**APPLICATION FOR EMPLOYMENT**

**NON-TEACHING STAFF**

|  |  |
| --- | --- |
| Position applied for: |  |

|  |  |
| --- | --- |
| How did you hear about this position? |  |

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| **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Title (Mr/Mrs/Miss/Other) |  |

|  |  |
| --- | --- |
| Forenames |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Former Surname (s) |  | (if applicable) |  |

|  |  |
| --- | --- |
| National Insurance Number |  |

|  |  |
| --- | --- |
| Current Address |  |

|  |  |
| --- | --- |
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|  |  |
| --- | --- |
| Postcode |  |

|  |  |
| --- | --- |
| Date moved to this address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Telephone Number  | Daytime |  | Evening |  |

|  |  |
| --- | --- |
| Mobile |  |

|  |  |
| --- | --- |
| Email |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PREVIOUS ADDRESS HISTORY (If you have been at your current address for less than five years, please provide any previous addresses during this period)**

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| Postcode |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| Postcode |  |

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| Are you eligible to work in the UK YES/NO |
| Have you worked/lived abroad for more than three months within the last ten years? YES/NOIf yes, please state country and duration. (You will need to provide a police certificate of good conduct from that country prior to any appointment). |

|  |  |  |
| --- | --- | --- |
| Do you have a disability? Yes/No*(If you answered ‘yes’ please give details so that we are able to help with any practical steps needed to assist you in your application for the job)*

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We are an equal opportunities employer and we do not discriminate against applicants on any grounds. |

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| Do you hold a full clean driving licence? Yes/No D1 Entitlement? Yes/No*(If you have answered ‘no’ please give details)*

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| Do you have any associations with Cokethorpe staff members or the School community? If YES, please provide details.

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| **DETAILS OF CURRENT APPOINTMENT**

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| --- | --- | --- | --- | --- | --- |
| Position  |  | Starting Date |  | Salary |  |

|  |  |
| --- | --- |
| Name of Employer  |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| Summary of Duties |  |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| Full/Part Time |  |

|  |  |
| --- | --- |
| Notice Required |  |

|  |  |
| --- | --- |
| Reason for Leaving |  |

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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| FULL CONTINUOUS EMPLOYMENT HISTORY (Previous to Current Role) Please provide full details of all positions held, prior to your current appointment, including self-employment and unpaid work and finishing when you left secondary education.**Please ensure you have included an explanation of any gaps in employment.**

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Employer  |  | Job Title |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address |  | Salary  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Dates Employed From |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  To  |  |

|  |  |
| --- | --- |
| Summary of Duties |   |

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| --- | --- |
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| --- | --- |
| Reasons for Leaving |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Employer  |  | Job Title |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address |  | Salary  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Dates Employed From |  |

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| --- | --- | --- | --- |
|  |  |  To |  |

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| --- | --- |
| Summary of Duties |  |

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| Reasons for Leaving |  |

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(Please list all employment since leaving secondary school and do not refer to a personal CV. Use a continuation sheet if necessary)

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| **EDUCATION**

|  |  |  |
| --- | --- | --- |
| Senior Schools Attended | Dates | Examinations (subjects/results) |
| From | To |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Further/Higher Education/Qualifications | Dates | Type of Course  | Qualifications  |
| From | To |
|  |  |  |  |  |

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| Do you have any hobbies or participate in any leisure activities?

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| Is there any other information you would like to give in support of your application?

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| **REFEREES**Please list at least two people to whom reference may be made as to qualifications and character. One must be your current employer or, if you are not currently working, this should be your last employer. For students, one referee should be from your college. We may contact references before interviewing. Electronic references are subject to verification.I am happy for you to contact my referees. Please do not approach my referees without contacting me.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | Name |  | Title |  | Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Occupation  |  | Occupation  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address  |  | Address  |  |

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|  |  |  |  |
| --- | --- | --- | --- |
| Postcode  |  | Postcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No.  |  | Telephone No.  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email address: |  | Email address: |  |

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| --- |
| **DATA PROTECTION**The information you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the School’s Privacy Notices. If you succeed in your application and take up employment with the School, the information will be used in the administration of employment. We may check the information provided by you with third parties. |

**REFER A FRIEND SCHEME**

Please provide the full name of the friend (currently employed by the School) who has referred you for this position:

I declare that the information I have given in this form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in dismissal. I consent to Cokethorpe School processing the data provided on this form as may be necessary for the recruitment and selection process.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

Please return this application form to: Recruitment Office

 Cokethorpe School

 Witney, Oxon OX29 7PU

 Recruitment@cokethorpe.org

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*