**Yateley Manor**

**51 Reading Road**

**Yateley**

**Hampshire**

**GU46 7UQ Your Child • Their Journey • Our Focus**

www.yateleymanor.com

Tel: (01252) 405500

**Yateley Manor is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**APPLICATION FORM FOR NON TEACHING POSTS**

**CONFIDENTIAL**

|  |  |
| --- | --- |
| **POST APPLICATION RELATES TO:** |  |

**PERSONAL DETAILS** (please use block capitals)

|  |  |
| --- | --- |
| **Last Name** |  |
| **First Name(s)** |  |
| **Title** |  |
| **Previous Names** |  |
| **Address**  **(including postcode)** |  |
| **National Insurance Number** |  |
| **Home Telephone Number** |  |
| **Work Telephone Number** |  |
| **Mobile Telephone Number** |  |
| **Email Address** |  |

**PRESENT EMPLOYMENT** (or most recent employment if not currently employed)

You will be asked to explain any gaps.

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| --- | --- | --- | --- | --- | --- |
| **Job Title** |  | | **Date Appointed** | |  |
| **Responsibilities** |  | | | | |
| **Company Name & Address** |  | | | | |
| **Present Salary Details** |  | | | | |
| **Date Left**  **(if applicable)** |  | **Reason for Leaving** | |  | |

**PREVIOUS POSTS** (please start with most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer/Title of Post/Responsibilities** | **Period of Service**  **From To** | | **Reason for Leaving** |
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**PERIOD WHEN NOT WORKING**

(Please give details of any voluntary work and other periods when you have not been employed)

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| --- | --- | --- |
| **From** | **To** | **Reason** |
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**WORKED OUTSIDE THE UK**

Please provide details if you have lived and/or worked outside the UK in the last 5 years.

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| **Name of Country** | **Dates** | **Reason** |
|  |  |  |

**EDUCATION**

**Please give details of all education from GCSE/O’Level onwards**

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| **Name of Institution** | **From** | **To** | **Subjects/Qualifications, & Grades** |
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**PROFESSIONAL DEVELOPMENT over the last three years**

(Please give details of courses relevant to this application and indicate any awards earned)

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| --- | --- | --- | --- |
| **Course** | **Certificate/Qualifications (if relevant)** | **Provider/Organising Body** | **Dates/Duration** |
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**SUPPORTING STATEMENT**

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| **Drawing upon your experience, knowledge, skills and abilities, explain how you fulfil the requirements set out in the job description. Please demonstrate, using examples, your suitability for the position. Please include your reasons for applying for, and interest in, this position. (Experience may have been gained through paid or voluntary work, in or out of the home).** |
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| **INTERESTS** |
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| **RIGHT TO WORK IN THE UK**  **You will be required to produce documentary evidence of your legal rights to work in the UK.** |
| Are there any restrictions on your residence in the UK which might affect your right to take up employment in the UK?  Yes/No |
| If yes, please provide details: |
| If you are successful in your application, will you require a work permit prior to taking up employment?  Yes/No |

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| **REFEREES** | | | |
| Please supply names and contact details of at least two referees who can comment on your suitability for this position and attest to your professional and personal abilities. One should be your current or most recent employer.  (Note: if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend.)  **Please note that these referees will be contacted if you are shortlisted for the post, and we will seek references before interview.**  Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns to which you may have been subjected, and you should be aware that any previous employer may be contacted. | | | |
| **REFEREE 1** | | **REFEREE 2** | |
| **NAME** |  | **NAME** |  |
| **POSITION** |  | **POSITION** |  |
| **ADDRESS**  **(including**  **postcode)** |  | **ADDRESS (including postcode)** |  |
| **TEL NO** |  | **TEL NO** |  |
| **FAX NO** |  | **FAX NO** |  |
| **EMAIL ADDRESS** |  | **EMAIL ADDRESS** |  |
| In what capacity do you know the referee? |  | In what capacity do you know the referee? |  |
| If you are known to either referee by any other name please give details | | | |
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| **KNOWN PERSONS** |
| Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them. |
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| **DECLARATION** |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headteacher.  If you would like to discuss this beforehand, please telephone in confidence to the Headteacher for advice.    Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs) All other spent connections and cautions must be disclosed.  You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.   |  |  | | --- | --- | | I have nothing to declare | I enclose a confidential statement | | (please delete as appropriate) | | |

PLEASE READ THIS PART CAREFULLY

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| **HEALTH DECLARATION** |
| Should your application be successful and you are offered a position, you will be asked to provide information relating to your health or to complete a medical questionnaire and/or undergo a medical examination.  We may also seek to verify any of the information provided to us in this application form. |

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| **DATA PROTECTION** |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. |

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| I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.  I also understand that the information I have provided may be subject to verification by Yateley Manor.  SIGNATURE OF APPLICANT………………………………….. DATE …………………. |
| **Where did you see this position advertised:** |

Please return your completed application form to:

The Headmaster,

Yateley Manor School,

51 Reading Road,

Yateley,

Hampshire.

GU46 7UQ.

Alternatively email the form to: [Recruitment@yateleymanor.com](mailto:Recruitment@yateleymanor.com)