

Carshalton Boys Sports College

Winchcombe Road, Carshalton, Surrey SM5 1RW

Tel:020 8714 3100 Fax:020 8714 3190

Email: jlong@carshaltonboys.org



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

...making a difference

Non-teaching Application Form - Confidential

Application for the position of:

Personal Details

| | | | |
|-----------------------------------|--|-----------------------|--|
| Last Name | | First Name | |
| Previous Names | | Title | |
| Home Address (including postcode) | | Home Tel No | |
| | | Day Tel No | |
| | | Mobile Tel No | |
| | | Email Address | |
| | | National insurance No | |

Eligibility to work in the UK

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

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 |
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| 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 not we reserve the right to request one. If you are in or have recently completed full-time education, one should be from your college or university. **References will be applied for and a basic internet check carried out, if you are shortlisted or before an offer of employment is made.** Please note that in line with our safer recruitment policy (available on our website) informal conversations may take place between schools in regard to staff who work or have worked there.

| | |
|-----------------------------------|-----------------------------------|
| 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/Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. 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.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **(Yes/No)?**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **(Yes/No)?**

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

Disclosure of Interests

Are you related to or have a close relationship with any member of the school staff or any member of the Trust Board?

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 a Safer Recruitment Policy and an Equality, Diversity and Inclusion 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 | | Mixed | |
|------------------------------------|--------------------------|-------------------------------|--------------------------|
| British | <input type="checkbox"/> | White & Black Caribbean | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> | White & Black African | <input type="checkbox"/> |
| Gypsy/Roma | <input type="checkbox"/> | White & Asian | <input type="checkbox"/> |
| Any other white background | | Black or Black British | |
| Asian or Asian British | | Caribbean | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> | African | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> | Any other black background | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | Chinese | |
| Any other Asian background | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Any Other Ethnic Background | | Gender | |
| Any Other Ethnic Background | <input type="checkbox"/> | Male | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> | Female | <input type="checkbox"/> |

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?