



NONSUCH HIGH SCHOOL FOR GIRLS

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Tel: 020 8394 1308
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CONFIDENTIAL

APPLICATION FOR APPOINTMENT TO THE SUPPORT STAFF

| | | |
|---|--|--------------|
| POST APPLIED FOR: | | |
| PERSONAL DETAILS | | |
| Surname | Forenames | Mr/Mrs/Ms/Dr |
| Previous surnames | | |
| Present Address | Home Tel No | |
| | Business Tel No | |
| | Mobile Tel No | |
| | Email Address | |
| | National Insurance No | |
| Post Code: | For non-EU nationals: Do you hold a valid Work Permit? | |
| EDUCATION AND TRAINING RELEVANT TO THE POST Please give details of education and training relevant to this post | | |
| DETAILS OF ANY OTHER SPECIALIST KNOWLEDGE OR EXPERIENCE Please give details of any other specialist knowledge or experience relevant to this post | | |

STATEMENT OF SUITABILITY

State briefly the reasons for which you consider that your experience, qualifications, ability render you suitable for the appointment for which you have applied.

PLEASE INDICATE BELOW WHERE YOU SAW THE ADVERTISEMENT FOR THE POST

TES / INTERNET SITE/ LOCAL GUARDIAN / NONSUCH WEBSITE / OTHER (PLEASE STATE)

REFEREES

Please give the names and addresses of two persons willing to act as referee. One of the referees should be your present or last employer. If you are in or have recently completed full time education, one referee should be from your school/college.

| | |
|------------|------------|
| Name | Name |
| Address | Address |
| Postcode: | Postcode: |
| Tel No: | Tel No |
| Fax No | Fax No |
| Occupation | Occupation |

REFERENCES ARE REQUIRED PRIOR TO INTERVIEWS. UNLESS YOU ADVISE US OTHERWISE WE WILL CONTACT BOTH OF THE ABOVE REFEREES IF YOU ARE SHORTLISTED FOR INTERVIEW.

I declare that, to the best of my knowledge and belief, the information given on this form is correct.

I understand that any false statements on this form will justify dismissal from the School's service.

Signature:

Date:

ALL APPLICANTS ARE REQUIRED TO COMPLETE THE *DISCLOSURE CHECK CONSENT FORM* AND THE *RACE/ETHNIC ORIGIN FORM* AND RETURN THEM WITH THE COMPLETED APPLICATION FORM.

THIS SCHOOL IS COMMITTED TO SAFEGUARDING AND PROTECTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

FOR SCHOOL USE ONLY

Interview Notes

Interviewed by

Date:

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DISCLOSURE CHECK CONSENT FORM

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974.

If you are selected for interview you will be asked at interview if you have any criminal convictions and you will be given an opportunity to discuss the matter at this stage.

Should you be offered the job, the employer is also entitled, under arrangements introduced for the protection of children, to check for the existence of and details of any criminal convictions or pending prosecutions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions and bind-overs.

This process is called disclosure. You will be asked to complete a separate disclosure application form which is forwarded to the Criminal Records Bureau for checking. Once complete they will send your employer details of any criminal record. As part of the disclosure process you will receive a copy of the completed check direct from the Criminal Records Bureau.

A disclosure check will not be made without your consent, although you should be aware that refusal to give your consent could result in an offer of appointment being withdrawn.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the employer considers that it makes you unsuitable for appointment. In making this decision the employer will consider the nature of the offence, how long ago, what age you were when it was committed and any other factors which may be relevant.

Information revealed in the disclosure check will be kept in strict confidence and will be destroyed immediately the recruitment process is completed.

Please complete and sign below:

- I have made an application for employment and understand that the position applied for is subject to a disclosure check.
- This has been explained to me and I am aware that all convictions including spent convictions will be disclosed.
- I hereby give consent to a disclosure check being made

Surname

Forenames

Signature

Date

MONITORING INFORMATION –ETHNICITY

Please indicate your ethnic origin from the list below.

| | |
|---------|-----------------------------------|
| Surname | Forename |
| Gender | Male/Female (delete as necessary) |

| | | Please tick |
|------------------------------------|--|-------------|
| WHITE | | |
| | British | |
| | Irish | |
| | Any other White background | |
| MIXED | | |
| | White & Black Caribbean | |
| | White & Black African | |
| | White & Asian | |
| | Any other Mixed background | |
| ASIAN OR ASIAN BRITISH | | |
| | Indian | |
| | Pakistani | |
| | Bangladeshi | |
| | Any other Asian background | |
| BLACK OR BLACK BRITISH | | |
| | Caribbean | |
| | African | |
| | Any other Black background | |
| CHINESE | Chinese | |
| ANY OTHER ETHNIC BACKGROUND | | |
| | | |
| | I do not wish an ethnic background category to be recorded | |

DISABILITYAre you disabled? YES NO

If yes, what access arrangements, adjustments or adaptations would help you to do this job?

If you are asked to attend for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?