

St Edward’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Non-Teaching Application Form

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| **Post applying for:** |  |
| **Applicant’s name:** |  |

**Please:**

* **complete all sections of this form. If not applicable please state “N/A”**
* **continue sections of your application on a separate sheet wherever necessary**
* **explain any gaps in education and/or employment within your supporting statement.**

**We do not accept copies of curriculum vitae in place of application forms.**

Return your completed application form to:

Reception, St Edward’s School, Melchet Court, Sherfield English, Romsey, Hampshire SO51 6ZR

or [admin@melchetcourt.com](mailto:admin@melchetcourt.com)

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| 1. **PERSONAL DETAILS** | | | | |
| **Surname:** |  | | **Title:** |  |
| **First name:** |  | **National Insurance number:** | |  |
| **Home address:** |  | | | |
| **Preferred contact number:** |  | **Alternative contact number:** | |  |
| **Email address:** |  | | | |
| **Previous surname(s):** |  | **Previous first name(s):** | |  |

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| 1. **a) SECONDARY / FURTHER EDUCATION** *(continue on a separate sheet if necessary)* | | | | | |
| **Name of School/College** | Period of Study | | **Subject and qualification** | **Grade** | **Date awarded** |
| From | To |
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| 1. **HIGHER EDUCATION AND COURSES LEADING TO OTHER RELEVANT QUALIFICATIONS**   *(continue on a separate sheet if necessary)* | | | | | |
| **Higher Education /**  **Establishments attended** | Dates | | **Subject, qualification and awarding body** | **Grade / Class of Degree** | **Date awarded** |
| From | To |
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| 1. **CURRENT EMPLOYMENT** | | | |
| **Name of Employer:** |  | | |
| **Contact Name and Address:** |  | | |
| **Post Held**  **(specify any additional allowances):** |  | | |
| **If part time, % of full time:** |  | **Date appointed:** |  |
| **Notice required and / or date available if appointed:** |  | **Current Gross Salary (£):** |  |
| **Reason for leaving:** |  | | |

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| 1. **PREVIOUS EMPLOYMENT***(continue on a separate sheet if necessary)* | | | | | |
| **Employer** | **Contact Name & Address** | **Position Held** | **Gross Salary** | Date of Service **From To** | |
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| **May these employers be contacted without further authority from you?** | Yes / No |

***A full employment history is required (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment. Please explain any gaps in your education and/or employment within your supporting statement.***

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| 1. **ADDITIONAL INFORMATION** | |
| **Are you lawfully able to live and work in the UK?** | Yes / No |

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| **Are you knowingly related to any member of staff at this establishment**? | Yes / No |
| *If Yes, please give details:* |

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| **Are you knowingly related to any pupil at this establishment?** | Yes / No |
| *If Yes, please give details:* |

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| **Have you ever been the subject of a Child Protection Investigation?** | Yes / No |
| *If Yes, please give details:* |

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| 1. **REFEREES** |
| Please give the name, status, address and telephone number of three referees.  **One of your referees must be your most recent employer and must be of sufficient seniority – if the reference is from a school, it must be provided by or confirmed by the Head Teacher** |

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| **Referee 1 Relationship to you:** | **Tel No** |
| **Name and Address:**  **Email address:** |  |

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| **Referee 2 Relationship to you:** | **Tel No** |
| **Name and Address:**  **Email address:** |  |

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| **Referee 3 Relationship to you:** | **Tel No** |
| **Name and Address:**  **Email address:** |  |

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| **May these referees be contacted without further authority from you?** | Yes / No |

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| 1. **SUPPORTING STATEMENT** |
| **Please submit a supporting statement, that includes the following:**   * *Information about your present post and the nature of responsibility exercised;* * *Brief details of your previous employment, personal qualities and experiences relevant to this post, including courses attended;* * *Ideas about how you would approach the post for which you are applying;* * *Details of how you meet the person specification;* * *Other information and views which are pertinent;* * *Detailed information with regard to any breaks in employment.*   *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(If necessary, continue on a separate sheet(s), placing your name in the Top Right corner and numbering all additional sheets.)* |
| 1. **CRIMINAL CONVICTIONS** |
| 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 about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  If you are shortlisted for interview, you will be required to complete a self-disclosure form and provide details of all unspent convictions and those that would not be filtered, prior to the date of your interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

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| 1. **PRIVACY NOTICE** |
| Please see our Job Applicant Privacy Notice for further information about how we process your personal information. |

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| I confirm that the information contained within my application is, to the best of my knowledge, true and complete. Any false statement will result in rejection as a candidate or dismissal if employment has started.  The school is authorised to obtain references to support this application before interview. I release the school and referees from any liability caused by giving and receiving information.  I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory enhanced DBS certificate and check of the Children’s Barred List (if relevant) c) the entries on this form proving to be complete and accurate and, d) other safer-recruitment checks including the Right to Work in the UK and confirmation of required qualifications where relevant.  I also understand that it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children and I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.  Signed: ………………………………………………………. Date: ………………………………………………. |