

## **Application Form (Non-Academic Staff)**

#### **Appointment Details**

Appointment for which	
you are applying?	

# **Commitment to Safeguarding of Children and Young People:**

The post for which you are applying gives substantial access to children. The school is committed to safeguarding and promoting the welfare of children and young people and all staff working with children and young people are expected to share a commitment to this.

You will be expected to report any concerns about the safeguarding of children and/or young people in accordance with the agreed school procedures.

Successful applicants will be required, as part of their role, to attend regular safeguarding training relevant to the role.

If your conduct in relation to the safeguarding of children or young people gives cause for concern, the school's agreed child protection procedures will be followed alongside the school's disciplinary procedure.

References will be sought prior to interview and we will ask about your performance and conduct, including any disciplinary action taken and/or allegations/issues relating to children and young people, in order that your suitability to work with children/young people can be assessed.

Employment is conditional upon the results of an enhanced Disclosure and Barring Service (DBS) check (with a barred list check) which will indicate your suitability to work with children.

#### **Personal Information**

Title	Postal Address:
Initials	
Surname	
Have you been known by any other names, including Maiden Name?	
Preferred called Name	
Date of Birth	Email Address
Marital Status	Phone (Mobile)
National Insurance No	Phone (Home)

Do you have a driving licence?	Do you own a car?	Are you qualified and willing to drive a school minibus?
Yes/No	Yes/No	Yes/No

# **Education & Qualifications**

# **Education and Qualifications Obtained** Please include all public examinations passed, including GCSE, NVQ/GNVQ and 'A' Levels (or equivalents). For degrees, please specify class and division and whether honours or not. A non-UK employee may be required to provide a letter of good conduct from their originating Police authority). Please use additional sheet if required **Dates** Name, type and location Main Grade/Class Qualification of institute Subjects **From** To Other Awards, Training and Courses attended in the last 4 years Starting with the most recent first, please include evidence of continuing professional development and include details of any child protection/safeguarding training) **Dates** College, Education Centre or **Award/Course Title and Qualification** Institution То From

# **Chronological Record of Employment**

Employer		
Employed from (date)	To (date)	
Contact Name (for reference)		
Employer Address		
Email Address	Phone	
Job Title	Salary	
Notice Period if applicable		
Reason for Leaving		
Main Duties/Responsibilities		
Employer		
Employed from (date)	To (date)	
Contact Name (for reference)	•	
Employer Address		
Email Address	Phone	
Job Title	Salary	
Notice Period if applicable		
Reason for Leaving		
Main Duties/Responsibilities		

### References

Please provide the names, addresses, telephone numbers and email addresses of **at least two** referees. One referee should be your current employer and neither of them should be related to you.

By completing this section, you are agreeing to the school contacting your referees (unless otherwise requested) and later verifying this information by telephone

Referee 1

Referee 2	
Referee 3	
	Personal Qualities
D	
for this role:	elow to outline why you believe you have the relevant qualities and experience

### **Declaration**

By signing below, you are confirming that:

- All information you have supplied on this application is correct to the best of your knowledge and understand that any false details may result in your dismissal.
- You are not on the Children's Barred List (Information held under Section 42 of the Education Act 2002)
- You are not disqualified by a court from working with children
- You are not subject to any sanctions imposed by a regulatory body
- You are aware that the post requires a Disclosure and Barring Services (DBS) Disclosure (enhanced disclosure for teaching/care staff)

Signature:	Date:

Thank you for taking the time to complete this application.

Please email this form to: office@fsmschool.com