Caistor Grammar School

A Selective Academy

Church Street

Caistor

Lincolnshire LN7 6QJ

Tel. 01472 851250 Fax. 01472 852248

enquiries@caistorgrammar.com

#  Headmaster: Alistair Hopkins M.A. (Oxon), M.Ed

###### APPLICATION FORM

######  NON-TEACHING STAFF

**(to be completed in block capitals)**

Application for post (title) ……………………………………………………………………………

# SECTION A General

Name in full (Surname first) ……………………………………………………………………………

Previous name(s)/maiden name ……………………………………………………………………………

Home address or address at which you may be

contacted if different from home address …………………………………………..……………………………………………………………………

……………………..……………………………………………Post Code………………………………….

N.I. No…………………………………….

Daytime Telephone.no………………………………. Evening Telephone no:……………………………...

Mobile phone no ………………………………………………………….…………………………….……..

Email address…………………………………….……………………………………………………………

Do you have a current clean driving licence? Yes/No

Do you have any current motoring offences? Yes/No

**SECTION B Present Post (if applicable)**

Present post (title) ……………………………………………………………………………

Full-time or Part-time …………………….. Present wage/salary ………………………

Name of Employer …………………………………………………………………………….

Address …………………………………………………………………………….

 ………………………………… Post Code…………………………….

STD Code and Telephone No …………………….

Date appointed to present post ………………….. ……………………

Notice required to terminate present appointment **………………………………………………….**

Please give a brief description of current duties, responsibilities and achievements.

## SECTION C Previous Employment

Give details of all previous employment (excluding present employment) from leaving secondary education.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer** | **Place and nature of your employment** | **Dates of Employment** | **Reason for leaving** |
| **From****Month/Year** | **To****Month/Year** |
|  |  |  |  |  |

**Work Permits**

Do you require a work permit to undertake full or part-time work in the UK? Yes No

If YES, which visa do you hold? What is the expiry date of this visa?

## SECTION D Education and Training

|  |  |  |
| --- | --- | --- |
| **Names of Secondary Schools** | **Dates** | **Qualification Gained** |
|  | **From** | **To** | **Subject** | **Level** | **Date** |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Names of Colleges/Universities** | **Dates** | **Full or P/T** | **Qualifications Gained** |
|  | **From** | **To** |  | Title & Subject | **Class/Grade** | **Date** |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Courses attended over the last three years** |
| **Title** | **Organising Body** | **Date****(month & year)** | **Duration** |
|  |  |  |  |

**IT Skills -** Please tick the relevant box.

|  |
| --- |
| **Microsoft Office** Basic Competent High Basic Competent High**Word Powerpoint****Excel Databases****E mail Others** |

### SECTION F: Voluntary Work

Please give details including dates of voluntary work undertaken, if applicable. Please also use this area to provide details on any gaps in your employment.

#### SECTION G:

|  |
| --- |
| Disclosure and barring and recruitment checks |
| Caistor Grammar School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.For posts in regulated activity, the DBS check will include a barred list check.It is an offence to seek employment in regulated activity if you are on a barred list.Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s [privacy notice](http://www.caistorgrammar.com/wp-content/uploads/2018/12/Privacy-Notice-Staff-for-job-applicants.pdf). If you’ve lived or worked outside of the UK in the last five years, we may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.**Have you lived or worked outside of the UK in the last 5 years?:** ☐Yes ☐No Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.We will not ask for any criminal records information until we’ve received the results of a DBS check.Any convictions listed on a DBS check will be considered on a case-by-case basis. |

|  |
| --- |
| right to work in the uk |
| The will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.By signing this application, you agree to provide such evidence when requested. |

##### SECTION H: Medical Information

If you are a registered disabled person, please give registration number ………………………………

### SECTION I Referees-

### References will be requested prior to interview.

Please complete details for two referees who can comment on your work performance. One should be

from your present or most recent employment and the other from a previous job within the last 5 years.

(*References will not be accepted from relatives or from persons writing solely in the capacity of a friend.)*

*.*

Name …………………………………………… Name ………………………………………

Address ……………………………………………Address ………………………………………

 ………. …………………………………………… ………………………………………….

 Post Code. ………………………………… Post Code …………………………………….

 Telephone no……………………………………….. Telephone no…………………………………..

 Email……………………………………………….. Email……………………………………………

Status ………………………………………….. Status ………………………………………..

If this person is not available, whom else can we contact?

Are you related to, or have a friendship with, any Governor of Caistor Grammar School, or any Senior

member of staff.

Yes No Don’t know

If YES, please give name of Governor/Senior member of staff.

I understand that canvassing, directly or indirectly, will be a disqualification.

I heard of this vacancy via

……………………………………………………………………………………………

For the purposes of the Data Protection Act 2018, the information on this form will be held by the school for a period of up to six months. We will hold the information in case any other suitable vacancies are advertised by the School for which you might be suitable to submit an application. Your information will be hold solely for this period.

Please tick the box only if you agree to Caistor Grammar School retaining your information for six months only following an unsuccessful application.

I declare that all the information on this application form is true and correct. I have not sought the

support of or canvassed directly or indirectly any Governor of Caistor Grammar School or any Senior member of staff of Caistor Grammar School or the head or governor of any Educational Establishment, nor will I do so. (This does not prevent such persons from giving a written testimonial of the candidate’s ability, experience or character for submission to Caistor Grammar School with an application for appointment).

**IT IS A CRIMINAL OFFENCE TO APPLY FOR A POST WORKING WITH CHILDREN IF**

**YOU ARE BANNED UNDER THE PROTECTION OF CHILDREN ACT.**

Signature of Applicant ……………………………………….. Date …………………………

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

Signature of Applicant ……………………………………….. Date …………………………

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

**PERSONAL STATEMENT**

**Applicants are invited to provide a letter on A4 size paper giving further information in support of their application. Please give examples of your achievements, skills and experience, which match those sought in the job description/person specification.**