment History

<b>PRESENT OR MOST RECENT EMPLOYMENT</b>	
Name & address of employer:	Job title and summary of main duties:
Nature of business:	Are you still currently employed by this organisation?:
Date of appointment: dd/mm/yyyy	If no, last date: dd/mm/yyyy
Reasons for leaving (if applicable):	Salary Scale and Current Salary:
	Notice required:

<b>PREVIOUS EMPLOYMENT</b>				
Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.				
Employer's name and address	From month / year	To month / year	Job title and summary of main duties	Reasons for leaving
Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.				

## Qualifications and training

### EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

School, College, University	Examination, course (with dates)	From	To	Result/Qualifications gained

### INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Duration	Dates

## References

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a consecutive five year period and will not be accepted from relatives or from referees writing solely in the capacity of a friend. **It is the normal practice for references to be obtained before any formal interview.**

If you were known to either of your referees by another name please give details:

<p><b>1<sup>st</sup> Referee</b>      <b>If this is your current employer please confirm that we can contact before interview. Yes/No</b></p> <p><b>Name:</b> _____</p> <p><b>Position:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>E-mail address:</b> _____</p> <p><b>Tel:</b> _____</p> <p><b>In what capacity does the above know you?</b></p>	<p><b>2<sup>nd</sup> Referee.</b>      <b>Please confirm that we can contact before interview. Yes/No</b></p> <p><b>Name:</b> _____</p> <p><b>Position:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>E-mail address:</b> _____</p> <p><b>Tel:</b> _____</p> <p><b>In what capacity does the above know you?</b></p>
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## Achievements, personal qualities and skills

Please use this section to say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess whether you are the right person for the job. Make sure you read the job description and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life, to show how you meet what we are looking for.

Please continue, if necessary, on a further sheet, which must be attached securely to this form.

## Additional Information

- |   |        |
|---|--------|
| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK? | Yes/No |
| 2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations?<br><br>If so, please give details:                                      | Yes/No |
| 3. Have you ever been subject to any disciplinary action by your employer or professional body?   | Yes/No |
| 4. Have you been prohibited from carrying out management work?<br><br>If YES to Q3 or Q4, please give details:  | Yes/No |
| 5. Are you a relative or partner of any employee of Chiltern Hills Academy and/or School Governor?  | Yes/No |
| 6. If YES, please state name of person and relationship:  |        |
| 7. Are you a parent of a student at this school?  | Yes/No |
| 8. If you have a disability, please let us know of any special arrangements you may need to make if you are short listed for interview:   |        |
| 9. Where did you see the advertisement for this post?   |        |

## Criminal Convictions – Rehabilitation of Offenders Act 1974

**Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). Chiltern Hills Academy has a Policy on the Recruitment of Ex-Offenders which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>**

As this post involves working with or has access to children and/or their records, the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know of any prosecutions pending against you. 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)?                      **Yes      No**

The following declarations are only required if you are applying to undertake Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the role profile.

**Declaration for applicants into Regulated Activity with Children and Young People:**

Have you been barred from working with children by the DBS, Independent Safeguarding Authority (ISA) or any other organisation?  
**Yes                      No**

Are you the subject of the Prohibition Order?                      **Yes                      No**

Have you been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 (relevant only for caring for children under age 8)?                      **Yes                      No**

Signed:

Date:                      /                      /

## Declaration

I agree that any offer of employment with Chiltern Hills Academy is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment checks. In accordance with the Data Protection Act 2018, Chiltern Hills Academy will hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual and/or electronic form. I understand that my data will be used in connection with my recruitment and may be passed to non-Academy employees such as School Governors, consultants, referees etc. for purposes directly relevant to the application process. We will retain and dispose of your personal information in accordance with our Data Protection Policy.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, result in the withdrawal of a job offer or, in the event of employment, result in dismissal or disciplinary action by the Academy.

For further information on how we collect, store and use personal data about individuals applying for jobs at our Academy, please see the Privacy Notice for Job Applicants on the Chiltern Hills Academy website.

**Signed:**

**Date:**       /       /

Please note, you will be asked to sign this form if you are invited to an interview.



## Recruitment Monitoring



Chiltern Hills Academy operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

### Application for the post of:

#### Full name:

I identify my gender as (please select as appropriate)

Male/Female/Trans

Date of birth: dd/mm/yyyy

Do you consider yourself to have a disability? Yes/No/Not answered

If yes, what is the nature of your disability?

Please complete the reverse of this section

<p><b>How would you describe yourself?</b></p> <p>These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.</p> <p><b>Please tick the appropriate box to indicate your cultural background:</b></p>	<p><b>Religion</b></p> <p>These categories of religion were used in 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.</p>
<p>White British <input type="checkbox"/></p> <p>White Irish <input type="checkbox"/></p> <p>White Other <input type="checkbox"/></p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Mixed Other <input type="checkbox"/></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Asian Other <input type="checkbox"/></p> <p>Black Caribbean <input type="checkbox"/></p> <p>Black African <input type="checkbox"/></p> <p>Black Other <input type="checkbox"/></p> <p>Chinese <input type="checkbox"/></p> <p>Chinese Other <input type="checkbox"/></p> <p>Other Ethnic Group <input type="checkbox"/></p> <p>Not Stated <input type="checkbox"/></p>	<p>Buddhist <input type="checkbox"/></p> <p>Christian <input type="checkbox"/></p> <p>Hindu <input type="checkbox"/></p> <p>Jewish <input type="checkbox"/></p> <p>Muslim <input type="checkbox"/></p> <p>Sikh <input type="checkbox"/></p> <p>No religion <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Not answered <input type="checkbox"/></p>