



HARROW
SCHOOL

APPLICATION FOR A

NON-TEACHING APPOINTMENT

If you are completing this form electronically, **please use Adobe Reader or Adobe Acrobat**. Adobe Reader is free to [download here](#). To return your completed form to us, please save it to your device and attach it to an email. If you are completing this form by hand, **please use block capitals**.

POSITION APPLIED FOR	
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PERSONAL DETAILS

TITLE		SURNAME		FORENAMES	
		Previous surname(s) (if applicable)		NI NUMBER (if applicable)	

REFERENCE NUMBER, IF APPLICABLE (EG. NURSE, TEACHER)	
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PERMANENT ADDRESS

DATE OF BIRTH (required by Child Protection legislation)		ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UK? ☐ YES ☐ NO
HOME TELEPHONE NUMBER		DO YOU HAVE ANY RESTRICTIONS ON TAKING UP EMPLOYMENT IN THE UK (E.G. TIME LIMIT, VISA TYPE ETC)? ☐ YES ☐ NO
MOBILE TELEPHONE NUMBER		DO YOU HAVE A FULL DRIVING LICENSE? ☐ YES ☐ NO
EMAIL ADDRESS		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 (including addresses with postcode, telephone numbers and email addresses) of two referees who can comment on your suitability for this role. These should include your current or most recent employer. 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 will not be accepted. Please note that we may obtain references prior to shortlisting. Please let us know if you would prefer us not to contact your current employer until later in the recruitment process.

NAME	CONTACT DETAILS				POSITION
	EMAIL ADDRESS		ADDRESS		
	TELEPHONE NUMBER		POSTCODE		
	EMAIL ADDRESS		ADDRESS		
	TELEPHONE NUMBER		POSTCODE		
	EMAIL ADDRESS		ADDRESS		
	TELEPHONE NUMBER		POSTCODE		

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EDUCATION/TRAINING DETAILS

SCHOOL/COLLEGE/UNIVERSITY	FROM	TO	QUALIFICATIONS GAINED

EMPLOYMENT/WORK EXPERIENCE (Please start with your current job, then enter in reverse chronological order, include any period not in employment with reasons, and clearly indicate part-time employment or work experience.)

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			

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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DO YOU HAVE ANY FAMILY OR CLOSE RELATIONSHIPS WITH EXISTING EMPLOYEES OR GOVERNORS OF HARROW SCHOOL OR JOHN LYON SCHOOL? ☐ NO ☐ YES PLEASE STATE _____	
HAVE YOU BEEN DISMISSED OR FORCED TO RESIGN FROM ANY PREVIOUS EMPLOYMENT? ☐ NO ☐ YES	
(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).

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.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which could normally be considered "spent" under the Act) must be declared.

You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (guidance and criteria on the filtering of these cautions and convictions can be found on www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide).

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.

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE? ☐ NO ☐ YES	
HAVE YOU EVER BEEN THE SUBJECT OF A DISCIPLINARY PROCEDURE RELATING TO CHILDREN? ☐ NO ☐ YES	
IS THERE ANY COURT ACTION PENDING AGAINST YOU THAT MIGHT BE RELEVANT FOR THIS ROLE? ☐ NO ☐ YES	
*If yes to any of the above, please provide details, in confidence, in a separate and sealed envelope which will be opened by the Head Master and subsequently destroyed.	

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.

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

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)			