APPLICATION FOR A

NON-TEACHING APPOINTMENT

**Please note that in order to be considered for a position at Harrow School, you must**

**complete this application form in full. CVs will not be accepted in place of a completed**

**application form.**

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| POSITION APPLIED FOR |  |

**PERSONAL DETAILS**

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| TITLE |  | SURNAME |  | | FORENAME |  |
| Previous surname(s) (if applicable) | |  | NI NUMBER |  |
| REFERENCE NUMBER, IF APPLICABLE (E.G. NURSE, TEACHER) | | | |  | | |

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| --- |
| PERMANENT ADDRESS |
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| DATE OF BIRTH (required by Child Protection legislation) | |  |
| HOME TELEPHONE NUMBER |  | ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UK? |
| YES  NO |
| MOBILE TELEPHONE NUMBER |  | DO YOU HAVE A FULL DRIVING LICENSE? |
| YES  NO |
| EMAIL ADDRESS |  | DO YOU HAVE ANY RESTRICTIONS ON TAKING UP EMPLOYMENT IN THE UK (E.G. TIME LIMIT, VISA TYPE, ETC)? |
| YES  NO |
| HOW DID YOU FIND OUT ABOUT THIS VACANCY? |  | HAVE YOU LIVED OR WORKED OVERSEAS FOR MORE THAN THREE MONTHS IN A ROW IN THE LAST FIVE YEARS? |
| YES  NO |

**REFEREES**

Please provide the names and contact details (telephone numbers and email addresses) of two referees who can comment on your suitability for this role. **Where possible the two referees must be from separate sources and not the same organisation or employer and should include your current or most recent employer/ line manager.** If you are not currently working with children but have done so in the past, please give (as a third referee) the employer by whom you were most recently employed to work with children.

References from relatives or referees writing solely in the capacity of a friend or colleague will not be accepted.

If this is your first job references can be obtained from your place of education (Head Teacher/ Tutor).

Please note that we may obtain references prior to shortlisting. If you were/ are school based, we will also ask that the references are countersigned by the Head Master/ Head Teacher.Please let us know if you would prefer us not to contact your current employer until later in the recruitment process.

Referees will be specifically asked about disciplinary offences relating to children and any child protection concerns.

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| **NAME** | **CONTACT DETAILS** | | | | **POSITION** |
|  | EMAIL |  | | |  |
| TELEPHONE |  | COMPANY |  |
|  | EMAIL |  | | |  |
| TELEPHONE |  | COMPANY |  |
|  | EMAIL |  | | |  |
| TELEPHONE |  | COMPANY |  |

**EDUCATION/TRAINING DETAILS**

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| SCHOOL/COLLEGE/UNIVERSITY | FROM | TO | QUALIFICATIONS GAINED |
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| EMPLOYMENT/WORK EXPERIENCE Please start with your current (most recent) job and enter all paid and unpaid employment (including work experience and voluntary work) in reverse chronological order providing all the details requested. Please also include any period not in employment with reasons. If you run out of space, please continue your history on a separate document and attach to this form. | | | | | | | |
| DATES FROM/TO |  | JOB TITLE | |  | | | |
| NAME AND ADDRESS OF COMPANY |  | | | | | | |
| TYPE OF BUSINESS |  | | TELEPHONE NUMBER | | |  | |
| REASON FOR LEAVING |  | | | | CURRENT SALARY PA: | | **£** |
| DESCRIPTION OF THE WORK YOU DID |  | | | | | | |
|  | | | | | | | |
| DATES FROM/TO |  | JOB TITLE | |  | | | |
| NAME AND ADDRESS OF COMPANY |  | | | | | | |
| TYPE OF BUSINESS |  | | TELEPHONE NUMBER | | |  | |
| REASON FOR LEAVING |  | | | | CURRENT SALARY PA: | | **£** |
| DESCRIPTION OF THE WORK YOU DID |  | | | | | | |
|  | | | | | | | |
| DATES FROM/TO |  | JOB TITLE | |  | | | |
| NAME AND ADDRESS OF COMPANY |  | | | | | | |
| TYPE OF BUSINESS |  | | TELEPHONE NUMBER | | |  | |
| REASON FOR LEAVING |  | | | | CURRENT SALARY PA: | | **£** |
| DESCRIPTION OF THE WORK YOU DID |  | | | | | | |
|  | | | | | | | |
| DATES FROM/TO |  | JOB TITLE | |  | | | |
| NAME AND ADDRESS OF COMPANY |  | | | | | | |
| TYPE OF BUSINESS |  | | TELEPHONE NUMBER | | |  | |
| REASON FOR LEAVING |  | | | | CURRENT SALARY PA: | | **£** |
| DESCRIPTION OF THE WORK YOU DID |  | | | | | | |
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**SUPPORTING INFORMATION**

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| PLEASE STATE WHAT SKILLS AND ATTRIBUTES YOU WILL BE ABLE TO BRING TO THE ROLE |
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| DO YOU HAVE ANY FAMILY OR CLOSE RELATIONSHIPS WITH EXISTING EMPLOYEES OR GOVERNORS OF HARROW SCHOOL OR JOHN LYON SCHOOL? | | YES  NO |
| IF YES, PLEASE STATE |  | |

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| HAVE YOU BEEN DISMISSED OR FORCED TO RESIGN FROM ANY PREVIOUS EMPLOYMENT? | | YES  NO |
| IF YES, PLEASE GIVE DETAILS |  | |

All appointments which amount to regulated activity are conditional on satisfactory completion of all statutory pre-employment checks, including an enhanced DBS check, a prohibition-from-teaching check and a section 128 check (if applicable). Please check the School’s Recruitment, Selection and Disclosure Policy and Procedure for a comprehensive list of all checks carried out as part of the recruitment process.

If you are invited to attend an interview you will be asked to complete and sign a criminal convictions declaration.  Online searches will be carried out if you are shortlisted. Please refer to the School's Recruitment, Selection and Disclosure Policy for more details. The School will not unfairly discriminate against any applicant on the basis of a conviction or other details revealed. Each case will be decided on its merits, in accordance with the objective assessment criteria set out in the School’s policy on the recruitment of ex-offenders.

If you are successful in your application, you will be required to complete an enhanced DBS application online. Any information disclosed will be handled in accordance with the guidance and/or code of practice published by the DBS and the School’s policies.

The amendments to the Exceptions Order 1975 (2013 & 2020) 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 on the Ministry of Justice website

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

**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 agree that, if my application is successful, an enhanced DBS check for criminal convictions/actions and a check against the Teacher Services restrictions list will be made.**

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| SIGNED |  | DATE |  |

Please attach a covering letter and a CV if you wish.

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| **PRIVACY NOTICE**  The information that you provide on this form will only be processed for the purpose for which it has been given and may be shared with our third-party consultants for this purpose. It will not be used for other reasons without your consent. All personal  data is collected and processed in compliance with the principles of the General Data Protection Regulations (GDPR) and you have certain rights in respect of your information. These can be seen in the Privacy Notice for Job Applicants on the School’s website.  **Consent notice**  I have read the information about data protection and agree to my personal data being used in the way described above. | | | | |
| SIGNED |  | | DATE |  |
| NAME (please print) | |  | | |