



FORRES SANDLE MANOR  
FORDINGBRIDGE

## Application Form (Non-Academic Staff)

### Appointment Details

Appointment for which you are applying?	
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### Commitment to Safeguarding of Children and Young People:

The post for which you are applying gives substantial access to children. The school is committed to safeguarding and promoting the welfare of children and young people and all staff working with children and young people are expected to share a commitment to this.

You will be expected to report any concerns about the safeguarding of children and/or young people in accordance with the agreed school procedures.

Successful applicants will be required, as part of their role, to attend regular safeguarding training relevant to the role.

If your conduct in relation to the safeguarding of children or young people gives cause for concern, the school's agreed child protection procedures will be followed alongside the school's disciplinary procedure.

References will be sought prior to interview and we will ask about your performance and conduct, including any disciplinary action taken and/or allegations/issues relating to children and young people, in order that your suitability to work with children/young people can be assessed.

Employment is conditional upon the results of an enhanced Disclosure and Barring Service (DBS) check (with a barred list check) which will indicate your suitability to work with children.

### Personal Information

Title		<u>Postal Address:</u>	
Initials			
Surname			
Have you been known by any other names, including Maiden Name?			
Preferred called Name			
Date of Birth		Email Address	
Marital Status		Phone (Mobile)	

National Insurance No		Phone (Home)	
Social media handle			

Do you have a driving licence?	Right to work in the UK	Do you own a car?	Are you qualified and willing to drive a school minibus?
Yes/No	Yes/No	Yes/No	Yes/No
Have you lived overseas for a period of 3 months or more within the last 10 years?	Yes/No	If Yes, please provide dates/details (continue on blank paper if necessary)	

### Education & Qualifications

#### Education and Qualifications Obtained

Please include all public examinations passed, including GCSE, NVQ/GNVQ and 'A' Levels (or equivalents). For degrees, please specify class and division and whether honours or not. A non-UK employee may be required to provide a letter of good conduct from their originating Police authority).

***Please use additional sheet if required***

Name, type and location of institute	Dates		Qualification	Main Subjects	Grade/Class
	From	To			

#### Other Awards, Training and Courses attended in the last 4 years

Starting with the most recent first, please include evidence of continuing professional development and include details of any child protection/safeguarding training)

College, Education Centre or Institution	Dates		Award/Course Title and Qualification
	From	To	


**Chronological Record of Employment** (please start with your current employment and provide details for AT LEAST the past 10 years)  
(Please use additional space should you need it)

<b>Job Title</b>			
<b>Employer</b>			
<b>Employed from (date)</b>		<b>To (date)</b>	
<b>Contact Name (for reference)</b>			
<b>Employer Address</b>			
<b>Email Address</b>		<b>Phone</b>	
<b>Notice Period if applicable</b>		<b>Salary</b>	
<b>Reason for Leaving</b>			
<b>Main Duties/Responsibilities</b>			

<b>Job Title</b>			
<b>Employer</b>			
<b>Employed from (date)</b>		<b>To (date)</b>	
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<b>Employer Address</b>			
<b>Email Address</b>		<b>Phone</b>	
<b>Notice Period if applicable</b>		<b>Salary</b>	
<b>Reason for Leaving</b>			

<b>Main Duties/Responsibilities</b>	
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<b>Job Title</b>			
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<b>Email Address</b>		<b>Phone</b>	
<b>Notice Period if applicable</b>		<b>Salary</b>	
<b>Reason for Leaving</b>			
<b>Main Duties/Responsibilities</b>			

### Equal Opportunities Policy

Forres Sandle Manor is an Equal Opportunities Employer. All decisions on recruitment are based solely on the merits and abilities of each applicant, regardless of sex, marital status, religion, colour, ethnic origin, race or disability.

### References

Please provide the names, addresses, telephone numbers and email addresses of **at least two** referees. One referee should be your current employer and neither of them should be related to you.

By completing this section, you are agreeing to the school contacting your referees (unless otherwise requested) and later verifying this information by telephone

Referee 1	
Referee 2	

Referee 3 (optional)	

### Personal Qualities

Please use the space below to outline why you believe you have the relevant qualities and experience for this role:

### Declaration

By signing below, you are confirming that:

- All information you have supplied on this application is correct to the best of your knowledge and understand that any false details may result in your dismissal.
- You are not on the Children's Barred List (Information held under Section 42 of the Education Act 2002)
- You are not disqualified by a court from working with children
- You are not subject to any sanctions imposed by a regulatory body
- You are aware that the post requires a Disclosure and Barring Services (DBS) Disclosure (enhanced disclosure for teaching/care staff)
- You are aware that Online searches will be conducted prior to appointment

<b>Signature:</b>	<b>Date:</b>
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Thank you for taking the time to complete this application.

Please email this form to: [recruitment@fmschool.com](mailto:recruitment@fmschool.com)

