

**NORLAND PLACE SCHOOL**

**APPLICATION FORM**

**(NON-TEACHING POST)**

*Please complete and return to:*

**The Bursar**

**Norland Place School**

**162-166 Holland Park Avenue**

**London, W11 4UH**

[**hr@norlandplace.com**](mailto:hr@norlandplace.com)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CONFIDENTIAL APPLICATION FOR A NON-TEACHING POST** | | | | | | | |
| * *Please complete all sections, in black ink* * *Just a curriculum vitae will not be accepted* | | | | | | | |
| *Please return to:* The Bursar, Norland Place School, 162-166 Holland Park Avenue, London W11 4UH | | | | | | | |
| **Position applied for:** | | | | | **Full time / Part time** | | |
| Where did you hear about this position? *(Please tick)* | **TES** | **eTeach** | **ISBA** | **IAPS** | | **Other** *(please state)* |

**1. Personal Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title: | | Surname: | | | | | |
| Forenames (in full): | | | | | | | Known as: |
| Current  Home  Address: |  | | | | | | |
|  | | | | | | |
|  | | | | | | Postcode: |
|  | | | | | | | |
| Mobile no: | | | | Home no: | | | |
| Email: | | | | | | | |
|  | | | | | | | |
| Former Name(s) (if applicable): | | | | | | | |
| National Insurance Number: | | | | | | | |
|  | | | | | | | |
| Do you require a work permit? | | | Yes □ | | No □ |  | |
|  | | |  | |  |  | |
| *If you do require a work permit, please give current status:* | | | | | | | |

**2. Education / Training & Qualifications** Please state in chronological order.

*Applicants invited for interview will be asked to bring original certificates to verify their qualifications.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **(a) Secondary Education** | | | | | | |
| Dates  (mm/yyyy) | | Name of School(s) | | | | |
| From | To |
|  |  |  | | | | |
| **Qualifications / Examinations passed:** | | | | | | |
| Name of Qualification / Examination | | | Subjects & Grades | | Awarding Body | Date Obtained |
|  | | |  | |  |  |
| **(b) Further/Higher Education** | | | | | | |
| Dates  (mm/yyyy) | | Name of College / University | | | | Full-time or Part-time |
| From | To |
|  |  |  | | | |  |
| **Qualifications / Examinations passed:** | | | | | | |
| Name of Qualification / Examination | | | | Main Subjects | Subsidiary Subjects | Date Obtained |
| Hons / Ordinary *(Delete as applicable)*  Class \_\_\_\_\_\_\_\_\_\_\_\_ Div \_\_\_\_\_\_\_\_\_\_ | | | |  |  |  |
| **(c)** If any course you have taken has been extended beyond the normal period, state reason and period of extension  (continue on a separate sheet if necessary): | | | | | | |
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**3. Current Employment**

Full details required. *Please note:* *relevant contact details must be included.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date commenced | | | Name & Address of employer | Position Held  State if full-time or part-time | Main areas of responsibility | Salary  Please state any allowances | Reason for leaving  (continue on a separate  sheet if necessary) |
| D | M | Y |
|  |  |  |  |  |  |  |  |

Please continue on a separate sheet if necessary.

**4. Previous Employment**

Please put most recent job first. Any dismissal or redundancy must be clearly stated. *Please note:* relevant contact details must be included. Continue on a separate sheet where necessary.

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| --- | --- | --- | --- | --- | --- | --- |
| Dates  (dd/mm/yyyy) | | Name, Address & Telephone No. of employer | Position Held  State whether full-time or part-time | Main areas of responsibility | Salary  Please state any allowances | Reason for leaving |
| From | To |
|  |  |  |  |  |  |  |

**5.** **Gaps in Employment Details**

Please indicate and explain any gaps in employment, including specific dates since first leaving secondary education, using a separate sheet where necessary.

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| --- | --- | --- |
| Date from | Date to | Reason for gap |
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**6. Other Experience**

Please state other experience, voluntary or paid, full-time or part-time (if part-time, please state percentage of the week). All experience is valued and should be fully recorded.

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| --- | --- | --- | --- | --- |
| Dates  (dd/mm/yyyy) | | Position held (if any) | Employer or Organisation | Nature and brief summary of experience / explanation of gaps in employment |
| From | To |
|  |  |  |  |  |

**7. Other Training**

Please highlight training that you have undertaken which is relevant to the post for which you are applying.

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| --- | --- | --- | --- |
| Course Name | Course Provider | Duration | Date(s) |
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**8. Membership of Professional Associations** (if applicable to the post for which you are applying)

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| --- | --- |
| Organisation Name | Level of membership / Role / Registration No. (if applicable) |
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**9. Skills, Abilities, Knowledge and Experience**

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the person specification. You should refer to these and any other details provided when completing this section. You should also outline personal achievements, whether in paid employment of elsewhere, to demonstrate personal qualities. Please continue on a separate sheet if necessary.

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**10. Interests & Hobbies**

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**11.** **References**

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| Please state below details of two referees (family members, ex / current partners & close friends are not acceptable referees).  **Reference 1** – Your first referee must be your present or last employer, if currently or previously employed.  **Reference 2** – Your second referee would normally be another employer or a university or college tutor or a voluntary organisation. Second referees may also be people of professional standing in the community. | | | | | | | | |
| If you were known to your referee under another name, please state name: | | | | | | | | |
| **Reference 1**  **Name:** |  | | **Reference 2**  **Name:** | |  | | | |
| Position: |  | | Position: | |  | | | |
| Organisation: |  | | Organisation: | |  | | | |
| Address: |  | | Address: | |  | | | |
|  |  | |  | |  | | | |
|  |  | |  | |  | | | |
| e-mail: |  | | e-mail: | |  | | | |
| Tel: |  | | Tel: | |  | | | |
| Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.  Due to safeguarding requirements, references should be obtained prior to interviews for shortlisted candidates, to assist with assessing candidates’ suitability to work with children. Referees will be asked about disciplinary offences relating to children, including any in which the penalty is ‘time expired’ (that is, where a warning could no longer be taken into account in any new disciplinary hearing, for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  Please confirm below whether or not referees may be contacted prior to interview, should you be shortlisted. | | | | | | | | |
| Referee 1 may be contacted prior to interview | | | | Referee 2 may be contacted prior to interview | | | | |
| Yes □ | | No □ | | Yes □ | | | No □ | |
| Are you related to any employee or member of the Board of Norland Place School? | | | | | | Yes □ | | No □ |
| If YES, give their name, position and relationship: | | | | | | | | |

**12. Social Media**

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| Please list any social media accounts you have: | | |
| Do you agree to us conducting an online search on you and your social media accounts? | Yes □ | No □ |

**13. The Rehabilitation of Offenders Act 1974**

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| Under the above Act most criminal convictions may be regarded as spent after a defined period and need not then be disclosed for employment purposes. However, jobs that involve work with either children or vulnerable adults are exempt from these provisions.  This means that, for all school based posts, applicants are required to declare any criminal convictions including cautions, bind-overs, including those regarded as ‘spent’ or ‘no case to answer’. If appointed, further vetting will normally involve child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Scheme (DBS). | | |
| Do you have any criminal convictions (‘spent’ or otherwise) to declare? (including cautions, bind-overs or ‘no case to answer’). | Yes □ | No □ |
| Have you ever been disqualified from work with children, or subject to employment restrictions or sanctions imposed by a regulatory body (e.g. DFE, List 99)? | Yes □ | No □ |
| If YES, please state details below or provide with your application in a sealed envelope marked ‘Private and Confidential’, ‘For the Attention of the Headmaster’. | | |

**14. Availability**

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| --- | --- |
| Please state any dates and/or time when you are not available for interview: | |
| How much notice are you required to give? | When are you available to start work? |

**15. Date of Birth**

Applicants invited for interview will be asked to bring a passport, or similar photographic ID, for verification purposes

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| --- | --- |
| To assist with identity and vetting requirements, please provide your date of birth: |  |

**16. Data Protection Act 1998**

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| Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and for no other purpose. |

**17. General Notes**

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| 1. Any form of canvassing will disqualify the candidate. 2. False or misleading information will disqualify an application or, if appointed, render an applicant liable to dismissal without notice. It may also lead to possible referral to the police. 3. Please return this form by the closing date to ensure consideration. |

**18. Declaration**

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| --- |
| I declare that to the best of my knowledge the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from appointment or, if appointed, dismissed without notice.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |