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| St George’s School,  Ascot, Berkshire, SL5 7DZ  Tel: 01344 629900  Fax: 01344 629901  [recruitment@stgeorges-ascot.org.uk](mailto:recruitment@stgeorges-ascot.org.uk)  [www.stgeorges-ascot.org.uk](http://www.stgeorges-ascot.org.uk) |

**CONFIDENTIAL**

**APPLICATION FORM – NON-TEACHING STAFF**

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| **POSITION APPLIED FOR** |  |

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| **1. PERSONAL DETAILS:** | | | | |
| **Title (Dr/Mr/Mrs/Miss/Ms)** | |  | | |
| **First Names:  Please underline known names** | |  | | |
| **Surname:** | |  | | |
| **Previous Surnames:** | |  | | |
| **Current Address:** | |  | | |
| **Home**  **Telephone Number:** |  | | **Work Telephone Number:**  **May we contact you at work?** | **Yes / No** |
| **Mobile Telephone Number** | | |  | |
| **E-mail Address:** | | |  | |
| **Do you have a relevant current driving licence:** | | | **YES / NO** | |
| **Are you legally eligible for employment in the UK?** | | | **YES / NO** | |
| **National Insurance Number:** | | |  | |
| **Where did you see this vacancy advertised?** | | |  | |

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| **2. OTHER INFORMATION:** | |
| **Are you related to any Governor or other employee of the School?** | **YES / NO** |
| **If so, please give details.** |  |

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| **3. EDUCATIONAL AND ACADEMIC QUALIFICATIONS** | | |
| **School/College/University** | **Dates of Attendance** | **Subjects, Qualifications, Grades, Honours** |
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| **Vocational Qualifications** | | |
| **School/College/University** | **Dates of Attendance** | **Subjects, Qualifications, Grades, Honours** |
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| **4. EMPLOYMENT HISTORY**  ***Please provide a full history in chronological order (with start and end dates). Please include any periods of unemployment since leaving education and provide, where appropriate, explanations for all periods not in employment. In each case please give reasons for leaving employment. Please continue on a separate sheet if necessary.*** | | | | | | | | | | |
| **PRESENT OR MOST RECENT EMPLOYMENT** | | | | | | | | | | |
| **Job Title:** | |  | | | | **Date Started:** | |  | | |
| **Outline Main Responsibilities** | |  | | | | | | | | |
| **Employer name & type of business** | |  | | | | | | | | |
| **Current/Recent Salary:** | | |  | | **Notice Required:**  **Please say if you have left this job** | | | |  | |
| **Dates from / to**  **(start with most recent first)** | **Job Title** | | | **Employer’s**  **name and location** | | | **Salary** | | | **Reason for Leaving** |
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| **5. PROFESSIONAL OR OTHER RELEVANT WORK EXPERIENCE:**  ***Please give details of courses or work experience relevant to this application and indicate any awards/qualifications/certifications earned.*** | | | | |
| **Course Title** | **Provider** | **Duration** | **Dates** | **Awards (if any)** |
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| **6. REASONS FOR APPLYING**  ***Please state your reasons for applying for this job. Please outline particular experience gained in previous jobs or in activities outside work which you feel show your suitability for the post.*** | | | |
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| **7. REFERENCES:**  *Two references are required. The first reference should be your current or most recent employer. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.* ***Please note, references will not be accepted from relatives or from referees acting solely in the capacity of friend.*** *Any previous employer may be contacted for a reference.* | | | |
| **We may approach your referees without further reference to you before interview, unless you explicitly state that we may not do this.** | | | |
| **1. Name** |  | **2. Name** |  |
| **Position** |  | **Position** |  |
| **Address** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Telephone No:** |  | **Telephone No:** |  |
| **E-mail** |  | **E-mail** |  |
| **In what capacity do you know the above?** | | **In what capacity do you know the above?** | |

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| **8. DATA PROTECTION:**  St George's School Ascot is a data controller, which means that we are responsible for deciding how we hold and use your personal information. Your privacy is important to us and we want to keep your personal information safe. We understand that the details of your application to the school are a matter of confidence between you and us, and we will preserve and respect that confidence at all times.  We only collect the information that we need to, in order to process your application and to make decisions about recruitment. In order to do this, we may collect information from others, such as references, and we also have a legal duty to share some of your information with certain government agencies. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. We only hold onto your information for as long as we need to in order to complete the recruitment process. |

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| **9. DECLARATON** |
| ● **As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.**  ● **Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors.**  ● **Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Bursar or Head. If you would like to discuss this beforehand, please telephone in confidence to the Bursar for advice.**  ● **Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to 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. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website** [**www.gov.uk/dbs**](http://www.gov.uk/dbs)  ● **You should be aware that the school will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently. 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’.**  **Signed ………………………………………………**  **Name ……………………………………………….**  **Date ……………………………………………….** |