



Application Form (Non-Academic Staff)

Appointment Details

Appointment for which you are applying?	
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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

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

Please use the space below to outline why you believe you have the relevant qualities and experience for this role:

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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:
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Thank you for taking the time to complete this application.

Please email this form to: office@fsmschool.com