



## DRAYTON MANOR HIGH SCHOOL

### APPLICATION FORM FOR NON-TEACHING POSTS

Position Applied For		Closing Date	
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#### 1. Personal Details

Title		Forenames		Surname	
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Previous Name(s) If applicable	
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Permanent Address	
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Telephone Home	
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Email	
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Telephone Mobile	
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National Insurance Number	
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Telephone Work	
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#### ASYLUM AND IMMIGRATION – Before you commence work you must provide evidence of your right to work in the United Kingdom. If you are appointed to a post at Drayton Manor High School you will receive further guidance

Are you eligible to work in the United Kingdom?	<input type="radio"/> Yes	<input type="radio"/> No		Nationality	
Do you need a work permit?	<input type="radio"/> Yes	<input type="radio"/> No		Passport Number	
If YES when does your current permit expire?				Place of issue	

Are you to your knowledge, related to any employee or governor at the school?	<input type="radio"/> Yes	<input type="radio"/> No	
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Name		Position	
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Relationship	
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#### 4. Outside Interests / Activities

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#### 5. References – Please give names and addresses of two referees, one of whom should be your present/most recent employer together with one other who should be able to vouch for your professional work

Name		Name	
Referee's Job Title		Referee's Job Title	
Address		Address	
Telephone		Telephone	
Email		Email	
Fax		Fax	

#### 6. Disclosures – Please give details of any conviction(s) (spent, unspent, criminal or pending criminal charge(s)) including convictions, cautions, reprimands or warnings received at any time. No conviction is ever 'spent' for the purposes of employment at a school. This includes being placed on the 'barred list' and infringements for driving and insurance

Have you ever been convicted of a criminal offence or received a caution, reprimand, warning or been placed on a barred list (including any given before the age of 18?) <small>*If 'Yes' please provide further details in Section 9.2</small>	<input type="radio"/> Yes	<input type="radio"/> No
Because of the nature of the work you are applying, the post is exempt from the provisions of Section 4 (ii) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation Act, 1974 (Exceptions) Order, 975 and you are not therefore entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the school		

#### 7. Medical Information

Note - A successful candidate will complete a Medical Form and may be asked to attend a medical examination. Please refer to our guidance notes for applicants with disabilities before completing this section		
Do you consider yourself to have a disability?	<input type="radio"/> Yes	<input type="radio"/> No
Is there anything we need to know about your disability in order to offer you a fair selection interview?	<input type="radio"/> Yes	<input type="radio"/> No
If 'YES' please give details		

## 8. Declaration

Providing any misleading or false information to support your application or canvassing governors or staff directly or indirectly will disqualify you from appointment or, if appointed, will render you liable to dismissal without notice.

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1998.

I have also understood and complied with the provision concerning the disclosure of any convictions. I understand that no conviction is ever 'spent' for the purpose of employment at a school.

Print Name

Signature

Date

## 9. Further Details

### 9.1 Employment History

If you have any gaps in your employment history, please provide further details in this section

From (dd/mm/yy)	To (dd/mm/yy)	Reasons

### 9.2 Disclosures

If you answered 'Yes' in Section 6, please provide further details in this section

**10. Letter of Application**

Please complete the section below taking into account the job description and person specification provided  
Please write on one page only  
Only use default Arial font size 10  
For further information, please refer to the 'How to Apply' section  
Do not attach a CV or additional documentation

Large empty rectangular area for writing the letter of application.

Print Name		Signature		Date	
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## DRAYTON MANOR HIGH SCHOOL

### MONITORING INFORMATION

Drayton Manor High School operates an equal opportunities policy and is keen to ensure that it is implemented to the highest standards. As part of this policy all applicants for employment are being asked to complete this form. (The information will be used to monitor the policy and will not be kept as part of an individual's personnel records and will not be used for selection purposes).

I am	<input type="radio"/> Male	<input type="radio"/> Female		Date of Birth	
This section is about colour/racial origin and not nationality or citizenship					
I would describe my racial/ethnic origin as (please check the box)					
<input type="radio"/> White - British	<input type="radio"/> Asian/Asian British - Bangladeshi				
<input type="radio"/> White - Irish	<input type="radio"/> Asian/Asian British - Other Asian				
<input type="radio"/> White - Other White	<input type="radio"/> Black/Black British - Caribbean				
<input type="radio"/> Mixed White and Black Caribbean	<input type="radio"/> Black/Black British - African				
<input type="radio"/> Mixed White and Black	<input type="radio"/> Black/Black British - Other Black				
<input type="radio"/> Mixed White and Asian	<input type="radio"/> Chinese				
<input type="radio"/> Mixed - Other Mixed	<input type="radio"/> Any other ethnic group				
<input type="radio"/> Asian/Asian British - Indian	<input type="radio"/> Ethnicity not provided				
<input type="radio"/> Asian/Asian British - Pakistani					

Please state how you heard of this vacancy	
TES Print	<input type="checkbox"/>
TES Online	<input type="checkbox"/>
School Website	<input type="checkbox"/>
If Other, Please Specify	