



Slough and East Berkshire
C of E Multi Academy Trust

POST TITLE:		CLOSING DATE:	
NON-TEACHING APPLICATION FORM			
<i>Please complete this form and return by e-mail recruitment@sebmat.com or by post to: Trust HR Manager, c/o Lynch Hill Enterprise Academy, Stoke Road, Slough, Berkshire, SL2 5AY. Please use blue or black ink.</i>			
Surname		Other Names	
Previous Surnames		Preferred Title (eg Mr, Miss, Mrs, Ms)	
Home Address		Home Telephone	
Postcode		Mobile Telephone	
Email Address		Work Telephone (if it is convenient for contacting you)	
		N.I. Number	
Do you need a certificate of sponsorship?		Yes ☐	No ☐
Do you hold a full current driving licence?		Yes ☐	No ☐
Do you have the daily use of a car?		Yes ☐	No ☐
Have you previously sought employment with SEBMAT?		Yes ☐	No ☐
If YES, please give details			
PRESENT EMPLOYMENT			
<i>(if currently unemployed please give details of last employer and date of leaving)</i>			
Name, address and telephone number			
Date of commencement		Job Title	
Please give a brief description of your duties			
Present basic salary		Notice required	
Additional payments or benefits			



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If last employer please state reason for leaving and leave date

EMPLOYMENT HISTORY

*Please list your work experience since leaving full time education. Start with the most recent employer
Please use separate sheet if necessary.*

Dates DD/MM/YY		Employer's Name & Address	Job Title Brief summary of duties and reason for leaving
From	To		

Voluntary/Unpaid Activities

From	To	Position	Brief details of duties

Periods when not employed

Please provide details of periods of unemployment and reasons for these

From	To	Reason

SECONDARY EDUCATION

(you may be asked to produce certificates)

From	To	Name & Address of School	Examinations Passed		
			Awarding body	Qualification	Grade



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FURTHER EDUCATION

(you will be asked to produce certificates)

Dates From	To	Name & Address of College or University	Examinations Passed		
			Awarding Body	Qualification	Grade

Other Qualifications held including vocational qualifications

Dates Awarded

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Are you a member of a professional body? Yes ☐ No ☐
If yes, please specify

What are your general interests?

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not 'protected' as defined by the Ministry of Justice?

☐ Yes

☐ No

If yes, please provide details in a separate, sealed envelope

Disclosure of non-protected convictions will not necessarily be a bar to employment but failure to disclose this information could result in dismissal if subsequently discovered.

People with disabilities, please note - People with disabilities are guaranteed an interview if they meet all of the essential requirements of the person specification. If you consider yourself to have a disability to be taken into account during the recruitment and selection process, please explain what assistance you would like to receive:

Would you require any type of adjustments to working arrangements or the work environment to assist you in overcoming any disadvantage or disability?

Yes ☐ No ☐

If yes, please give details



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REFERENCES

Please give the names and addresses of two referees, one of which **MUST** be your present or last employer or Head Teacher/tutor if a school or college leaver. If your work does not currently involve working with children however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children.

Current Employer Referee:

Second referee:

Telephone Number

Telephone number

Email address

Email address

Relationship to you

Relationship to you

Please be advised that references will be requested as a result of shortlisting.

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I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

I acknowledge and agree that the school will use my personal data for the purposes of processing and assessing my application for employment. The information I have provided will be used in accordance with the General Data Protection Regulations (GDPR).

Signed:

Date:



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PERSONAL STATEMENT

Please give your reasons for applying for this position. Outline the skills, experience and personal qualities that are relevant to your suitability for the advertised post, and how you meet the person specification: