**BROOMHAUGH COFE FIRST SCHOOL**

**APPLICATION FORM – NON TEACHING**

Broomhaugh CofE First School is fully committed to the principles of safer recruitment, ensuring that safeguarding and promoting the welfare of children is central to our recruitment process.

| **Post Applied for:** | **Vacancy No:** |
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| **Section 1: Personal Details** | | | | | | | | | | | | | | | | | | |
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| **Forename(s):** | | |  | | | | | **Surname:** | | | |  | | | | | | |
| **Former Names (if applicable):** | | | | | | |  | | | | | | | | | | | |
| **Current Address:** | | | | | | | | | | | | **Contact Details:** | | | | | | |
| **Post Code:** | | | | | | | | | | | | **Mobile:** | | | | | | |
| **Telephone:** | | | | | | |
| **Email:** | | | | | | |
| **National Insurance**  **Number:** | | | | |  | | | | | | | | **Teacher Reference Number, if applicable**: | | | |  | |
| **Disability:**  **Do you consider yourself to have a disability? Yes No**  **Please tell us about any reasonable adjustment you need to help you with your employment application. (If you are appointed to the post, we will also ask you at that stage about any reasonable adjustments you may need to help you do the job for which you are applying.)** | | | | | | | | | | | | | | | | | | |
| **Section 2: Education, Training and Qualifications** | | | | | | | | | | | | | | | | | | |
| **Secondary Education** | | | | | | | | | | | | | | | | | | |
| **Name and location** | | | | | | | | | | | | | | | **Examinations passed with grades** | **Date qualification awarded** | | |
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| **Higher Education** | | | | | | | | | | | | | | | | | | |
| **University/College/Organisation** | | | | | | | | | | | | | | | **Course undertaken and qualifications passed with grades** | **Date qualification awarded** | | |
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| **Courses attended in the last 5 years (including denominational Qualifications)**  Please include organising body, course title, dates and duration | | | | | | | | | | | | | | | | | | |
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| **Please list any relevant professional bodies of which you are a member**: | | | | | | | | | | | | | | | | | | |
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| **Special Interests and Relevant Experience**  Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and, if relevant, to working with children. | | | | | | | | | | | | | | | | | | |
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| **Section 3 – Employment History** | | | | | | | | | | | | | | | | | | |
| **Present Post (or if not in employment your last employer)** | | | | | | | | | | | | | | | | | | |
| **Employer** | | | | | | **Address** | | | | | | | | | **Position** | | | |
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| **Annual Salary** | | | | | | **Other Allowances** | | | | | | | | | **Date of appointment** | | | |
| £ | | | | | | £ | | | | | | | | |  | | | |
| **Give details of present post, including job title and areas of responsibility:** | | | | | | | | | | | | | | | | | | |
| **Reason for leaving:** | | | |  | | | | | | | | | | | | | | |
| **Previous Employment (please complete in chronological order starting with the most recent first)**  (Use a continuation sheet if necessary). | | | | | | | | | | | | | | | | | | |
| **From:** | **To:** | | **Name and Address of Employer** | | | | | | | | **Position Held** | | | | | | | **Reason for Leaving** |
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| **SECTION 4 - SUPPORTING STATEMENT**  Please provide a written statement detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. | | | | | | | | | | | | | | | | | | |
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| **Section 5: References** | | | | | | | | | | | | | | | | | | |
| **Please give the name and address of two professional referees. One of these should be your present or most recent employer.** | | | | | | | | | | | | | | | | | | |
| **Title:** | |  | | | | | | | **Title:** | | | | |  | | | | |
| **Name:** | |  | | | | | | | **Name:** | | | | |  | | | | |
| **Position:** | |  | | | | | | | **Position:** | | | | |  | | | | |
| **Name of establishment:** | |  | | | | | | | **Name of establishment:** | | | | |  | | | | |
| **Address:** | |  | | | | | | | **Address:** | | | | |  | | | | |
| **Postcode:** | |  | | | | | | | **Postcode:** | | | | |  | | | | |
| **Email:** | |  | | | | | | | **Email:** | | | | |  | | | | |
| **Tel No:** | |  | | | | | | | **Tel No:** | | | | |  | | | | |

| **Section 6 - Declarations** |
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| **Declaration of Criminal Offences**  This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will berequired to disclose all offences, convictions, cautions, reprimands, warnings or bindovers you have that are current or ‘spent’ or any court cases that you have pending. |
| **Disclosure Request**  As the occupant of this post will have substantial access to children, a disclosure request will be made to the appropriate organisations to ascertain whether their records reveal any criminal convictions (including spent convictions). **Failure to disclose any criminal conviction could prevent further consideration of an applicant for appointment**. |
| **If appropriate: Relationships and Canvassing**  Please declare below any family or close relationship with an existing employee, governor, councillor of [Northumberland County Council or School within Northumberland]. **Canvassing or non-declaration** **could disqualify an application.** |
| **Immigration, Asylum and Nationality Act 2006**  Broomhaugh CofE First School will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. Please tick the box to confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested. |

| **Data Protection Act 2018**  Please tick the box below to confirm that you give your consent to Broomhaugh CofE First School for personal information (any information which may be considered personal data and/or sensitive data within the definitions of the Data Protection Act 2018, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited agencies or organisations in accordance with the Data Protection Act 2018. |
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| I declare that the information given in this application form is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 2018 for my employer to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.  **Print Name NAME…….………………………………..Signature…………………………………….…………**  **Date…………………………………………………………………………………………………………………….** |

Please return this application form via email to [admin@broomhaugh.northumberland.sch.uk](mailto:admin@broomhaugh.northumberland.sch.uk) or by post to Broomhaugh CE First School.