

|  |
| --- |
| **APPLICATION FOR EMPLOYMENT - NON ACADEMIC**  **Please return the completed form along with a CV and a short letter of application to** [**pa@bedstone.org**](mailto:pa@bedstone.org) **or by post to Ms C Preston, Head’s PA, Bedstone College, Bedstone, SY7 0BG** |

|  |  |
| --- | --- |
| **Position Applied For:** |  |

|  |  |
| --- | --- |
| **PERSONAL INFORMATION** |  |
| 1. **Surname or family name** |  |
| 1. **All previous surnames** |  |
| 1. **All forenames** |  |
| 1. **Title** |  |
| 1. **Current address** |  |
| 1. **Postcode** |  |
| 1. **Home telephone number** |  |
| 1. **Mobile telephone number** |  |
| 1. **Email address** |  |
| 1. **National Insurance Number** |  |
| 1. **Have you ever been subject to a child protection investigation by your employer or any other organisation?** | If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview. |
| 1. **Do you require a work permit to work in the UK?** | If YES please provide details under separate cover. |
| 1. **Have you lived outside of the UK for more than 90 consecutive days during the last 5 years?** | If YES, please state where and provide dates |
| 1. **Are you related to or do you have a close personal relationship with any pupil, employee, or governor?** | If YES give details separately under confidential cover. This will not be opened unless you are called to interview. |
| 1. **Please state where you saw this job advertised.** |  |

|  |  |
| --- | --- |
| **3. PRESENT OR MOST RECENT APPOINTMENT** | |
| **Name & Address of Employer** |  |
| **Employed from and to (MM/YY)** |  |
| **Post Held &**  **Specific Responsibilities:** |  |
| **Reason For Leaving** |  |
| **Present/last salary and details of any additional benefits/allowances:** |  |
| **Notice Required:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. EDUCATION AND ACADEMIC QUALIFICATIONS:** | | | |
| **School/College/University** | **From** | **To** | **Subjects, Qualifications, Grades, Honours** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. WORK EXPERIENCE SINCE LEAVING SCHOOL** | | | |
| (please start with most recent employment before above and include and explain any gaps in employment) | | | |
| **Nature of Occupation** | **Employer** | **Period of Service** | |
|  |  | **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6. REFERENCES** | | | |
| The first referee should be your present or most recent employer. Where you are not currently working with children but have done so in the past one reference must be from the employer by whom you were most recently employed in working with children. Please note references will not be accepted from relatives or from referees writing solely in the capacity of a friend. | | | |
| **May we approach your referees without further reference to you?** | | | Yes No |
| **Referee No 1**:  Name: |  | Position: |  |
| Address: |  | Tel:  Email: |  |
| In what capacity do you know the above? |  | Fax: |  |
|  | | | |
| **Referee No 2:**  Name |  | Position: |  |
| Address: |  | Tel:  Email |  |
| In what capacity do you know the above? |  | Fax: |  |
|  | | | |

|  |
| --- |
| **7. INTERESTS** (both professional and leisure) |
|  |

|  |
| --- |
| **8. COVERING LETTER** |
| Please attach a short covering letter in support of your application in which you should give your reasons for applying for this post. You should bear in mind that Bedstone College is a co-educational boarding school with the expectation that all staff are fully involved in every aspect of the life of the College and you should thus include any information that you consider relevant to this application*.* |

|  |
| --- |
| **9. DECLARATION BY THE APPLICANT** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  You must also (where appropriate) let us know of any prosecutions pending against you. The amendments for the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.   1. Are you or have you been disqualified from working with children, been named on the DfE Barred List or the Protection of Children Act List, subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) Y/N 2. 2 Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Y/N 3. 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? (Y/N)?   **General Data Protection Regulations May 2018:**  I consent to my personal information being processed lawfully, fairly and in a transparent manner by the School for the administration of my application and, if I accept employment with Bedstone College, for the administration of my employment contract.  If relevant, following the selection process, I would be willing for you to keep my details on file, should a similar position become available.I understand I can remove consent at any point by emailing [pa@bedstone.org](mailto:pa@bedstone.org) and my personal information will be destroyed**.** |

I understand that in submitting this form I declare that the contents of this application are true and accurate to the best of my knowledge and belief.

|  |  |
| --- | --- |
| **SIGNATURE:** |  |
| **DATE:** |  |

*Bedstone College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post.*

We take the storage and management of all personal data seriously. All data will be managed according to our Privacy Notice, a copy of which can be found on the college website: [www.bedstone.org/policies](http://www.bedstone.org/policies)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | |
|  | Recruitment Monitoring |  |
|  |  |  |
| **Equal Opportunities:**  Bedstone College values people irrespective of sex, age, marital status, disability, sexual orientation, gender including reassignment, race, colour, religion, and ethnic or national origin. Individuals are selected, promoted and treated on the basis of their merits and abilities. Unlawful discrimination based on gender, race, age, disability, religious or political beliefs, sexual orientation or any other reason will form no part of the selection process.  The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.  The information you give here is confidential and is used for monitoring purposes only and will not be given to the selection panel. | | | | |
| **Application for the post of:** | | | | |
| **Where did you see the advertisement for this post?**  **Referred by (if applicable):** | | | | |
| **Full name:** | | | | |
| **Gender:** (please select as appropriate) Male/Female | | | | |
| **Date of Birth:**   /  / | | | | |
| Do you consider yourself to have a disability? Yes/No  Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process. | | | | |
| If you are currently employed by Bedstone College, please indicate that you are an internal applicant. Otherwise please choose external. Internal/External | | | | |
| **Religion** These categories of religion were used in the 2021 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box. | | | | |
| Buddhist  Christian (any denomination)  Hindu  Jewish  Muslim  Sikh  No religion  Other  Not answered | | | |  |

|  |  |
| --- | --- |
| **How would you describe yourself?** These categories of ethnic origin are recommended by the UK Equal Opportunities Commission, were used in the census in 2021 and are the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box. | |
| **Please tick to indicate your ethnic group:** | |
| **White** |  |
| English/Welsh/Scottish/Northern Irish/British |  |
| Irish |  |
| Other |  |
| **Mixed or multiple ethnic groups** |  |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other |  |
| **Asian or Asian British** |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Asian Other |  |
| **Black, Black British, Caribbean or African** |  |
| Caribbean |  |
| African |  |
| Any other Black, Black British or Caribbean background |  |
| **Any other ethnic group** |  |
| Arab |  |
| Other |  |
| Not stated |  |