



POOLE GRAMMAR SCHOOL ACADEMY TRUST

Registered in England and Wales – Number 7666111 An Exempt Charity and Company Limited By Guarantee
GRAVEL HILL, DORSET, BH17 9JU

APPLICATION FORM NON-TEACHING STAFF

Post applied for:	
Where advertisement seen:	
Name:	Signature:

Applications should be sent to:

Headteacher Poole
Grammar School Gravel
Hill
Poole
Dorset
BH17 9JU

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service.

Application for Employment: Non-Teaching Posts

PERSONAL	Post of:				at Poole Grammar School			
	Surname:				Forename(s):			
	Previous Name(s) if applicable:						Title:	
	Address:							
	Postcode							
	Telephone No. Home:				Work:			
	Telephone No. Mobile:				NI No:			
	E-mail Address:							
	EDUCATION FROM AGE 11 AND QUALIFICATIONS							
	Establishment		Dates		Qualifications	Grade/Level		
			From	To				
	EDUCATION IN COLLEGE/UNIVERSITY							
			Dates		Qualifications	Grade/Level		
			From	To				
RELEVANT AND RECENT COURSES AND TRAINING		DATES		COURSE TITLE AND PROVIDER				

Employment Record:

(Begin with last or present position and omit none. This record must be complete and an explanation of any gap must be provided. Use a separate additional sheet if necessary)

Name & Address of Employer (Current/Most Recent)	Date Started	Date Left	Current/Leaving Salary
	Job Title		
	Description of the work you did		
Reason for Leaving:			

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	Job Title		
	Description of the work you did		
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	Job Title		
	Description of the work you did		
Reason for Leaving:			

Membership of societies and professional associations	Include here any voluntary work, local interest groups, alumni/ae organisations etc. Please also give details of any honorary titles or offices.
Information Have you any other qualifications or interests? Include here any sporting interests and/or extra curricular activities.	

RELEVANT INFORMATION

The information you provide in this section will be used in assessing your application and will determine whether you are shortlisted for interview or not. Please use this space to state how your skills, experience and training would enable you to meet the requirements of the job for which you are applying.

If additional space is required please continue on a separate sheet

REHABILITATION OF OFFENDERS ACT 1974 (as amended)

All teaching posts are exempt from the provisions of the above Act. Applicants are required to disclose all convictions, cautions, reprimands or warnings, including those that are "spent".

Have you ever been convicted of a criminal offence or received a caution, reprimand or warning?

☐

YES

☐

NO

If "YES" you need to supply details of all convictions, cautions, reprimands or warnings whether spent or not and the School is entitled to check this with the Disclosure & Barring Service (*see below).

*If you have answered "YES" to the above question please give details in a letter, sealed in an envelope marked "confidential", attached to the form.

REFEREES

Give the names and addresses of two professional referees of whom confidential enquiries may be made - one of whom should be your CURRENT employer (or if not currently employed, your last employer). If you have been with your current employer for less than 3 years, you should also give your previous employer as a referee.

1. Mr/Mrs/Miss/Ms

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Tel No:

Capacity in which known to you

Email Address ☐

2. Mr/Mrs/Miss/Ms

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Tel No:

Capacity in which known to you

Email Address ☐

If you are selected for interview we will contact your referee (s). If you do not wish us to contact the referee (s) before interview then please enter X in the relevant box(es). Information to be sought from your referees will (as appropriate) include the length of time they have known you, your duties and reasons for leaving, details of any disciplinary action, your skills/abilities, work relationships and attitude, strengths and areas for development and your suitability for access to children and young people. Poole Grammar School reserves the right to refer to any previous employer relating to employment.

MISCELLANEOUS

Are you related to a member of the Governing Body?

☐

YES

☐

NO

If "YES" please give:

Name:

Relationship:

All forms of canvassing will automatically disqualify candidates from appointment e.g. you must not ask a member of the Governing Body to use their influence to help you to get a job with the School.

Do you consider yourself to have a disability as defined by the Disability Discrimination Act?

☐

YES

☐

NO

(Refer to Equal Opportunities Monitoring slip for definition)

Is there anything we need to know about your disability in order to offer you a fair selection opportunity?

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GENERAL DATA PROTECTION REGULATIONS 2018 & ASYLUM IMMIGRATION STATUS

1. The School is under a duty to protect the public funds it administers, and to this end may use the information you have provided within this School for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.
2. If you have previous local government service, or other service which counts as continuous, in the event of you being offered a post, the School will seek confirmation from your last authority of your date of employment for continuous service purposes. The School will also seek details of the number of days sickness absence (not reasons) since 1st April for the purposes of administering the employees sick pay scheme. You are deemed to have given this consent by signing this application form.
3. You are also deemed to have given your consent for the Governing Body to seek verification of any information you have given in this application.

DECLARATIONS

- I confirm that I have completed, signed and agree to be bound by the undertakings set out in this application.
- I confirm that the information given on this form and that given on any other document supplied is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.
- General Data Protection Regulations 2018 – I understand that the information or data I have supplied may be processed and held on computer, and will be processed and held on personal records if I am appointed. The data may be processed by Poole Grammar School for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form I will be deemed to have given my explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.
- I agree that if my application is successful I shall complete a Disclosure from the Disclosure & Barring Service so that an enhanced level check may be obtained by Poole Grammar School.
- I understand that for any employment I currently hold or have held in the past, on either a paid or voluntary basis, my employer may be asked by Poole Grammar School about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether I have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry of disciplinary procedure. Where neither my current nor previous employment has involved working with children, my current employer will still be asked about my suitability to work with children, although it may where appropriate answer not applicable if my duties have not brought me into contact with children or young persons.
- I understand that the provision of false information is an offence and could result in the application being rejected or summary dismissal if an applicant has been selected, and possible referral to the police and/or ISB.
- I understand and agree that Poole Grammar School may approach any previous employer for information to verify particular experience or qualifications, before interview (unless I have made a specific written request that my current employer not be contacted until after the interview).
- I understand that Poole Grammar School will require successful candidates to complete an on-line medical questionnaire organised by an approved occupational health provider who may require a medical examination to be carried out.

NOTES

1. **Applications will only be accepted from candidates completing and signing the Application Coversheet and the Application Form, and who provide all the information requested.**
2. Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

I agree to the above undertakings and certify that all entries made on this form (or on any other form or document supplied) are complete and correct to the best of my knowledge.

Signed Date

Please return your completed application to: Poole Grammar School, Gravel Hill, Poole, Dorset, BH17 9JU

EQUAL OPPORTUNITIES MONITORING INFORMATION

The Borough Of Poole operates a policy of equal opportunity and fair treatment for employment and advancement. To assist in monitoring the policy and for this purpose only, you are asked to give details of your gender, age, ethnic origin and any disability. This page of the application form will not be seen by those who have to decide on the list of applicants to be invited to interview.

Name

.....

Service Unit / School

.....

Application for Post of

.....

Female ☐

Male ☐

Date Of Birth

Do you consider yourself to have a disability?

Yes ☐

No ☐

EQUAL OPPORTUNITIES MONITORING INFORMATION

(Continued)

Ethnic origin (in accordance with the Commission for Racial Equality)

White

British ☐

Irish ☐

Any other White background
(please write in) ☐

.....

Mixed

White & Black Caribbean ☐

White & Black African ☐

White & Asian ☐

Any other Mixed background
(please write in)

.....

Asian or Asian British

Indian ☐

Pakistani ☐

Bangladeshi ☐

Any other Asian background
(please write in) ☐

.....

Black or Black British

Caribbean ☐

African ☐

Any other Black background
(please write in) ☐

.....

Chinese or other ethnic group

Chinese ☐

Other ethnic group
(please write in) ☐

.....