

Carshalton Boys Sports College

Winchcombe Road, Carshalton, Surrey SM5 1RW
 Tel:020 8714 3100 Fax:020 8714 3190
 Email: jlong@carshaltonboys.org



All applications should be marked for the attention of Jo Long, HR Manager

...making a difference

Non-teaching Application Form

Application for the position of:

Personal Details

Surname		Forenames	
Previous Names		Mr/Mrs/Miss/Ms/Dr	
Present Address		Home Tel No	
		Day Tel No	
		Mobile Tel No	
		Email Address	
		National insurance No	
		Do you need a work permit to work in the UK?	
		Do you require further leave to remain in the UK?	

Education, Qualifications and Training (Original copies of qualifications will be required on appointment)

Secondary School/ College / Higher Education	Dates		Examinations taken or to be taken. Subjects	Grades Attained	Year Taken/to be taken
	From	To			

Details of any other specialised training, knowledge or experience

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Statement of Suitability

Selection for interview will depend upon you meeting the requirements of the Person Specification. Please state clearly how you meet these requirements.

References

Please give the name and address of **two** referees who can be consulted regarding your suitability for the post. One should be your current or most recent employer. If you are in or have recently completed full-time education, one should be from your college or university. **References will be taken up before an offer of employment is made.**

Name	Name
Address (including postcode)	Address (including postcode)
Post Held	Post Held
Tel No	Tel No
Email	Email
Professional relationship to you:	Professional Relationship to you:

Protection of Children

This post is exempt from the provisions from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 1986 of the Rehabilitation of Offenders Act 1974. If you fail to disclose any criminal convictions or cautions, including those "spent" it could result in withdrawal of an offer of employment, dismissal or disciplinary action. Any offer of employment will be subject to a disclosure and barring check from the Disclosure and Barring Service (DBS). Appointment will be subject to the information received from the DBS.

Have you ever been disqualified from working with vulnerable people, including children?	Have you ever been convicted of any criminal offence, whether 'spent' or 'unspent' or do you have any charges pending?
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Have you ever been cautioned, reprimanded or received a warning which, although not considered to be criminal convictions and become spent must be considered in relation to this exempt post?

If you answer yes to any of the above please provide details in a sealed envelope marked Confidential

Superannuation Scheme

Do you contribute to the Local Government Pension Scheme?	If you contribute to another scheme, please provide details
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Disclosure of Interests

Are you related by marriage, blood or as a co-habitee to any member of the school staff or a member of the School Governing Body?

If yes, state the name, relationship and position held

Have you ever been the subject of a formal disciplinary procedure? If yes, please provide details

Have you ever been dismissed from any previous employment? If yes, please provide details

Declaration

I hereby give consent for Carshalton Boys Sports College to process and retain on file information (including equal opportunities data & health data) contained on this form. This is required for recruitment and selection purposes and all information will be dealt with in accordance with data protection legislation.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information or canvassed my application it may lead to disqualification or, if I have been appointed, I may be dismissed

Signature:

Date:

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Monitoring Equal Opportunities Policy

Carshalton Boys Sports College values diversity, and has an Equalities Policy to ensure that all applicants are treated fairly, and that they are appointed solely on their suitability for the post irrespective of race, gender, disability, sexual orientation or age.

We are keen to gather and use information about job applicants and the workforce to continually improve our policies and remove barriers to and within employment. This section will be removed before shortlisting and treated in the strictest confidence.

Personal Details

Full Name

Date of Birth

Ethnic Group I would describe myself as (please tick/mark one of the boxes)

White		Mixed	
British	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Asian or Asian British		Any other mixed background	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Black or Black British	
Pakistani	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	African	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>
Chinese or other ethnic group		Gender	
Chinese	<input type="checkbox"/>	Male	<input type="checkbox"/>
Other	<input type="checkbox"/>	Female	<input type="checkbox"/>

Disability

Are you disabled? Yes/No (please delete as applicable)

If yes what access arrangements, adjustments or adaptations would help you to do this job?

If we ask you to come for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?

