



## APPLICATION FOR EMPLOYMENT (Non-Teaching Staff)

Please complete all sections of the form.

Position applied for \_\_\_\_\_ Date of application \_\_\_\_\_

### PERSONAL DETAILS

Title _____	Forenames _____	Surname _____	Full Initials _____
Addresses:	Home _____	_____	
	Work _____	_____	
Phone _____	Mobile _____	E-mail _____	
Work Phone _____	May we call at work? _____	Best time to call _____	
Marital Status _____	NI Number _____		
Nationality _____	Passport Number _____	UK work permit required _____	

### EDUCATION

University / Institution of Higher Education	From – To	Full-time Part-time	Courses / Subjects	Degree	Standard of Award
School	From – To	Full-time Part-time	A Level Subjects (or equivalent)		Grades

			GCSE Subjects (or equivalent)	

**EMPLOYMENT HISTORY**

Give details of your previous employment starting with the most recent. Explain any gaps in employment and continue on a separate sheet of paper if necessary.

Employer _____	Telephone _____
Address _____	
Job title _____	
Final salary and allowances _____	
Benefits (e.g. accommodation) _____	
Employed from _____	to _____ Reason for leaving _____
Summarise the nature of the work, your responsibilities and particular achievements	

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Address	_____		
Job title	_____		
Final salary and allowances	_____		
Benefits (e.g. accommodation)	_____		
Employed from	_____	to	_____
			Reason for leaving
Summarise the nature of the work, your responsibilities and particular achievements			

### PROFESSIONAL DEVELOPMENT

Please list describe professional development activities you have undertaken in the last five years

Year	Organising Body	Title and/or Description

### RELEVANT SKILLS AND EXPERIENCE

Please list and where necessary describe any relevant skills, qualifications, languages, licences, certificates, interests, sports, activities, voluntary work, publications, awards, offices held or membership of any professional, trade, business or civic associations, etc.

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## ACHIEVEMENTS

Please describe your five most significant achievements, professional or otherwise.

1.	
2.	
3.	
4.	
5.	

## REFERENCES

Please provide details of three referees who have recent knowledge of your work. One must be your present employer, or last employer if not currently employed. References will not be accepted from relatives or from people writing solely in their capacity of friends. If you are selected for interview, references will be called before interview unless you request otherwise. Any previous employers or educational institutions may also be approached for information to verify experience or qualifications before interview.

Name	_____	Phone	_____
Position	_____	E-mail	_____
Address	_____	May we contact prior to interview?	_____
How known		Years known	

Name	_____	Phone	_____
Position	_____	E-mail	_____
Address	_____	May we contact prior to interview?	_____
How known		Years known	

Name	_____	Phone	_____
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Address	_____	May we contact prior to interview?	_____
How known		Years known	

If you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, at least one referee must have known you in your most recent role working with children. If your previous posts have involved working with children in either a paid or voluntary capacity, questions will be asked about disciplinary offences related to children, including any for which the penalty is 'time expired' (that is, where a warning could no longer be taken into account in any new disciplinary hearing, for example) and whether you have been the subject of any child protection concerns and if so the outcome of any enquiry or disciplinary procedure.

**PROTECTION OF CHILDREN**

We are obliged to ask for the following information in accordance with the provisions of the Home Office Circular 86-44 - Protection of Children.

Please list below any convictions. Under the relevant Act, "spent convictions" must be declared

Are there any other circumstances relevant to your appointment as a teacher which ought to be declared?

**DATA PROTECTION ACT**

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by Fulham Boys School for the selection and verification process in connection with any vacancy that arises. Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information. By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

**DECLARATION**

It is vitally important that the information provided in this form is true and that you declare all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, this would constitute grounds for dismissal. Fulham Boys School reserves the right to check any of the details, which you have provided in your application.

I have read the above and confirm that the information contained in my application is correct and complete.

I give the employer the right to investigate all references and to secure additional information about me, if job-related.

I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

I understand that Fulham Boys School will need to hold my data and sensitive personal data and I consent to the processing of such data within the terms permitted by the Data Protection Act.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Please note where you saw the job advertisement \_\_\_\_\_

On completion, please return this application form to:

[Recruit@fulhamboysschool.org](mailto:Recruit@fulhamboysschool.org) / Jane Proudfoot, PA to the Headmaster, The Fulham Boys School, Gibbs Green, London W14 9LY

**Equal Opportunities Monitoring**

The Council wishes to ensure that there is a genuine equality of opportunity in employment. It is collecting the following information to monitor the success of its equality initiatives. We would be grateful if you would complete the following:

**Post Applied For**

Last Name

Initial

Date of Birth

**Where did you see this post advertised?**

**ABOUT YOU (please provide the information by ticking the relevant box)**

**GENDER**

Male		Female	
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**ARE YOU A DISABLED PERSON?**

Yes		No	
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**DISABLED PERSON STATE REG.**

**NUMBER**

**ETHNICITY: I would describe my ethnic origin as:**

<b>White (excluding Irish)</b>	
<b>Irish</b>	
<b>Black British</b>	
<b>Black Caribbean</b>	
<b>Black African</b>	
<b>Black Other</b>	

<b>Indian (inc. E African)</b>	
<b>Pakistani</b>	
<b>Bangladeshi</b>	
<b>Chinese</b>	
<b>Asian Other</b>	
<b>Other (please specify)</b>	

\_\_\_\_\_

**Were you born in the United Kingdom?**

**Yes**

**No**