



H A R R O W
S C H O O L

APPLICATION FOR A NON-TEACHING APPOINTMENT

POSITION APPLIED FOR:	
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PERSONAL DETAILS

TITLE:	SURNAME: (Previous Surname(s) – if applicable):	FORENAMES:
PERMANENT ADDRESS		
DATE OF BIRTH: (required by Child Protection legislation):	NATIONALITY:	
HOME TELEPHONE NUMBER:	Email address:	
MOBILE TELEPHONE NUMBER:	Ref No: (e.g. Nurse Pin No, Teacher ref no)	
WORK TELEPHONE NUMBER:	Are you legally eligible for employment in the UK? YES/NO	
Do you have a relevant current driving licence: YES/NO	National Insurance No:	
Do you have any family or close relationships to existing employees or Governors of Harrow of The John Lyon School?	YES / NO	Relationship:
Did you see the vacancy advertised? If YES please state where. If NO how did you find out about the vacancy?	YES / NO	

Have you ever been dismissed from any previous employment? (if <i>yes</i> give details)	YES / NO
Have you ever been involved in a disciplinary procedure relating to children? (if <i>yes</i> please give full details including the outcome of the procedure.)	YES / NO

<p>Have you ever been convicted of any criminal offence YES / NO</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974 and all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. If you have ever been convicted of any criminal offence please give details, in confidence, in a separate sealed envelope which will be opened by the Personnel Manager and subsequently destroyed. This post is subject to an Enhanced Criminal Records Bureau Disclosure in the event of a successful application. Copies of the School’s Code of Practice are available from the Personnel Department.</p>
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EXPERIENCE & INTERESTS (Please use additional sheet if required)

Please state reasons for applying for the post. Please outline particular experience gained in previous positions or in activities outside of work which you feel show your aptitudes and skills for the position applied for. What are your interests?

EDUCATION, QUALIFICATIONS & TRAINING DETAILS

Name of School/College/University	From:	To:	Qualifications gained

EMPLOYMENT/WORK EXPERIENCE/VOLUNTARY WORK (Please enter in chronological order). Please include any period not in employment with reasons. Voluntary or work experience should be clearly indicated as such:

Dates From/to <i>(present position first)</i>	Job title	Name & address of company	Type of Business	Telephone	Current salary p.a.	Reason for leaving
1.						
Describe the work you did						
2.						
Describe the work you did						
3.						
Describe the work you did						

EMPLOYMENT/WORK EXPERIENCE/VOLUNTARY WORK (continued)

Dates From/to (present position first)	Job title	Name & address of company	Type of Business	Telephone	Current salary p.a.	Reason for leaving
4.						
Describe the work you did						
5.						
Describe the work you did						

HEALTH AND MEDICAL

Do you ever suffer from any medical condition which may prevent you from giving effective, continuous service to Harrow School?	YES / NO (If <i>yes</i> give details)
How many days have you been absent from work through illness or injury in the last 12 months? On how many occasions?	_____ days
Is your ability to perform the job for which you are applying limited in any way? Please indicate any special facilities or equipment which would enable you to: <ul style="list-style-type: none"> • attend an interview • do the job for which you are applying 	YES / NO (If <i>yes</i> give details)

REFEREES

Please give names, addresses and occupations of two persons from whom confidential references may be obtained. If you are not currently working with children but have done so in the past, a third referee should be given being the employer with whom you were most recently employed working with children. *Please be advised that we may also contact any of your former employers. Referees will be specifically asked about disciplinary offences relating to children and any child protection concerns. Please note that it is preferable that references are obtained prior to shortlisting. Should you prefer that your current employer is **NOT** contacted until later in the recruitment process, please advise us accordingly.*

Name	Address (including post code, email address and telephone number)	Position

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared. I have not been disqualified from working with children, am not named on List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council), and :

either (please delete as appropriate)

I have no convictions, cautions or bind-overs

or

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

I confirm that the information given in this application for employment including any supporting documents is correct and complete. I understand that false or misleading information will nullify any subsequent contract of employment. I also understand that the information may be entered onto a computer and under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner.

I agree that if my application is successful a CRB check for criminal convictions/actions will be made.

Signed: _____ Date: _____

Name (print) _____