

# Carshalton Boys Sports College

Winchcombe Road, Carshalton, Surrey SM5 1RW

Tel:020 8714 3100 Fax:020 8714 3190

Email: [jlong@carshaltonboys.org](mailto:jlong@carshaltonboys.org)



All applications should be marked for the attention of Jo Long, HR Manager

...making a difference

## Non-teaching Application Form

**Application for the position of:**

**Personal Details**

Last Name	First Name
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Previous Names	Title
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Present Address including postcode	Home Tel No
	Day Tel No
	Mobile Tel No
	Email Address
	National insurance No

<b>Eligibility to work in the UK</b> All successful applicants will be required to provide evidence of their entitlement to work in the UK.	Do you require a work permit in the UK? If you possess a UK permit please specify the date of expiry
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Where did you see this role advertised?

**Education, Qualifications and Training** (Original copies of qualifications will be required on appointment)

Secondary School/ College / Higher Education	Dates		Examinations taken or to be taken. Subjects	Grades Attained	Year Taken/to be taken
	From	To			

**Details of any other specialised training, knowledge or experience**

**Present Employment**

Name of Company/Organisation

Address (including postcode)

Position Held

Date Appointed (DD/MM/YYYY)

Present Salary (per annum) £

Reason(s) for Leaving (if applicable)

Period of Notice you are required to give

**Previous Appointments** (Please place in chronological order, the most recent first, and not leaving any gaps).

Name of Company/Organisation

Position Held

From

To

Reason(s) for Leaving

**Breaks in Employment History**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training, long periods of sickness etc.

**Statement of Suitability**

Selection for interview will depend upon you meeting the requirements of the Person Specification. Please state clearly, how you meet these requirements (this should be no more than 2 sides of A4).

**References**

Please give the name and address of **two** referees who can be consulted regarding your suitability for the post. The first must be from your current or most recent employer. If you are in or have recently completed full-time education, one should be from your college or university. **References will be taken up before an offer of employment is made.**

Name	Name
Address (including postcode)	Address (including postcode)
Post Held	Post Held
Tel No	Tel No
Email	Email
Professional relationship to you:	Professional Relationship to you:

**Protection of Children**

This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently if you are appointed you will be required to undertake an enhanced Disclosure & Barring Service check. You will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy

Have you <u>ever</u> received a conviction, caution, reprimand, formal warning or bind-over order, or had an allegation made against you investigated? <b>YES/NO</b>	Have you <u>ever</u> received a conviction, caution, reprimand, formal warning or bind-over order, or had an allegation made against you investigated? <b>YES/NO</b>
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Are you either on the Children's Barred List (previously List 99 and PoCA list), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body? **YES / NO**

**It is a criminal offence for barred individuals to seek or undertake work with children.**

If you answer yes to any of the above please provide details in a sealed envelope marked Confidential

**Superannuation Scheme**

Do you contribute to the Local Government Pension Scheme?	If you contribute to another scheme, please provide details
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**Disclosure of Interests**

Are you related to or have a close relationship with any member of the school staff or any member of the School Governing Body?

If yes, state the name, relationship and position held

Have you ever been the subject of a formal disciplinary procedure? If yes, please provide details

Have you ever been dismissed from any previous employment? If yes, please provide details

**Declaration**

I hereby give consent for Carshalton Boys Sports College to process and retain on file information (including equal opportunities data & health data) contained on this form. This is required for recruitment and selection purposes and all information will be dealt with in accordance with data protection legislation.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information or canvassed my application it may lead to disqualification or, if I have been appointed, I may be dismissed

Signature: .....

Date:.....

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## Monitoring Equal Opportunities Policy

Carshalton Boys Sports College values diversity, and has an Equalities Policy to ensure that all applicants are treated fairly, and that they are appointed solely on their suitability for the post irrespective of race, gender, disability, sexual orientation or age.

We are keen to gather and use information about job applicants and the workforce to continually improve our policies and remove barriers to and within employment. This section will be removed before shortlisting and treated in the strictest confidence.

## Personal Details

Full Name

Date of Birth

## Ethnic Group I would describe myself as (please tick/mark one of the boxes)

### White

British

Irish

Any other white background

### Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

### Chinese or other ethnic group

Chinese

Other (please state)

### Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background

### Black or Black British

Caribbean

African

Any other black background

### Gender

Male

Female

## Disability

Are you disabled?

Yes/No (please delete as applicable)

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

If we ask you to come for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?