



Job Application Form - Non-Teaching Staff

Applicants must complete and return this Job Application Form by post for their application to be considered. Applicants may incorporate further details (including their own bespoke CVs if they wish), together with any observations on the job description they may have, within a covering letter. Please also read the attached '*Explanatory Note For Applicants.*'

Post Applied For:

Start Date:

Section 1 - Personal Details

Title (Mr/Mrs etc):

Full name (and any former names):

Address:

Post code:

Date of Birth:

Religion:

Marital status:

Children (gender and age):

National Insurance No:

Telephone: Day

Evening

Mobile

Email address:

Do you hold a driving licence?

PLEASE NOTE: to comply with our statutory obligations, including those under the Asylum & Immigration Act 1996, all applicants invited for interview will be asked to bring with them their passport or evidence of a National Insurance number.

Section 2 - Education

Secondary/Senior School(s) (with dates):

'O' Level/GCSE/A-level (please include subjects with grades and dates):

University or College (with dates):

Degree(s) (with class):

Section 3 - Professional qualifications

Qualification(s):

Name of awarding body (with dates):

PLEASE NOTE: to comply with our statutory obligations, the successful candidate will be asked to provide ORIGINAL certificates to confirm the data given above.

Section 4 - Present Post

Name and address of present employer:

Job Title:

Outline of duties:

Present salary:

Date of appointment:

Section 5 - Previous Posts

Please list below details of previous employment since leaving full-time education until taking up your present post. Give names of all employers with dates in chronological order, positions held, and reasons for leaving. Gaps in employment should be explained in a covering letter. Continue on a separate sheet if necessary.

Section 6 - Interests

Section 7 - Equal Opportunities/Medical/Disability

Beechwood Sacred Heart School aims to be a fair employer and is committed to equal opportunities. Beechwood does not discriminate against employees on the basis of gender, ethnic origin or disability. Information provided here will be used for statistical purposes by the School in the monitoring of its equal opportunity policy.

Please give details of any known medical condition which may be relevant or which may prevent you from giving effective, continuous service. If none, write 'none'.

If you consider yourself disabled, please indicate the nature of your disability and any reasonable adjustments which may be necessary in order to be able to carry out the duties of the post. Please also indicate any help we can give to enable you to attend or participate in any interview:

Section 8 - References

Please provide names, addresses and telephone numbers of at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. **Please note: references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

Section 9 - Statement - please indicate here the personal qualities and experience which you consider are relevant to your suitability for this post. Please also indicate here if you know any existing employees or governors of the School, and if so, how you know them.

Data Protection Act 1998

Beechwood Sacred Heart School will use the information given for the purposes of recruitment and selection. If you become an employee of the school the information will remain confidential. It will be used for the purpose of personnel administration, including pay and pensions, and by designated staff only. If you do not become an employee, the information will be destroyed.

Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on the Children's Barred List nor the Adults' Barred List, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council), and either (please delete as appropriate):

I have no cautions, convictions or bind-overs

OR

I have attached details of any cautions, convictions or bind-overs in a sealed envelope marked 'confidential'.

Signed Date

Please post the completed form, together with any enclosures, to:

Mr A J Lennon
Headmaster
Beechwood Sacred Heart School
12 Pembury Road
Tunbridge Wells
Kent. TN2 3QD