



DURSTON HOUSE

Durston House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please read the school's Safer Recruitment, Selection and Vetting Policy available on the website prior to completing the application form

APPLICATION FORM – NON TEACHING POST

Position applied for:

PERSONAL DETAILS

Surname:	Email Address:
Forenames:	Home Telephone No:
Former Name: (if applicable)	Mobile No:
Date of Birth:	National Insurance No:
Address:	If you know, or are related to, any current employee, pupil or governor, state the name and nature of the relationship:
Postcode:	

RIGHT TO WORK

	YES	NO	N/A
Are you a UK national?			
Are you a national from another country within the EEA*? State here your nationality:			
Are you from Croatia?			
If you are from Croatia, do you have an accession worker card registration card, registration certificate or proof of right to work in the UK?			
Are you from outside the EEA*?			
If you are from outside the EEA*, do you have a visa allowing you to work in the UK? State here the type of visa and visa number:			
How long have you been a resident in the UK?			

* Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, the Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden. Please note that you will be asked to provide proof of your right to work in the UK at interview.

EMPLOYMENT

Current Employment

Employer (including address):

Post:

Length of Service:

Salary:

Notice Period:

Employment History (please list chronologically, in months and years, from most recent)

Dates:

From

To

Employer

Employer's Address

Post Held

Reason for Leaving:

Dates:

From

To

Employer

Employer's Address

Post Held

Reason for Leaving:

Dates:

From

To

Employer

Employer's Address

Post Held

Reason for Leaving:

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Dates:		Employer	Employer's Address	Post Held
From	To			
Reason for Leaving:				
Dates:		Employer	Employer's Address	Post Held
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Reason for Leaving:				
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Dates:		Employer	Employer's Address	Post Held
From	To			
Reason for Leaving:				
Dates:		Employer	Employer's Address	Post Held
From	To			
Reason for Leaving:				
Dates:		Employer	Employer's Address	Post Held
From	To			
Reason for Leaving:				

GAPS IN EMPLOYMENT

State details, in chronological order, of all gaps in employment (give months and years)

Dates:		Reason	How Time was Spent
From	To		
Reason for Change:			

Dates:		Reason	How Time was Spent
From	To		
Reason for Change:			

Dates:		Reason	How Time was Spent
From	To		
Reason for Change:			

Dates:		Reason	How Time was Spent
From	To		
Reason for Change:			

Dates:		Reason	How Time was Spent
From	To		
Reason for Change:			

Dates:		Reason	How Time was Spent
From	To		
Reason for Change:			

EDUCATION AND TRAINING

Secondary Education

Dates:		School	Subjects Studied GCSE and A Level	Grade / Award
From	To			

Further Education

Dates:		University / College	Course and Subjects Studied	Grade / Award
From	To			

Dates:		University / College	Course and Subjects Studied	Grade / Award
From	To			

Dates:		University / College	Course and Subjects Studied	Grade / Award
From	To			

REFERENCES

Provide the name, occupation, postal address (including post code), telephone and email address for two referees. At least one referee must be a current or most recent employer. References from relatives of applicants are not acceptable. If you are not currently working with children, but have done so in the past, one reference must be from the employer for whom you worked with children.

Please note that any previous employer may be approached for a reference, all referee will be asked questions about your suitability to work with children and references will be followed up by telephone.

References are taken up before interview. Tick the box if you do not wish this to occur.

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Referee 1

Name:

Telephone No:

Address:

Position:

How is this person known to you?

Email Address:

Referee 2

Name:

Telephone No:

Address:

Position:

How is this person known to you?

Email Address:

MISCELLANEOUS

Other Activities / Interests

Any Further Information (include any details you may consider relevant or of interest to this application)

OVERSEAS CHECKS

If you have lived or worked abroad, state the dates and countries, in months and years. If more than 5 years, or if you have lived or worked abroad during the last 5 years, a Police Certificate of Good Conduct from the countries will need to be submitted.

SANCTIONS RESTRICTIONS AND PROHIBITIONS

YES

NO

Are you, or have you ever been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area* country?

Are you, or have you ever been, the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country?

Are you, or have you ever been, the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?

Are you, or have you ever been, the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008?

Are you, or have you ever been, the subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children?

If answering "Yes" to any of the questions above please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

CRIMINAL RECORD

An offer of employment is conditional upon Durston House receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the school considers to be satisfactory. It is unlawful for Durston House to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Durston House.

Durston House is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. The amendments to the Exceptions Order 1975 (2013) 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 Disclosure and Barring Service website. A candidate is not required to disclose a caution or conviction for an offence committed in the UK if it has been filtered in accordance with the DBS filtering rules. If a candidate has a criminal record, this will not automatically debar him/her from employment. Instead, each case will be assessed fairly in accordance with the school's Safer Recruitment, Selection and Vetting Policy.

It is a condition of your application that you answer the questions below:	YES	NO
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or another country?		
Is there any relevant court action pending against you?		
If answering "YES" to either of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.		

DISABILITY

Durston House recognises the requirements of the Equality Act 2010 to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. Please indicate here if any adjustments are required to enable you to take part in the recruitment process.

DATA PROTECTION

The information that you have provided on this form will be used to process your application for employment and held for the duration of your employment with the school. If your application is unsuccessful your information will be held for six months and then destroyed (shredded). The personal information that you have provided will be stored and used in accordance with the School's Privacy Notice which can be found on the website www.durstonhouse.org

By signing this application form you confirm that you understand and accept that the school have a need to handle your sensitive data.

DECLARATION AND SIGNATURE

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- I understand that providing false information is an offence which could result in my application being rejected or, if the false information comes to light after my appointment, result in summary dismissal and may amount to a criminal offence.
- I consent to Durston House processing the information given on this form, including any special category information, as may be necessary during the recruitment and selection process.
- I consent to Durston House making direct contact with the people specified as my referees to verify the reference.

Signed Date:

Where this application form is submitted electronically and without signature, its receipt by the school is deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

PAGE LEFT INTENTIONALLY BLANK FOR CONTINUATION OF EMPLOYMENT HISTORY OR OTHER
SUPPORTING NOTES