ST MARY'S SCHOOL

Gerrards Cross, Buckinghamshire, SL9 8JQ

APPLICATION FORM – NON TEACHING

To help us assess your application, please complete all sections of this application form and return it to us with your letter of application. The information provided will be treated as confidential. Any offer of employment will be subject to the results of pre-employment checks, including the right to work in the UK, academic qualifications, references, medical disclosure, enhanced DBS and/or police check, prohibition order and childcare disqualification checks.

Position Applied For:

How Did You Hear About This Job Vacancy?

Personal Details

Title:

First Names:

Surname:

Previous name(s):

Address:

Postcode:

Do you have Qualified Teacher Status? Yes No

Teacher Reference No:

National Insurance Number:

Home Telephone No:

Mobile Telephone No:

Email Address:

Current Driving Licence: Yes No Endorsements? Yes No

Are you registered with the DBS update service? Yes No

DBS Update registration number:

Education and Qualifications

Please give details of **Secondary** and **Further Education** including any A Levels or equivalent vocational courses *(indicating the most recent one first).*

Dates (mm/yyyy) From	To	College/Other Institution	Qualifications Obtained	Grade or Level

Please give details of any **Higher** Education courses *(indicating the most recent one first).*

Dates (mm/yyyy) From	To	College/University **(and name of awarding body)**	Qualifications/Degree Obtained	Grade or Level

Please give details of any other **Professional / Vocational** qualifications or **Training** courses attended relevant to your application.

Dates (mm/yyyy) From	To	College/Training institution **(and name of awarding body)**	Qualifications Obtained	Grade or Level

Employment History

Please complete details of your present and previous employment as requested below. Please state whether full-time or part-time and include any voluntary employment. Continue on a separate sheet if necessary.

Present (or Most Recent) Employment

Job title:	Employer:
Current Salary:	Address:
Employment From:	Employment To:

When would you be available to commence employment at St Mary's School?

For this employment, please give a brief description of duties, responsibilities and achievements:

Reason for seeking other employment:

Previous Employment
(Please indicate the most recent previous employment first and continue on another sheet if required)

Dates (mm/yyyy) From	To	Name of Employer	Job Title and Main Responsibilities	Reason for Leaving

If there are any gaps in your Employment or Education History, please explain them here

Referees

Please supply the names and contact details of two people we may contact for references. **One of these must be your current or most recent employer**. If your current / most recent employment does / did not involve work with children, then your second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The school intends to take up references from all shortlisted candidates before interview. The school reserves the right to take up references from any previous employer.

Referee 1

Name: Position:

In what capacity do you know the referee?

Name of Organisation:

Address:

Telephone No: Email:

Referee 2

Name: Position:

In what capacity do you know the referee?

Name of Organisation:

Address:

Telephone No: Email:

May we approach your referees without further reference to you? Yes/No:

Other

Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of St Mary's School? Yes / No

If 'Yes' please give the name of the related person:

Employment in the United Kingdom

Do you have any restrictions on being resident or employed in the UK? Yes / No

Please give full details

Have you lived / worked outside of the UK for three months or more in the past 5 years? Yes / No

Please give details

Interests (both Professional and Leisure)

Personal Statement

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Personal Declarations

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the school considers to be satisfactory. The school applies for an Enhanced Check from Regulated Activity from the DBS (which includes a check of the Children's barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 whether in the United Kingdom or another country Yes / No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes / No

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.

Have you been subject to any disciplinary action in your current or previous positions or had any allegations made? Yes / No

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

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.

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 normally be confidentially destroyed after six months.

Would you like the school to retain your details if your application is unsuccessful? Yes No

Are there any special arrangements you might require to attend an interview? Yes No

If yes, please give details here: ……

Declaration – Please read carefully

- 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 on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.
- 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 consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.
- 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: _____

Printed Name: _____

Please either print this form and send a signed, hard copy and a letter of application to:

Mrs C Sylvester, PA to the Headmistress, St Mary's School, Packhorse Road, Gerrards Cross, Buckinghamshire SL9 8JQ

or return the form via email to headspa@st-marys.bucks.sch.uk together with a letter of application. If sent electronically, please note that you will be required to sign and date the application form if invited to attend an interview.

Use of your Data:
As part of the recruitment process St Mary's School will request, process and hold personal data related to applicants in accordance with General Data Protection Regulations (GDPR).

You are under no obligation to provide us with this data during the recruitment process however if you do not provide it we may not be able to process your application properly or at all.

For further details on how your data is used and stored please see the School's Privacy Notice on the School's web-site.

Equal Opportunities Monitoring Form

You are not obliged to complete this form but it is helpful to the School for maintaining equal opportunities. All information provided will be treated in confidence. The form will be detached from your application and kept separately.

St Mary's School recognises and is committed to ensuring applicants from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

Full Name:	
Gender:	
Date of Birth:	

Ethnic Origin

(These categories of ethnic monitoring are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. If none of these categories fit your own ethnicity then please tick the 'Other Ethnic Group' box and define).

Asian or Asian British	**Mixed**	**Chinese or other racial**
❑ Indian	❑ White & Black Caribbean	❑ Chinese
❑ Pakistani	❑ White & Black African	❑ Other racial group
❑ Bangladeshi	❑ White and Asian	
❑ Other	❑ Other Mixed	
Black or Black British	**White**	**Other Ethnic Group**
❑ Black Caribbean	❑ British	
❑ Black African	❑ Irish	
❑ Other Black	❑ Other White	

Religion

❑ Buddhist	❑ Jewish	❑ No Religion
❑ Christian	❑ Muslim	❑ Other (Please write in)
❑ Hindu	❑ Sikh	

Do you consider yourself to have a disability? **Yes/No**

If Yes, what is the nature of your disability?

Status

❑ Single	❑ Civil Partnership	❑ Prefer not to say
❑ Married	❑ Living with Partner	