**APPLICATION FOR EMPLOYMENT FORM: NON-TEACHING STAFF**

|  |  |
| --- | --- |
| Position applied for |  |

This form is designed to help us assess your application, and to conform with DFE guidance. If necessary, please add additional boxes to existing sections or provide further information on a separate sheet.

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| First name(s) |  |  Surname |  |
|  |
| Title |  |  Previous  surname(s) |  |
|  |
| Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| National insurance number |  |  Date of birth |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone (day/mobile) |  |  Telephone  (evening) |  |
|  |
| Email  |  |

|  |  |
| --- | --- |
| How did you hear of this vacancy? |  |

1. **CURRENT EMPLOYMENT**

If you are not currently employed, please give the following details in relation to your most recent employment

|  |  |
| --- | --- |
| Name and address of employer |  |
|  |
| Date of appointment |  |  Job title |  |
|  |  |  |  |
| Salary |  |  Notice  required |  |
| If you have left this employment: |
| Date left |  |  Reason |  |

**3. PREVIOUS EMPLOYMENT**

Most recent at the top and including any temporary, unpaid and voluntary work experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Frommm/yyyy | Tomm/yyyy | Employer | Job title | Reason for leaving |
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Please explain any periods not in employment since the end of full-time education:

Please provide full details of membership of any professional bodies:

1. **EDUCATION AND TRAINING**

Please list all qualifications and training relevant to the post (including, as applicable, Further Education, Higher Education, Schooling, courses). Most recent at the top.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From month/year | To month/year | Universities/Colleges/Schools/training centre attended (or awarding body) | Title and class ofdegree and gradee.g. BA (Hons) 2(i) | Subject or course title |
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1. **PROFESSIONAL DEVELOPMENT**

In the last 3 years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Course | Provider | Date | Type (e.g. 1-day) | Award gained (if any) |
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1. **ADDITIONAL INTERESTS/SKILLS**

Please give details of hobbies/interests/skills (including qualifications) which you would be able offer the School.

1. **ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| 1. Do you need a work permit to live and work in the UK? | YES/NO *please delete* |
|  If YES, give details of any relevant entitlement (e.g. ancestry visa): |  |
| 2. Do you hold a full current driving licence? | YES/NO *please delete* |
| 3. Are you a relative, friend, or partner of any governor, employee or student of Exeter Cathedral School? | YES/NO *please delete* |
|  If YES, please state name of person and relationship: |  |
| 4. Please state your DFE reference number, if known: |  |
| 5. If you require any aids, adaptations or special access arrangements to assist and enable you to undertake the interview programme and tour, please contact Mr Steven Webber s.webber@exetercs.org / 01392 255298. |

1. **LETTER OF APPLICATION**

Please enclose a letter of application to the Headmaster (max 2 sides of A4), outlining your interest in and suitability for this post.

1. **REFERENCES**

Please give details of three referees. At least two of them must be able to comment on your ability and suitability to work with children. Your first referee must be your current employer (or, if you are unemployed, your most recent employer). If you are a student, you may wish to give appropriate school or college referees.

**The ISI requires us to seek references prior to interview. You may request that we do not contact your current employer, if applicable.**

**Referee 1**

|  |  |
| --- | --- |
| **CURRENT / MOST RECENT EMPLOYER** | **PERMISSION TO CONTACT: YES / NO** |
| Name: | Position: |
| Address: | Tel (day):Tel (mobile): |
| Email: |
| In what capacity does this person know you? |

**Referee 2**

|  |  |
| --- | --- |
| Name: | Position: |
| Address: | Tel (day):Tel (mobile): |
| Email: |
| In what capacity does this person know you? |

**Referee 3**

|  |  |
| --- | --- |
| Name: | Position: |
| Address: | Tel (day):Tel (mobile): |
| Email: |
| In what capacity does this person know you? |

1. **DATA PROTECTION**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data.

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exeter Cathedral School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the school.

1. **RETURNING YOUR APPLICATION FORM**

Please return your completed application form to: Mrs Rosie Hankin, r.hankin@exetercs.org

Exeter Cathedral School ⬝ The Chantry ⬝ Palace Gate ⬝ Exeter ⬝ EX1 1HX

Telephone: 01392 255298 | Website: www.exetercs.org | Email: reception@exetercs.org