

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

PRESENT OR MOST RECENT EMPLOYMENT	
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:

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

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? Yes/No
If so, please give details:
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? Yes/No
If YES to Q3 or Q4, please give details:
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?

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 vetting checks. In accordance with the Data Protection Act (2018), Chiltern Hills Academy will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information will be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-CHA employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.

This academy is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see our [Privacy Notice](#).

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, in the event of employment, result in dismissal or disciplinary action by the Council.

Signed:

Date: / /

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/Other

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>How would you describe yourself?</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>Please tick the appropriate box to indicate your cultural background:</p>	<p>Religion</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>