



# Highams Park School

## APPLICATION FOR A NON-TEACHING POST

**Child protection and safety are very important to us and we pay particular attention to this in all recruitment matters. Please ensure you give full and accurate information on this form.**

<b>POST</b>		<b>Grade/Scale</b>	
<b>Please write title, forename(s), surname in BLOCK CAPITALS</b>			
<b>Title</b> <small>(eg Dr. Mr. Mrs. Ms. Miss. etc)</small>	<b>Forename(s)</b>	<b>Surname – (Current)</b>	
	<b>Middle(s)</b>	<b>Previous (Maiden)</b>	
<b>Address</b>		<b>Contact Details</b> <small>We will use the order shown to make contact if needed</small>	
		Mobile Phone	
		Home Phone	
		Work Phone	
		Email	
<b>Nationality</b>		<b>Do you have the right to work in the UK?</b>	
		Yes/No	
<b>National Insurance No.</b>			

### PRESENT EMPLOYMENT or TRAINING

**In the following sections on employment and education please provide a full chronological history from most recent to oldest and explain any gaps, if there are any, in this chronology.**

<b>Name and Address of Organisation / Company</b>		<b>Title of Post and brief description of responsibilities</b>	
<b>Full/Part Time</b>		<b>Date appointed</b>	
<b>Salary per year £</b>	<b>Basic Salary £</b>	<b>London Weighting £</b>	
<b>Other Remuneration or Benefits</b>			

**PREVIOUS EMPLOYMENT**

Employer's name and address (Most recent first)	Dates		Position and Grade (Full / Part Time)	Reason for Leaving
	From	To		

**EDUCATION AND QUALIFICATIONS**

From	To	SECONDARY SCHOOL – Name and Address of School	Qualifications Gained with dates
From	To	HIGHER/FURTHER EDUCATION Name and Address of Institutions (Most recent first)	Qualifications Gained with dates

**PROFESSIONAL / VOCATIONAL EDUCATION & TRAINING (last 3 years)**

Dates		Description / Name and Address of organization & course (Most recent first)	Qualifications Gained
From	To		

**OTHER INTERESTS; VOLUNTARY / COMMUNITY WORK ETC.**

Dates		Organisation
From	To	

**SUPPORTING STATEMENT**

**Please attach either a handwritten or word processed statement of up to two sides of A4 paper to support your application.**

**REFERENCES**

Please give the names of two persons we will ask for references. One of these should be your present/last employer.

Please tick this box if you would prefer references were only sought if you are offered a position, subject to all appropriate checks.

First Referee	Second Referee
Name Phone Email Address	Name Phone Email Address
Status	Status

**Are you related to or do you have any family or close relationship with any existing employees, or governors of Highams Park School?**  
**Please circle your answer** **YES** **NO**

NOTE: If you canvass, or fail to disclose such a relationship you will be disqualified.

**DISCLOSURE OF CRIMINAL BACKGROUND AND REHABILITATION OF OFFENDERS**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are, therefore, required to give information about convictions which, for other purposes are "spent" under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Governors. Any information you give will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

**HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?** **YES** **NO**  
 (Please circle your answer)

**I AM CURRENTLY DISQUALIFIED FROM WORKING WITH CHILDREN OR MY NAME APPEARS ON DCFS LIST 99** **YES** **NO**

If so, you should provide brief details in writing to the Chairman of the interviewing panel at the time of your interview. The School also operates a confidential checking procedure with the Police in accordance with the Home Office guidelines. If you are selected for appointment you may be subject to these procedures.

Providing false information is an offence and could result in:

- the application being rejected,
- or summary dismissal if the applicant has been selected.

Schools have a duty to inform Local Authorities and other schools where necessary to prevent unsuitable persons from working with children.

**I understand that if I am offered the appointment, it will be subject to the information on this form being true and accurate.**

**Signed**

**Date**