**APPLICATION FOR A**

**NON-TEACHING POST**



***The information given on this form will be treated in the strictest confidence. Please note that all references will be contacted prior to interview. Any offer of employment will be subject to satisfactory references, medical clearance, enhanced DBS disclosure and documentary evidence showing your entitlement to work in the UK under the Asylum and Immigration Act 1996***

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| **VACANCY DETAILS** |
| Department:  Job Title: |

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| **YOUR DETAILS** |
| Title: Surname: Forename(s):  Preferred Name: Previous Surname:  Home Address:  Post Code:  Telephone Number: Mobile Number:  Email Address:  Date of Birth: National Insurance Number: |

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| **PRESENT/MOST RECENT EMPLOYMENT DETAILS** | | | | |
| Name of Employer:  Address:  Telephone Number:  Post Held: Salary/Wage:  Date Employment Began: Ended:  Reason for Leaving: Notice Period: | | | | |
| **DETAILS OF EDUCATION AND TRAINING**  Successful candidate will be required to provide evidence of qualifications | | | | |
| **School/College/University**  **Attended since Age 11**  **(earliest first)** | **Dates Attended** | **Examinations taken including date and Awarding Body** | **Pass/Fail including Grade** | **Part-time / Full-time** |
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| **OTHER RELEVANT TRAINING**  (Including In-Service Training) | | | | | | |
| **Course Title & Brief Description** | | | | | **Dates** | |
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| **EMPLOYMENT HISTORY**(Most recent first, include your present post) | | | | | | |
| Please provide information of any gaps during employment, such as unemployed, travel etc. Any employment with supply agencies must be stated below under the agency name and not the school where worked. | | | | | | |
| **Date** | | **Name and Type of Company/Business** | **Post Held**  **State whether full/part time or supply** | **Salary/**  **Wage** | | **Reason for Leaving** |
| **From** | **To** |
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| **GIVE DETAILS OF DUTIES/RESPONSIBILITIES OF YOUR PRESENT/MOST RECENT POST** |
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| **EXPERIENCE/ACTIVITIES/HOBBIES WHICH REFLECT PERSONAL QUALITIES**  Please give details of any relevant experience, including voluntary work, community work and leisure pursuits |
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| **DRIVING** |
| Have you a current driving licence? YES / NO Type/Classification:  Do you have any current endorsements? YES / NO Give details:  Do you have regular use of a car or motorcycle? |

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| **ELIGIBILITY TO WORK IN THE UK (this will be verified if successfully appointed)** | | | | |
| Are you legally eligible to live and work in the UK? YES / NO If no give details:  Do you require/hold a work permit to work in the UK? YES / NO If yes, please give details of type of permit:    Permit Number: Expire Date: | | | | |
| **SELF DECLARATION OF SUITABILTY TO WORK IN POSTS REQUIRING A DBS CHECK** | | | | |
| This post involves working with children, other vulnerable group or is a position of trust and is therefore exempt from the provisions of the Rehabilitations of Offenders Act 1974. **You must therefore disclose details of reprimands, formal warnings, cautions, and convictions, including ‘spent convictions’ and any formal warnings and suspensions relating to employment.** Any failure to disclose such information could result in dismissal or disciplinary actions by the School. Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies.  **If you answer yes to any of the following questions, please give details** | | | | |
|  | **YES** | | **NO** | **DETAILS** |
| Have you at any time received or do you have any pending; a reprimand, caution, formal warning or conviction? |  | |  |  |
| Are you a person known to any social care department as being an actual or potential risk to children, young people or vulnerable adults? |  | |  |  |
| Are you subject to any current, pending or expired disciplinary action or legal proceedings in relation to the safeguarding and protection of children, young people and vulnerable adults? |  | |  |  |
| Are you aware of any police enquires that may have a bearing on your suitability for the post? |  | |  |  |
| I understand that the School will register an employer’s interest with ISA should my application be furthered following interview, as part of the pre-employment checks.  I confirm that my name is not on either of the independent Safeguarding Authority (ISA) Barred Lists and that I am not disqualified from working with children, young people and vulnerable adults or subject to sanctions imposed by any regulatory body. I am not aware of any activity that would render me unsuitable to work with children, young people and/or vulnerable adults.  Signature:  Date: | | | | |
| **REFERENCES** | | | | |
| **Prior to completing this section, it is essential that you read the following guidance notes**  References must be provided for the whole period of three years preceding application for this post. If you are currently in employment, you must give details of your present employer. At least one acceptable reference will be required from the last post in which you worked with children. If you are not currently working with children or young people, but have done so in the past, it is a requirement that you provide the reference details of the last employer where you worked with children, even if it is more than 3 years ago.  If you are unable to provide references for a complete 3 year period please give the employer who employed you for the longest period during that time. Students should give senior tutors, school supervisors or other. If unemployed, please give the most recent employer.  **References are not acceptable from relatives or from people writing solely in the capacity of a friend. Testimonials are also not accepted**  Please note that references will be sought prior to interview. We will ask your referees for comments on your suitability for the post, details on attendance, sickness and salary. The School reserves the right to request alternative references during the processing of your application. | | | | |
| Name (Mr/Mrs/Ms):  Job Title:  Address:  Post Code:  Referee’s Relationship to you:  Telephone Number:  Email Address: | | Name (Mr/Mrs/Ms):  Job Title:  Address:  Post Code:  Referee’s Relationship to you:  Telephone Number:  Email Address: | | |

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| **LETTER OF APPLICATION** |
| You are invited to submit a letter of application to accompany this form, listing all information relevant to this appointment and any other information you may wish to provide. It will be in your interest to provide as full as statement as possible. The letter of application should not replace the relevant sections of this application form.  Please tick this box if there are any attachments to this form 🗌 |

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| **INTERVIEW ARRANGEMENTS** |
| If called for interview, do you have any particular needs that need to be taken into account? (such as BSL Signer) |
| **DECLARATION** |
| Please state if to your knowledge you are related to any employee or member of Invictus Education Trust Board of Directors. Canvassing or failure to make proper disclosure shall disqualify you for the appointment and if appointed, shall render you liable to dismissal without notice.  State YES / NO If yes, please give the following details:  Name:  Relationship:  Position:  I confirm that the information I have given is correct and complete and that any false statements or omissions may result in the termination of any contract of employment entered into, or the withdrawal of, any offer of employment.  I understand and agree that information regarding my attendance and sickness levels will be sought from my referees and where appropriate my suitability to work with vulnerable groups.  I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee the information will also be used for employment related purposes. I agree to Invictus Education Trust holding and processing this information in accordance with the Data Protection Act 1998.  Signature:  Date: |

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| **RETURN APPLICATION FORM TO** |
| Mr T Bowles  Chief Executive Officer  Ward House  Himley Park  Dudley  West Midlands  DY3 4DF  Telephone Number: 01384 686 510  or email to abuttery@invictus.education |