**APPLICATION FOR EMPLOYMENT (NON-TEACHING)**

Please send the completed application form with covering letter in support of your application to The Bursar at [**bursar@canburyschool.co.uk**](mailto:bursar@canburyschool.co.uk)**.** If sending by post, please ensure that the envelope is marked ‘**Application’** in the top left hand corner and send to: **The Bursar, Canbury School, Kingston upon Thames, KT2 7LN.**

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| \* The School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. The information in this application form is therefore requested in order to help us fulfil our Safer Recruitment checks. | |
| **Post Applied For** |  |

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| Preferred Title:  *(please circle or delete as appropriate)* | Miss Mrs Ms Mr Dr Other | | | | |
| Surname: |  | | | | |
| Forename: |  | | | | |
| Other Names: |  | | | | |
| Date of Birth: |  | | | | |
| Address: |  | | | | |
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| Postcode: | | |  | |
| How long have you lived at this address?  *If less than 5 years please provide all previous addresses for past 5 years.* | | | | | |
| Address: |  | | | | |
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| Postcode: | | |  | |
| E-mail Address: |  | | | | |
| Mobile Number: |  | | | | |
| Home Number: |  | | | | |
| Work Number: |  | | | | |
| National Insurance Number: |  | | DFE Number | |  |
| Do you have Qualified Teacher Status?  *(please circle or delete as appropriate)* | | YES | | | NO |
| Do you have a current full UK driving licence?  *(please circle or delete as appropriate)* | | YES | | | NO |
| Please confirm your most recent DBS/CRB number and date of issue *(if applicable)* | |  | | | |
| Do you have the legal right to work in the UK?  *(please circle or delete as appropriate)* | | YES | | | NO |
| If Yes, and there are conditions attached, for example visa start or finish date, please specify: | |  | | | |
| If No, what type of work permit do you need  *(please circle or delete as appropriate)* | | Tier 2 | | | Other |
| Where did you see this position advertised?  *(Please indicate as appropriate)* | | TES on-line TES App TES magazine School’s website ISBA Other | | | |
| Please provide full details of membership of any professional bodies | |  | | | |

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| Sanctions, restrictions and prohibitions | | | | |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country? | Yes |  | No |  |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | Yes |  | No |  |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | Yes |  | No |  |
| If answering "Yes" to any of the questions in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | | | | |

**EDUCATION AND QUALIFICATIONS (please state most recent first and continue on a further sheet if appropriate)**

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| Education  Please start with most recent | | | | | | |
| Name of  school/college/university | Dates of attendance | | | Examinations | | |
| Subject | Result | Date |
|  | From: | | |  |  |  |
| dd / mm / yy | | |  |  |  |
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| **Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | |
| Name of Course (and award if gained) | Provider | Full Time/ Part Time or Seconded | From | To |
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| **EMPLOYMENT HISTORY** (please continue on a further sheet if appropriate) | | | | | | | | | | |
| **Current / Most recent employment** (If not applicable please state reason, e.g. school/university leaver) | | | | | | | | | | |
| **Name and Address of Employer** | | | | | |  | | | | |
| **Position Held** | | | | | |  | | | | |
| **Dates** | | | | | |  | | | | |
| From: | | | | | |
| dd/mm/yy | | | | | |
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| To: | | | | | |  | | | | |
| dd/mm/yy | | | | | |  | | | | |
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| **Present Salary** | | | | | |  | | **Notice Required** |  | |
| **Main Responsibilities & Duties** | | | | | | | | | | |
| **Please state briefly your reasons for wishing to leave** | | | | | | | | | | |
| **PREVIOUS EMPLOYMENT** (most recent first)  Please continue on a separate sheet if necessary | | | | | | | | | | |
| Dates | | | | | Name and address of employer | | Position held and / or duties | | | Reason for leaving |
| From: | | | | |  | |  | | |  |
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| **Gaps in your employment**  If there are any gaps in your employment or education history e.g gap year, looking after children, sabbatical year, please explain them here and give relevant dates |
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| **INTERESTS**  Please list other (outside) activities or interest, membership of organisations, or commitments to public duties. |
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| **Do you have any connection to Canbury School? If so, please state what the connection is.** |
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| **SUPPORTING STATEMENT**  **Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.** |
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| **If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.** |

**PROFESSIONAL / ACADEMIC REFEREES**

One of the referees must be your current or most recent employer and must be a senior person with ‘appropriate authority’. If your current/most recent employer does/did not involve work with children, then your second reference (where possible) should be from a recent employer where you worked with children.

Neither referee should be a relative or someone known to you solely as a friend or colleague. Please ensure you provide full contact details for the referees, including their e-mail address. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

The School will also telephone your referees in order to verify the reference they have provided

**The School may wish to take up references during any stage of the recruitment process. Please indicate below whether or not this is acceptable to you.**

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| **Are we able to contact this Referee during the recruitment process?** | | | | **Yes**  **No** |
| Preferred Title | Miss Mrs Ms Mr Dr Other | | | |
| Name |  | | | |
| Position/Job Title |  | | | |
| Name of organisation |  | | | |
| Address of organisation |  | | | |
| Postcode |  | | | |
| Telephone Number  *(and extension if available)* |  | Email |  | |
| In what capacity do you know this referee? |  | | | |

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| **Are we able to contact this Referee during the recruitment process?** | | | | **Yes**  **No** |
| Preferred Title | Miss Mrs Ms Mr Dr Other | | | |
| Name |  | | | |
| Position/Job Title |  | | | |
| Name of organisation |  | | | |
| Address of organisation |  | | | |
| Postcode |  | | | |
| Telephone Number  *(and extension if available)* |  | Email |  | |
| In what capacity do you know this referee? |  | | | |

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| **RECRUITMENT**  It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the school's recruitment and safeguarding policy is available for download from the school's website. Please take the time to read them.  If your application is successful, the school will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after one year. |

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| **HOW WE USE YOUR INFORMATION**  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. More details as to how we will process your data is set out in the Privacy Notice for Staff and prospective applicants for Employment, which can be found on our website.  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 also use the data regarding your degree and professional qualifications on staff lists on our website or in our marketing material.  We may check the information provided by you on this form with third parties. |

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| **DECLARATION**   * **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.** * **I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.** * **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.** * **I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.**   **Signed: ………………………………………………………………………………………………**  **Date:**  ……………………………………………………………………………………………….  Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above. |