



# Non-Teaching Application Form

**Please read the application form guidelines and job description before completing this form.**

Please complete the form in **black ink** and return your completed application to the School's address as shown on the advert.

Applications must be received before the closing date.

**Job application details:**

<b>Job title:</b>				<b>Job reference number:</b>		
<b>Title:</b>	<b>Dr</b>	<b>Mr</b>	<b>Mrs</b>	<b>Miss</b>	<b>Ms</b>	<b>Other:</b>
<b>First name:</b>				<b>Surname/family name:</b>		
<b>Home phone number:</b>				<b>Work phone number:</b>		
<b>Mobile phone number:</b>				<b>Preferred phone number:</b>		
<b>Email address:</b> (We use this for all future contact)						
<b>Address:</b>						
<b>County:</b>				<b>Postcode:</b>		
<b>Where did you hear about/see this vacancy?</b>						

**Education/qualification(s)**

Please enter all qualifications you have taken from GCSE (or equivalent) onwards including the grades awarded, including fails and resits. For non-UK qualifications please provide the original results, not the UK equivalents. If you are currently working towards a qualification, please enter the details requested below and indicate the grade you have been predicted. Please note that if you are shortlisted for interview you will be required to bring proof of your relevant qualifications to the interview.

<b>Name and location of school/college/university</b>	<b>Dates attended (from – to)</b>	<b>Qualification(s)</b>	<b>Result gained/expected</b>

**Training courses:**

Please provide details of any relevant training courses you have attended within the last five years including title of course and approximate date.

Title of course	Dates attended (from – to)	Qualification(s)	Result gained/expected

**Employment history:**

Please give details of your full employment history in date order starting with the most recent first. If you are applying to work with children / vulnerable groups you must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education without any gaps.

For roles not working with children / vulnerable groups please list your full employment history for the past ten years starting with the most recent and working backwards. You should also list any roles you have held that are relevant to the post you are applying for prior to this time.

Please use an additional sheet if necessary remembering to write your name and the job reference number at the top.

Company or organisation's name	Job title	Employment date (DD/MM/YY to DD/MM/YY)	Reason for leaving

**Your application:**

This section forms the main body of your application. Please demonstrate in each boxed section below, with examples, how you meet each one of the essential criteria described in the person specification (this is listed in the job description).

Additional sheets may be used if required up to a maximum of 10,000 characters (this equates to 3/4 sheets of typed A4 paper using size 12 font). Please remember to put your full name and the reference number for the job you are applying for on top of each additional sheet.

**In this box please provide examples to demonstrate how your qualifications meet the essential criteria for this role.**

**In this box please provide examples to demonstrate how your relevant experience meets the essential criteria for this role.**

**Relevant experience continued:**

**In this box please provide examples to demonstrate how your skills and abilities meet the essential criteria for this role.**

**Skills and abilities continued:**

**In this box please provide examples to demonstrate how your behaviours meet the essential criteria for this role.**

**References:**

Please provide the names of **two referees** who can provide professional or academic references. The first must be **your present or most recent employer / voluntary organisation**. The person you name must hold a managerial or human resources position in that organisation and have access to your records. **Please ensure that you provide an email address wherever possible** as this greatly speeds up the recruitment process.

Central Bedfordshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment. For roles working with children and / or vulnerable adults we will take up references prior to interview. If you do not wish us to take up a reference from your current employer please provide a third referee so that we still have two references prior to the interview.

**Satisfactory references must be obtained before any formal offer can be confirmed.** If you are applying for a role working with children or vulnerable adults and you are not currently working with these groups but have done so in the past, you must nominate a referee from an organisation where you were employed to work with children or vulnerable adults. The referees will be asked if you have any live disciplinary offences and also about any "time expired" disciplinary offences relating to children. In addition, they will be asked if you have been subject to any child protection or vulnerable adult protection concerns, and the outcome of any such enquiry or disciplinary procedure.

**Central Bedfordshire Council reserves the right to request a reference from any organisation with which you have been associated.**

**Reference 1:**

<b>Referee's name:</b>		<b>Job title:</b>	
<b>Organisation's name &amp; address:</b>		<b>Relationship to you: (e.g. Line manager/HR)</b>	
<b>Work phone number:</b>		<b>Email address:</b>	
<b>Can we contact this referee prior to interview?</b>			<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

Reference 2:			
Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference 3:			
Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Further Information:			
1. Are you, to your knowledge, related to or do you have a close relationship with any member, officer or school governor of the council?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required at interview to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you currently subject to any sanction, or have you at any time been barred or suspended from working with children or vulnerable adults, by any regulatory, professional or government body.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered "yes" to the questions above please provide further details:			
Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974. If you are applying for a role with unsupervised access to vulnerable groups this will be stated on the advert and you will be required at interview to declare if you have ever been convicted or cautioned for any criminal offence either 'spent' or 'unspent'. The DBS code of conduct is available upon request.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are applying for a role where you will not be working with vulnerable groups you will be asked to declare 'unspent' convictions only.			
<b>Do you agree to declare the information required for the role you are applying for?</b>			
The Council's policy on the employment of ex-offenders is available on request.			

**Declaration:**

**I declare that to the best of my knowledge and belief, the information I have provided on this application form and supplied with it is correct.  
I understand that any subsequent contract of employment with the council will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.**

**Signature:..... Date:.....**

**If you lobby councillors or employees of the council, either directly or indirectly, in connection with your application you will be disqualified.**

Data Protection Act: Central Bedfordshire Council has a duty to protect personal information and will process personal data in accordance with the Data Protection Act 2018 and any amendments to the Act. By completing this form, you are giving your consent to the processing of the data in your application.

Under the terms of the Data Protection Act 2018 the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and personnel administration / monitoring only and for no other purpose.

**Please return your completed application to the School's address as shown on the advert.**