

London Borough of Brent

APPLICATION FORM NON-TEACHING

Please complete in type or black ink (refer to guidance notes for help) **CONFIDENTIAL**

Post Title	Post Reference
School	

PART A – Personal Details				
First name(s)		Last Name		Title
If you have been known by any other names, please list these here along with the dates used:				
Current Address				
Postcode				
Telephone number	Day Evening Mobile			
Email				

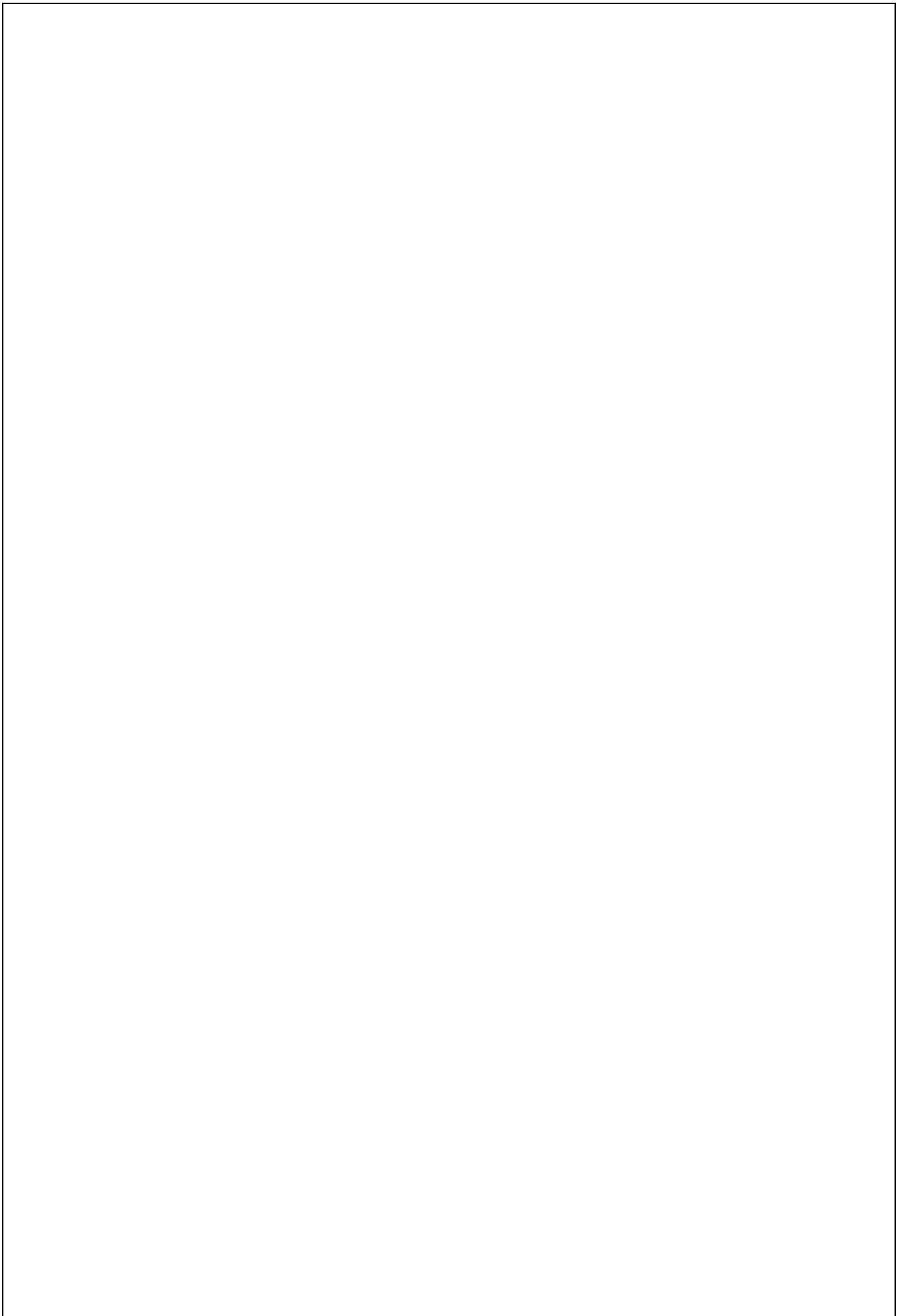
Do you require a certificate of sponsorship to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any other restrictions on you working in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		

Part B – Education and Training			
Please give details of all academic and/or vocational qualifications you have obtained which are relevant to this post			
Name of establishment or awarding body	Subject	Qualification level	Date awarded

Please continue on a separate sheet if necessary

Part C – employment history			
Name and address of current employer			
Postcode			
Post held:			
Date started:	Until:	Salary:	Grade:
Key roles and achievements:			
1			
2			
3			
Reason for leaving:			

Please provide a full history in chronological order of all occupations, periods of training and voluntary work carried out since leaving secondary education. Please include details of what you were doing if not employed or in education/training.				
Name and full address of organisation inc. telephone number	Occupation/Education	Start date	End date	Reason for leaving
Please explain any gaps in your Education and Employment History				
Part D - Experience/relevant skills/further information				
Use this section to show how you meet the criteria for this post drawing on all aspects of your education, skills and experience. Please ensure that you address all criteria on the person specification.				



Part E – Verification of Employment and Declarations			
Referees. Please give the names of two people who can provide you with a reference. One should be your current or most recent employer. If you are not currently working with children, but have done so in the past, then one of your references should be from that employer. References will not be accepted from relatives or friends.			
Referee 1		Referee 2	
Name		Name	
Occupation/status		Occupation/status	
Address		Address	
Telephone No.		Telephone No.	
Email		Email	

Voluntary Aided Schools (if applicable). Candidates for faith based schools should give the address of the leader of the religious establishment where they are a member.	
Name	Status
Address	
Telephone no.	
Email	

We will seek to obtain references for all shortlisted candidates prior to interview. Applicants who have been shortlisted will be asked for any necessary confirmation of relevant qualifications and whether there have been any disciplinary offences, whether or not these are time expired, relating to children or whether the applicant has been the subject of any child protection concerns, along with the outcome of any enquiry. Shortlisted applicants will be required to complete a self-declaration form prior to interview (Pre-Interview Self Declaration for Shortlisted Candidates Form).

Declaration of Interests
Are you related or do you have a close personal relationship with a Governor, Teacher or other staff member at the school, or a local Councillor? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'yes', please give details:
If appointed, do you have any business and/or financial interests which might conflict with the duties of this post? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'yes', please give details:

Rehabilitation of Offenders Act
The successful applicant for this position will be required to provide a satisfactory Enhanced DBS Disclosure.
This post is exempt from the Rehabilitation of Offenders Act (1974). This means that you must declare all convictions, cautions and bind-overs, regardless of whether they would be considered to be 'spent' for the purposes of this Act.
<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div>Signed:</div> <div>Date:</div> </div>

Declaration and fair processing statement

I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment. Failure to disclose information, or providing false information may result in rejection of the application form and/or disciplinary action being taken, including dismissal.

This school is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose.

Signed:

Date: