

Colnbrook C. of E. Primary School

Headteacher: Mr Tom Brunson

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STRICTLY PRIVATE AND CONFIDENTIAL

POST TITLE:

CLOSING DATE:

NON-TEACHING APPLICATION FORM

Please complete this form and return by e-mail to angela.ford@colnbrookprimary.com or by post to: Angela Ford, Colnbrook C. of E. Primary School, High Street, Colnbrook, Berks, SL30JZ. Please use blue or black ink.

Surname	Other Names			
Previous Surnames	Preferred Title (eg Mr, Miss, Mrs, Ms)			
Home Address	Home Telephone			
	Mobile Telephone			
Postcode				
Email Address	Work Telephone (if it is convenient for contacting you)			
	N.I. Number			

Do you need a certificate of sponsorship? Yes ☐ No ☐

Do you hold a full current driving licence? Yes ☐ No ☐

Do you have the daily use of a car? Yes ☐ No ☐

Have you previously sought employment with Colnbrook C. of E. Primary School? Yes ☐ No ☐

If YES, please give details

PRESENT EMPLOYMENT

(if currently unemployed please give details of last employer and date of leaving)

Name, address and telephone number

Date of commencement	Job Title
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Please give a brief description of your duties
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Present basic salary	Notice required
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Additional payments or benefits

If last employer please state reason for leaving and leave date

EMPLOYMENT HISTORY

*Please list your work experience since leaving full time education. Start with the most recent employer
Please use separate sheet if necessary.*

Dates DD/MM/YY		Employer's Name & Address	Job Title Brief summary of duties and reason for leaving
From	To		

Voluntary/Unpaid Activities

From	To	Position	Brief details of duties

Periods when not employed

Please provide details of periods of unemployment and reasons for these

From	To	Reason

SECONDARY EDUCATION

(you may be asked to produce certificates)

From	To	Name & Address of School	Examinations Passed		
			Awarding body	Qualification	Grade

FURTHER EDUCATION*(you will be asked to produce certificates)*

Dates		Name & Address of College or University	Examinations Passed		
From	To		Awarding Body	Qualification	Grade
Other Qualifications held including vocational qualifications			Dates Awarded		

Are you a member of a professional body? Yes ☐ No ☐

If yes, please specify

What are your general interests?

Rehabilitation of Offenders Act 1974

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.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the "Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)"?

☐ Yes

☐ No

If yes, please provide details in a separate, sealed envelope

Disclosure of convictions will not necessarily be a bar to employment but failure to disclose this information could result in dismissal if subsequently discovered.

People with disabilities, please note - People with disabilities are guaranteed an interview if they meet all of the essential requirements of the person specification. If you consider yourself to have a disability to be taken into account during the recruitment and selection process, please explain what assistance you would like to receive:

Would you require any type of adjustments to working arrangements or the work environment to assist you in overcoming any disadvantage or disability?

Yes ☐ No ☐
If yes, please give details

REFERENCES

Please give the names and addresses of two referees, one of which **MUST** be your present or last employer or Head Teacher/tutor if a school or college leaver. If your work does not currently involve working with children however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children.

Current Employer Referee:

Second referee:

Telephone Number

Telephone number

Email address

Email address

Relationship to you

Relationship to you

Please be advised that references will be requested as a result of shortlisting.

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I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

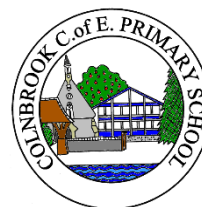
In accordance with the requirements of GDPR and Data Protection Act 2018, I agree that the school may use and process the information on this form as necessary, and for any legitimate purposes of the School.

Signed:

Date:

PERSONAL STATEMENT

Please give your reasons for applying for this position. Outline the skills, experience and personal qualities that are relevant to your suitability for the advertised post, and how you meet the person specification.



Recruitment Monitoring

Colnbrook C. of E. Primary School is committed to ensuring that applicants are selected based on their abilities relevant to the job. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short-listing panel.

This section should be kept separate from the application form and if it is a postal application, returned to the school with the application, in an anonymous, sealed envelope. Where applying by email, please email separately.

Your Information	
Position Applied For	
Reference (if applicable)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say
Date of birth	DD / MM / YYYY

Ethnic Group – To which of these ethnic groups do you belong? (This is not a question about your nationality or place or birth, but your ethnic origins) PLEASE CIRCLE ONLY ONE OPTION	
White	British / English / Welsh / Scottish / Northern Irish / Irish / Gypsy or Irish Traveller / Other
Mixed Groups	White & Black Caribbean / White & Black African / White & Asian / Other
Asian / Asian British	Indian / Pakistani / Bangladeshi / Chinese / Other
Black / Black British	African / Caribbean / Somali / Other
Other Ethnic Group	Arabic / Other / Prefer not to say

Religion	Sikh / Buddhist / Christian / Hindu / Humanist / Jewish / Muslim / Not Religious / Other / Prefer not to say
Sexual Orientation	Heterosexual / Straight / Bisexual / Gay Man / Gay Woman / Lesbian / Other / Prefer not to say
Age Band	16-24 / 25-34 / 35-44 / 45-54 / 55-64 / over 65

Disability - The Equality Act (2010) defines a disabled person as someone with a 'physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.'

To see if this applies to you, please visit: www.gov.uk/browse/disabilities

Do you consider yourself to have such a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Advertising Monitoring	
Where did you see this job advertised?	
Are you an internal or external candidate?	