

# London Borough of Brent APPLICATION FOR A NON-TEACHING POSITION IN SCHOOLS

Please complete in type or black ink (refer to guidance notes for help) **CONFIDENTIAL**

|            |                |
|------------|----------------|
| Post Title | Post Reference |
| School     |                |

| PART A – Personal Details  |   |           |        |  |  |  |  |  |  |  |  |  |  |
|--|---|-----------|--------|--|--|--|--|--|--|--|--|--|--|
| First name(s)  |   | Last Name | Title  |  |  |  |  |  |  |  |  |  |  |
| If you have been known by any other names, please list these here along with the dates used: |   |           |        |  |  |  |  |  |  |  |  |  |  |
| Date of birth:   |   |           |        |  |  |  |  |  |  |  |  |  |  |
| Current Address  |   |           |        |  |  |  |  |  |  |  |  |  |  |
| Postcode   |   |           |        |  |  |  |  |  |  |  |  |  |  |
| Telephone number   | Day   | Evening   | Mobile |  |  |  |  |  |  |  |  |  |  |
| Email  |   |           |        |  |  |  |  |  |  |  |  |  |  |
| National Insurance Number  | <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> |           |        |  |  |  |  |  |  |  |  |  |  |
|  |   |           |        |  |  |  |  |  |  |  |  |  |  |

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Do you require a certificate of sponsorship to work in the UK? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are there any other restrictions on you working in the UK?     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please provide details:                                |                              |                             |

|  |
|--|
| <p>Please indicate if you have a disability that you would like the school to take into account:</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If you have answered 'yes' please give details of any assistance you need during the recruitment and selection process:</p> |
|--|

| <b>Part B – Education and Training</b>   |                |                            |                     |
|--|----------------|----------------------------|---------------------|
| Please give details of all academic and/or vocational qualifications you have obtained which are relevant to this post |                |                            |                     |
| <b>Name of establishment or awarding body</b>  | <b>Subject</b> | <b>Qualification level</b> | <b>Date awarded</b> |
|  |                |                            |                     |
|  |                |                            |                     |
|  |                |                            |                     |
|  |                |                            |                     |
|  |                |                            |                     |
|  |                |                            |                     |
|  |                |                            |                     |

Please continue on a separate sheet if necessary

| <b>Part C – employment history</b>   |        |         |        |
|--------------------------------------|--------|---------|--------|
| Name and address of current employer |        |         |        |
| Postcode                             |        |         |        |
| Post held:                           |        |         |        |
| Date started:                        | Until: | Salary: | Grade: |
| Key roles and achievements:          |        |         |        |
| 1                                    |        |         |        |
| 2                                    |        |         |        |
| 3                                    |        |         |        |
| Reason for leaving:                  |        |         |        |

| <b>Please provide a full history in chronological order of all occupations, periods of training and voluntary work carried out since leaving secondary education. Please include details of what you were doing if not employed or in education/training.</b> |                             |                   |                 |                           |
|---|-----------------------------|-------------------|-----------------|---------------------------|
| <b>Name and full address of organisation inc. telephone number</b>  | <b>Occupation/Education</b> | <b>Start date</b> | <b>End date</b> | <b>Reason for leaving</b> |
|   |                             |                   |                 |                           |
|   |                             |                   |                 |                           |
|   |                             |                   |                 |                           |
|   |                             |                   |                 |                           |
|   |                             |                   |                 |                           |
| <b>Please explain any gaps in your Education and Employment history.</b>  |                             |                   |                 |                           |

**Part D - Experience/relevant skills/further information**

Use this section to show how you meet the criteria for this post drawing on all aspects of your education, skills and experience. Please ensure that you address all criteria on the person specification.



**Part E – Verification of Employment and Declarations**

**Referees.** Please give the names of two people who can provide you with a reference. One should be your current or most recent employer. If you are not currently working with children, but have done so in the past, then one of your references should be from that employer. References will not be accepted from relatives or friends.

| Referee 1         |  | Referee 2         |  |
|-------------------|--|-------------------|--|
| Name              |  | Name              |  |
| Occupation/status |  | Occupation/status |  |
| Address           |  | Address           |  |
| Telephone No.     |  | Telephone No.     |  |
| Email             |  | Email             |  |

**Voluntary Aided Schools** (if applicable). Candidates for either Roman Catholic or Church of England Schools should give the address of the Parish Priest or Vicar as appropriate.

|               |        |
|---------------|--------|
| Name          | Status |
| Address       |        |
| Telephone no. |        |
| Email         |        |

We will seek to obtain references for all shortlisted candidates prior to interview. We will ask for any necessary confirmation of relevant qualifications and whether there have been any disciplinary offences, whether or not these are time expired, relating to children or whether the applicant has been the subject of any child protection concerns, along with the outcome of any enquiry.

**Declaration of Interests**

Are you related or do you have a close personal relationship with a Governor, Teacher or other staff member at the school, or a local Councillor? Yes  No

If you have answered 'yes', please give details:

If appointed, do you have any business and/or financial interests which might conflict with the duties of this post? Yes  No

If you have answered 'yes', please give details:

### Rehabilitation of Offenders Act and Declaration of Fitness to work with Children

The successful applicant for this position will be required to provide a satisfactory Enhanced CRB Disclosure.

This post is exempt from the Rehabilitation of Offenders Act (1974). This means that you must declare all convictions, cautions and bind-overs, regardless of whether they would be considered to be 'spent' for the purposes of this Act.

If you have any such convictions, cautions and bind-overs, you must include details of these in a separately attached, sealed envelope, marked as 'confidential'.

I have convictions, cautions and/or bind overs: **Yes**  **No**

If, 'yes' – I have attached details of the above in a separate envelope: **Yes**  **No**

I confirm that I am not listed on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC) and that the information I have provided about any convictions, cautions and bind-overs is accurate and complete

**Signed:**

**Date:**

### Declaration and fair processing statement

**I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment. Failure to disclose information, or providing false information may result in rejection of the application form and/or disciplinary action being taken, including dismissal.**

This school 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 within the authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose.

**Signed:**

**Date:**