**Bishopsgate School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment**

**APPLICATION FORM FOR *NON-TEACHING* POSTS - CONFIDENTIAL**

|  |  |
| --- | --- |
| POST APPLICATION RELATES TO: |  |

**PERSONAL DETAILS** (please use block capitals)

|  |  |
| --- | --- |
| Last Name |  |
| First Name(s) |  |
| Title |  |
| Previous Names |  |
| Address (including postcode) |  |
| National Insurance Number |  |
| Home Telephone Number |  |
| Work Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |

**PRESENT APPOINTMENT** (or most recent employment if not currently employed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title |  | | Date Appointed | |  |
| Responsibilities held |  | | | | |
| Company name and address |  | | | | |
| Present salary details | £ | | | | |
| Date left (if applicable) |  | Reason for leaving | |  | |

**PREVIOUS POSTS** (please start with most recent)

**You will be asked to explain any gaps on the next page.**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of post/responsibilities held and name of other employer. | From To | | Reason for leaving |
|  |  |  |  |

**PERIOD WHEN NOT WORKING**

(Please give details of any voluntary work and other periods when you have not been employed)

|  |  |  |
| --- | --- | --- |
| From | To | Reason |
|  |  |  |

**LIVED OR WORKED OUTSIDE THE UK**

Please provide details if you have lived and/or worked outside the UK in the last 5 years.

|  |  |  |
| --- | --- | --- |
| Name of Country | Dates | Reason |
|  |  |  |

**EDUCATION AND ACADEMIC QUALIFICATIONS**

**Please give details of all education from GCSE/O’Level onwards**

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/University | From | To | Subjects, Qualifications, Grades, Honours |
| Secondary (post 16) |  |  |  |
| Higher Education |  |  |  |
| Further postgraduate qualifications  (including PGCE) |  |  |  |

**PROFESSIONAL DEVELOPMENT over the last three years**

(Please give details of courses relevant to this application and indicate any awards earned)

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Certificate/Qualifications (if relevant) | Provider/Organising Body | Dates/Duration |
|  |  |  |  |

**SUPPORTING INFORMATION**

|  |
| --- |
| Drawing upon your experience, knowledge, skills and abilities, explain how you fulfil the requirements set out in the job description. Please demonstrate, using examples, your suitability for the position. Please include your reasons for applying for, and interest in, this position. (Experience may have been gained through paid or voluntary work, in or out of the home). |
|  |

**INTERESTS**

|  |
| --- |
| Please outline your interests, both professional and leisure. |
|  |

**Right to Work in the UK**

|  |  |  |
| --- | --- | --- |
| **Please note that, if your application is shortlisted, evidence of your right to work in the UK will be required at interview**. Are there any restrictions on your residence in the UK which might affect your right to take up employment in the UK? | | **Yes/No** |
| If yes, please provide details: |  | |

**REFEREES**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please supply names and contact details of at least two referees who can comment on your suitability for this position and attest to your professional and personal abilities. One should be your current or most recent employer. (Note: if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. **References will not be accepted from relatives or persons who only know you as a friend.**)Please note that these referees will be contacted if you are shortlisted for the post, and **we would seek reference before interview**. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns to which you may have been subjected, and you should be aware that **any previous employer may be contacted**. | | | | | | | | | |
| REFEREE 1 | | | | | REFEREE 2 | | | | |
| NAME |  | | | | NAME |  | | | |
| POSITION |  | | | | POSITION |  | | | |
| ADDRESS (including postcode) |  | | | | ADDRESS (including postcode) |  | | | |
| TEL NO |  | | | | TEL NO | |  | | |
| EMAIL ADDRESS |  | | | | EMAIL ADDRESS | | |  | |
| May we contact this referee now? | | | **YES / NO** | | May we contact this referee now? | | | | **YES / NO** |
| In what capacity do you know the referee? | |  | | | In what capacity do you know the referee? | | |  | |
| If you are known to either referee by any other name, please give details | | | |  | | | | | |
| Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them: | | | |  | | | | | |

**PLEASE READ THIS PART CAREFULLY**

|  |  |
| --- | --- |
| **If you are appointed, you will be required to undertake an enhanced Disclosure and Barring Service (DBS) check. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.** **Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.** [**www.gov.uk/dbs**](http://www.gov.uk/dbs) **All other spent connections and cautions must be disclosed.**  **Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an unprotected offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy, or once employed, may lead to your summary dismissal.** | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | **YES / NO** |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | **YES / NO** |
| Are you either on List 99, ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council)? | **YES / NO** |
| **If you have answered yes to either of the above questions, please submit information in confidence enclosing details in a separate sealed envelope or digital folder marked CONFIDENTIAL which will be seen and then destroyed by the Head. If you would like to discuss this beforehand, please telephone in confidence to the Head for advice.** | |

|  |  |
| --- | --- |
| Are you currently registered with the DfE (The Teaching Agency)? | **YES/NO** |
| **MEDICAL STATUS**  **Should your application be successful and you are offered a position, you will be asked to provide information relating to your health or to complete a medical questionnaire and/or undergo a medical examination.** | |
| **DATA PROTECTION ACT 2018**  **The personal data that you provide on this form and obtained from other relevant sources will be used in connection with processing your application for employment at Bishopsgate School. Your information will be shared with the Recruitment Panel. Unsuccessful candidates’ application forms will be destroyed between 3 and 6 months after the final interview date.**  **If you succeed in your application and take up employment with Bishopsgate School, the information will be retained and used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.**  **We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.**  **By signing this application form you agree to the processing of your personal data (including sensitive personal data) as described above, in line with the School’s Privacy Notice and in accordance with our registration with the Information Commissioner’s Office (ICO).** | |
| **We may seek to verify any of the information provided to us in this application form.** | |

**DECLARATION**

|  |
| --- |
| **I declare that all the information given by me in my application form is complete and correct, and that all the questions relating to me have been accurately and fully answered, and that I possess all the qualifications which I claim to hold. I declare that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution. I also understand that the information I have provided may be subject to verification by Bishopsgate School.** |
| SIGNATURE OF APPLICANT…………………………………………………………………. DATE ……………………………………………. |
| **Where did you see this position advertised?** |
|  |

Please return your completed application form to: The HR Manager, Bishopsgate School, Bishopsgate Road, Englefield Green, Surrey TW20 0YJ or by email to [recruitment@bishopsgatesch.uk](mailto:recruitment@bishopsgatesch.uk)