



**CONFIDENTIAL**  
**NON – TEACHING APPLICATION FORM**

<b>POST APPLIED FOR:</b>	
Please state where advertisement seen	

<b>Personal details</b>						
<b>Preferred title:</b>	<input type="checkbox"/>	Dr	<input type="checkbox"/>	Lady	<input type="checkbox"/>	Lord
	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs
	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Prof	<input type="checkbox"/>	Rev
<b>Forenames (given name):</b>						
<b>Surname:</b>			<b>Previous Surname</b>			
<b>Known as:</b>						
<b>Email address:</b>						
<b>Home telephone number:</b>						
<b>Work telephone number:</b>						
<b>Mobile telephone:</b>						
<b>Preferred contact telephone number:</b>	<input type="checkbox"/> Home	<input type="checkbox"/> Work		<input type="checkbox"/> Mobile		
<b>Address 1:</b>						
<b>Address 2:</b>						
<b>Town/city:</b>						
<b>County:</b>						
<b>Postcode:</b>						
<b>Do you possess a current driving licence?</b>						
<input type="checkbox"/> Yes		<input type="checkbox"/> No				
<b>Do you have the use of a vehicle or other appropriate means of transport?</b>						
<input type="checkbox"/> Yes		<input type="checkbox"/> No				
<b>National Insurance number:</b>						
<b>Teacher Reference Number (if applicable)</b>						

Employment history					
Present Employer <i>(Please state if unemployed)</i>	Post Held	Start Date	Notice Required	Salary/ Grade	
Please give details of your employment history					
Employers inc address	Post Held	Start Date	Finish Date	Reasons for leaving	Salary/ Grade
If there are any gaps in your employment or education history please explain them here:					
Secondary school/college/higher education attended/professional qualifications/training					
Shortlisted candidates will be expected to provide evidence of the qualifications listed on this application.					

Qualifications including grades	Awarding body	Date
Other relevant qualifications and training taken, including short courses with dates		
Membership of professional bodies/technical bodies		

## Relevant Experience

Please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities, which you consider relevant to the position. In completing this section it is important that you refer to the requirements in the job description/person specification and provide evidence of how you meet the essential and desirable criteria (where applicable).



## References

Please provide contact details for two people who have agreed to give an employment reference on your behalf. These references must be from your two most recent places of work or education. The school also reserves the right to approach any previous employer to confirm factual information about your previous employment record.

Note: References will be taken up prior to interview if you are shortlisted. If you wish to be contacted before references are taken up please tick the box ☐

### First reference:

Name of referee:

Employer's name:

Address 1:

Address 2:

Town/city:

County:

Postcode:

Telephone number:

Email address:

Relationship to you (e.g. manager/headteacher):

### Second reference:

Name of referee:

Employer's name:

Address 1:

Address 2:

Town/city:

County:

Postcode:

Telephone number:

Email address:

Relationship to you (e.g. manager/headteacher):

*The school welcomes applications from disabled people and all sections of the community. For this purpose "disability" means any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.*

Are you a registered disabled person?

YES ☐

NO ☐

If "yes" please indicate below if (a) you have any special requirements regarding attendance at interview.

<b>Are you related to or have any current connections with Highcliffe School eg: an employee of the school, a student, or a governor of the school?</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, please give details:</b>	
<b>Declarations</b>	
The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment (England and Wales) Order 2020. You are required to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings if shortlisted.	
Do you have any spent or unspent convictions, cautions, reprimands or warnings?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you barred from working with children or vulnerable adults?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>For the purpose of the Data Protection Act 2018 I give my consent to this form and related information being processed and retained on file and to the school verifying the information I have provided with relevant third parties in administering its recruitment process. I authorise the school to use this the information contained within the form, and any related information, in order to further my application for employment. I understand that the school may seek to verify the information I have provided with relevant third parties in administering its recruitment process.</p> <p>I declare that the information given on this form is to the best of my knowledge and belief correct and I understand that if I give you any false information or fail to provide full and complete information it may lead to withdrawal of any offer of appointment, or my dismissal if I am appointed. I further understand that canvassing employees, senior members of staff or governors either directly or indirectly will disqualify me for appointment.</p> <p>I understand that my application will be handled in accordance with the provisions of the schools privacy notice* and understand that my application will be handled in accordance with the provisions of the same.</p> <p>*The Schools Privacy Notice is available upon request.</p> <p>I understand that if my application is successful I will be required to undertake a DBS disclosure at the enhanced level.</p> <p>I understand that, if I am shortlisted, the school will carry out an online search about me that is publicly available online. This will include any social media accounts I hold. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in para 221 of Keeping Children Safe in Education (KCSIE) 2022. Any data collected during this search will be retained in line with our retention schedule which is available on request.</p>	
<input type="checkbox"/> I agree to the declarations made on this form	
<b>Signed:</b>	<b>Date:</b>
All candidates applying for employment via email (unless electronically signed) will be required to sign and date this form if invited to attend an interview.	

**Return to:** Mrs A Parsons, PA to Headteacher - email: [aparsons@highcliffeschool.com](mailto:aparsons@highcliffeschool.com)

## Diversity questionnaire

We will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to diversity and equality of opportunity in our employment policies and practices. Our aim is to promote diversity so that no employee or potential employee will be subject to unlawful or unfair discrimination because of gender, age, marital or civil partnership status, colour, race, nationality or other ethnic or national origin, disability, religion, sexual orientation, gender reassignment, pregnancy or maternity or membership or non-membership of a trade union or political beliefs. We will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

In order to help us monitor the effectiveness of our Diversity Employment Policy (and for no other reason) all applicants are asked to provide the information requested below. This information is confidential and does not form part of your application and will not be taken into account when making the appointment.

### Which of the following best describes your ethnic origin?

<input type="checkbox"/>	White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	Any other white background
<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian
<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Any other Asian background
<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other black /African/Caribbean background
<input type="checkbox"/>	Arab	<input type="checkbox"/>	Gypsy/Romany	<input type="checkbox"/>	Irish Traveller
<input type="checkbox"/>	Any Other Ethnic Background				

### Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Transgender Female
<input type="checkbox"/> Transgender Male	<input type="checkbox"/> Gender Variant/Non-Conforming	<input type="checkbox"/> Not Listed
<input type="checkbox"/> Prefer not to say	<b>D.O.B:</b>	

### Which of the following best describes your sexual orientation?

<input type="checkbox"/> Heterosexual/Straight	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay/Lesbian
<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say	

**Do you consider yourself to have a disability?** (for this purpose disability means any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
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### If you have answered yes to the above, please state type of disability which applies to you

<input type="checkbox"/> Speech impairment	<input type="checkbox"/> Learning disability	<input type="checkbox"/> Mental health illness	<input type="checkbox"/> Physical impairment
<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Long standing illness or health condition	

### Please indicate below if you have any special requirements regarding attendance at interview

### Which of the following best describes your faith/religion/belief?

<input type="checkbox"/> Hindu	<input type="checkbox"/> None/no religion	<input type="checkbox"/> Christian
<input type="checkbox"/> Muslim	<input type="checkbox"/> Jewish	<input type="checkbox"/> Buddhism
<input type="checkbox"/> Spiritualist	<input type="checkbox"/> Sikh	<input type="checkbox"/> Prefer not to say