

APPLICATION FOR EMPLOYMENT (NON-TEACHING)

Please complete this application clearly, either online or in black ink.

|  |  |
| --- | --- |
| Position applied for: | Click or tap here to enter text. |
| Where did you hear about this vacancy? | Click or tap here to enter text. |

PERSONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name | | Choose an item. Click or tap here to enter text. | | |
| Former Name(s) (if applicable) | | Click or tap here to enter text. | | |
| Religion | | Click or tap here to enter text. | | |
| Home Address | | Click or tap here to enter text. | | |
| Postcode | | Click or tap here to enter text. | | |
| Daytime Telephone  Evening Telephone  Mobile | | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | |
| Email Address | | Click or tap here to enter text. | | |
| National Insurance No. | Click here. | | Are you legally entitled to work in the UK? | Choose an item. |

EDUCATION AND QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| School / College / University | Dates Attended | Examinations / Qualifications Passed (with grades achieved) | Date Passed |
| Institution. | Date. | Qualification. | Date. |
| Institution. | Date. | Qualification. | Date. |
| Institution. | Date. | Qualification. | Date. |
| Institution. | Date. | Qualification. | Date. |

*Please continue on a separate sheet as necessary.*

PROFESSIONAL / VOCATIONAL QUALIFICATIONS / MEMBERSHIPS HELD

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Training / Course | Qualification | Evening / Full Time /  Part Time | Date Gained |
| Course. | Qualification. | Choose an item. | Date. |
| Course. | Qualification. | Choose an item. | Date. |
| Course. | Qualification. | Choose an item. | Date. |
| Course. | Qualification. | Choose an item. | Date. |

*Please continue on a separate sheet as necessary.*

CURRENT EMPLOYMENT HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Position Held | Dates Held | Notice Required |
| Click or tap here to enter text. | Click or tap here to enter text. | Enter Date. | Notice. |
| Responsibilities | Click or tap here to enter text. | | |
| Reason for Leaving | Click or tap here to enter text. | | |
| Current Salary | £Amount | | |

PREVIOUS EMPLOYMENT HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Previous Employers  (most recent first)  Please account for any gaps in employment | Position Held | Brief Job Description |
| Date. | Previous Employer. | Position. | Job Description. |
| Date. | Previous Employer. | Position. | Job Description. |
| Date. | Previous Employer. | Position. | Job Description. |
| Date. | Previous Employer. | Position. | Job Description. |

*Please continue on a separate sheet as necessary.*

CRIMINAL CONVICTIONS / CRIMINAL HISTORY

|  |
| --- |
| Farnborough Hill is committed to the safeguarding of children, and child protection screening will apply to this post.  Have you ever been convicted of any criminal offence? Choose an item.  If yes, please give details: Click or tap here to enter text.  (\*Answering ‘Yes’ does not necessarily debar you from appointment. If ‘Yes’ you are required to give details as this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. A subsequent offer of employment will be dependent upon completion of a satisfactory Criminal Records Bureau check).  Have you ever been disqualified from working with children? Choose an item. |

INTERESTS / LEISURE ACTIVITIES

|  |
| --- |
| Click or tap here to enter text. |

PERSONAL STATEMENT

|  |
| --- |
| Please state why you consider your qualifications / experience are relevant to the position advertised.  Click or tap here to enter text. |

REFEREES

|  |  |  |  |
| --- | --- | --- | --- |
| Please give the names of two referees to whom we can apply. One should be your current or last employer or in the case that this is your first job, please give your school Head Teacher or college tutor. We are unable to accept a relation / friend as a referee. | | | |
| Name | Click or tap here to enter text. | Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. | Position | Click or tap here to enter text. |
| Address | Click or tap here to enter text. | Address | Click or tap here to enter text. |
| Email | Click or tap here to enter text. | Email | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. | Telephone | Click or tap here to enter text. |

DECLARATION

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that the above information is true and accurate. | | | |
| Name / Signature | Click or tap here to enter text. | Date | Click or tap to enter a date. |

“EDUCATING THE WHOLE PERSON”

since 1889