

# HAMILTON LODGE SCHOOL

## NON-TEACHING POST APPLICATION FORM



APPLICATION FOR THE POST OF: \_\_\_\_\_

PLEASE TICK THE APPROPRIATE BOX(ES): JOB SHARE?  FULL-TIME?  PART-TIME?

### PERSONAL DETAILS

SURNAME: \_\_\_\_\_ FIRST NAME(S): \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: HOME ( ) \_\_\_\_\_ POSTCODE: \_\_\_\_\_  
DAYTIME: ( ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAY WE CONTACT YOU DISCREETLY AT WORK? Yes/No IF SUCCESSFUL, WHAT NOTICE WOULD YOU NEED TO GIVE? \_\_\_\_\_

DO YOU HOLD A CURRENT FULL DRIVING LICENCE?  YES  NO IF YES  CAR OR  MOTORCYCLE

### EDUCATION (FROM AGE 11)

SCHOOL	DATES	QUALIFICATIONS GAINED (TOTAL NUMBER of GCSE's/A Levels only)
_____	_____	_____
_____	_____	_____
_____	_____	_____

### FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS

COLLEGE/UNIVERSITY	DATES	QUALIFICATIONS GAINED
_____	_____	_____
_____	_____	_____
_____	_____	_____

### TRAINING – Please list your training with the most recent first.

Please use the extra page at the end of this document if required.

COURSE	DATES	QUALIFICATIONS GAINED (TOTAL GCSE's/A Levels only)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## PRESENT EMPLOYMENT/VOLUNTARY WORK (OR LAST EMPLOYMENT IF NOT CURRENTLY EMPLOYED)

NAME AND ADDRESS OF EMPLOYER: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

BRIEF OUTLINE OF DUTIES AND RESPONSIBILITIES: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SALARY: \_\_\_\_\_

## PREVIOUS EMPLOYMENT/VOLUNTARY WORK

This section should be used to tell us about your previous experience from employment/voluntary or unpaid activities.  
Please list the most recent first.

FROM	TO	POSITION	EMPLOYER/ORGANISATION (Full name and address and nature of employment)	BRIEF DETAILS OF DUTIES AND REASON FOR LEAVING
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## SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

- This section is the most vital part of the form  
We need you to give us specific information in support of your application in order for us to shortlist in a fair and unbiased way
- You must be able to demonstrate that you can satisfy the essential criteria on the Person Specification.
- Experience is not just gained through full-time work. Experience can also be gained through voluntary work, part-time work, college or school based projects, job clubs or home life etc.
- Use the criteria in the person specification as headings for your response.
- It will not be sufficient merely to duplicate what the Person Specification states. For example, if it asks for “ability to” or “commitment to”, you will be required to give practical examples where appropriate of your ability, commitment, knowledge and experience by some reference to your academic, professional, voluntary or personal life.
- This part of the form can be completed by word processor, typewriter or by hand. This can be done on separate sheets.
- If you use the continuation sheets at the end of this document please make sure you mark each section clearly.

**Please insert information here:**

## REFERENCES

Please give the name, address and contact number of two people who can provide us with an assessment of your suitability for this post. Personal referees are not suitable.

If you are currently employed, one of the referees should be your current employer.

If you are unemployed, one of the referees should be your most recent employer.

If you are at school or college or have recently left, please give the name of your teacher or lecturer.

Please put an 'X' in the box if you do not wish us to contact either referee before informing you.

### FIRST REFERENCE

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: (     ) \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

CONNECTION WITH YOU: \_\_\_\_\_

### SECOND REFERENCE

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: (     ) \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

CONNECTION WITH YOU: \_\_\_\_\_

A JOB OFFER WILL NOT BE MADE WITHOUT TWO SATISFACTORY REFERENCES.

## HEALTH

HOW MANY DAYS WERE YOU ABSENT DUE TO SICKNESS IN THE PAST TWO YEARS? \_\_\_\_\_

PLEASE GIVE DETAILS OF ABSENCES OF 5 DAYS OR MORE. : \_\_\_\_\_

## INTERVIEW ARRANGEMENTS

PLEASE LIST ANY REQUIREMENTS YOU MAY HAVE IF INVITED FOR AN INTERVIEW.

## DISCLOSURE OF CRIMINAL CONVICTIONS

Before any person is appointed to a post which involves substantial access to children the School has a duty to process a CRB Disclosure Application to check for any criminal convictions which would make it undesirable for the person to work with children. Because of the nature of this post you are not entitled to withhold information about convictions which, for other purposes, are "spent" under the provision of the Rehabilitation of Offenders Act 1974. This is because of the terms of the (Exceptions) (Amendment) Order 1986. For this reason if you are shortlisted for this post you will be asked to complete a more detailed form. Any information you provide at that time will be treated as completely confidential and will be considered only in relation to this application. In signing this application form you will be acknowledging that you understand a CRB check will be made.

DO YOU HAVE ANY CRIMINAL CONVICTIONS, CAUTIONS OR BIND OVERS:

YES / NO

If you have answered YES, please enclose details with your application form.  
Any information provided will be treated in strict confidence.

THIS INFORMATION WILL NOT BE USED TO INFLUENCE THE SHORTLISTING PROCESS

## ASYLUM AND IMMIGRATION ACT 1996

NATIONAL INSURANCE NO.: \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

IF YOU HAVE NO NATIONAL INSURANCE NUMBER AVAILABLE,

DO YOU HAVE EVIDENCE OF YOUR ENTITLEMENT TO LIVE AND WORK IN THE UK?

YES / NO

## RELATIONSHIPS WITH THE TRUSTEES/ GOVERNORS

DO YOU OR HAVE YOU PREVIOUSLY HAD A CONTRACTUAL RELATIONSHIP WITH ANY OF THE SCHOOLS' TRUSTEES OR GOVERNORS OR ARE YOU CURRENTLY NEGOTIATING A CONTRACT?

YES / NO

IF YES, PLEASE ENCLOSE DETAILS WITH YOUR APPLICATION

ARE YOU RELATED TO OR DO YOU HAVE A PERSONAL FRIENDSHIP WITH ANY OF THE SCHOOLS' TRUSTEES OR GOVERNORS?

YES / NO

IF YES, PLEASE ENCLOSE DETAILS IN THE FURTHER INFORMATION SECTION AT THE END OF THIS GIVING DETAILS OF THE NAME AND RELATIONSHIP.

## DISABILITY DISCRIMINATION ACT 1995

Please provide any information regarding a disability that you have. This information will be used to guarantee you an interview if you fulfilled the minimum criteria for the post. It will only be used in the interview process to assess whether any adjustment would be needed for you to carry out work of the post.



## DECLARATION

I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION IS CORRECT

IF I AM SUCCESSFUL IN OBTAINING THIS POST AND THE INFORMATION IS LATER DISCOVERED TO BE INCORRECT  
I UNDERSTAND THAT THE APPOINTMENT CAN BE TERMINATED BY THE EMPLOYER.

SIGNED

DATE

IF YOU DO NOT SIGN, YOU WILL NOT BE CONSIDERED IN THE SHORTLISTING PROCESS.  
NOW PLEASE FILL IN THE MONITORING FORM ATTACHED.

**FURTHER SPACE FOR MORE INFORMATION (IF REQUIRED)**



## RECRUITMENT MONITORING FORM

The aim of Hamilton Lodge School is to ensure the fair and equitable treatment of all job applicants and to meet the requirements of our equal opportunities policy.

The information on this portion will only be used to monitor recruitment and will not be used in the selection process. This portion should be detached and sent to us in a separate envelope.

We must stress that any information you give will be strictly confidential. You are not obliged to answer any of the questions, but you will appreciate that for our monitoring policy to be wholly effective, we would hope to have 100% response. If you do not wish to answer any question(s), this will not affect your application in any way.

POST APPLIED FOR:

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JOB REFERENCE:

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### ETHNIC ORIGIN

I WOULD DESCRIBE MY ETHNIC ORIGIN AS

- WHITE  
 IRISH  
 BLACK – AFRICAN  
 BLACK – CARIBBEAN  
 BLACK – OTHER (PLEASE DESCRIBE)
- 

- INDIAN  
 PAKISTANI  
 CHINESE  
 OTHER (PLEASE DESCRIBE)
- 

**GENDER**  MALE  FEMALE

**DATE OF BIRTH**     /     /

**MARITAL STATUS**  SINGLE  MARRIED

### MEDIA RESPONSE

WHERE DID YOU SEE THIS POST ADVERTISED?

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### DISABILITY DISCRIMINATION ACT 1995

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?

YES      NO

IF YES, WHAT IS THE NATURE OF YOUR DISABILITY?

**THANK YOU FOR YOUR TIME AND CO-OPERATION.**

## RECRUITMENT MONITORING FORM

### Guidelines for the completion of the Recruitment monitoring form.

Below are more indepth explanations of some of the sections you have been asked to complete overleaf.

### Ethnic Origin

We appreciate that some people including those of mixed race, may not be happy with the classifications used on monitoring forms. The classifications we have used are those currently recommended by the Commission for Racial Equality. If you wish to classify yourself in some other way, please use the additional space provided to do so.

### Disability Discrimination Act 1995 (DDA)

The Disability Discrimination Act states that: A person has a disability if:

- he or she has a physical or mental impairment;
- that impairment has an adverse effect which is substantial;
- that effect is long term;
- that effect has an adverse effect on his or her ability to carry out normal day to day activities.

**This is for recruitment monitoring only and may be detached and sent separately.**

## APPLICATION FORM GUIDELINES

### **Personal Details**

We do accept CV's as additional information

### **Relationships with the School Trustees/Governors**

We ask these questions to make sure that someone with whom you have a contractual relationship, or a relative is not involved in the selection process.

### **Education**

Qualifications will only be taken into account where they are strictly required for the post. In these cases you will be required to produce evidence of your qualifications.

It is not necessary to list every exam taken. Just write the total number of GCSE's / A Levels. If necessary, please use continuation sheets.

### **Asylum and Immigration Act 1996**

We are required by Law to ensure that anyone working for us is entitled to live and work in this country.

### **Present and Previous Employment**

You should include details of your current or most recent employment, giving the main duties and responsibilities of your post. Please give the value of your other benefits if applicable, e.g. leased car or private healthcare.