



NON-TEACHING APPLICATION FORM

Post Applied For:

PERSONAL DETAILS:

Surname: (Mr/Mrs/Ms/Miss)	First Name:	
Former Surnames (if applicable):	Date of Birth:	
Current Address:	National Insurance No:	
	Tel. (Home):	
	Tel. (Work):	
	Mobile:	
Postcode:	Email address:	
Previous addresses in past 5 years	Dates	
	From	To
DFE Reference number: (if applicable)		
Do you have the Right to Work in the UK?	Yes/No	



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EDUCATION & PROFESSIONAL QUALIFICATIONS and TRAINING:
 (ORIGINAL DOCUMENTS AS PROOF OF QUALIFICATION WILL BE REQUIRED AT INTERVIEW)

Secondary 16+		
<i>(GCSE/O-level grades are not required from applicants for teaching posts)</i>		
Dates	School or College	Subject and Grades
Higher Education		
Dates	University or College	Subject (s) and grades /degree class
Further Postgraduate Qualifications (including PGCE)		
Dates	University or College	Subject (s) and grades /degree class



Membership of Professional Organisations and other expertise/experience in Education

Professional Development and Training

Please give details of any relevant training/courses you have undertaken in the last three years.

Date	Course Title or Description	Course Provider



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PREVIOUS EMPLOYMENT:

Please include any periods of part-time or voluntary work with start and end dates, and give an explanation for any periods not in employment, education or training (most recent first).

Please be aware that, before interview, we may approach previous employers for information to verify particular experience or qualifications.

Name & Address of Employers	Position held	Dates		Responsibilities	Reason for leaving
		From	To		



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PERSONAL STATEMENT:

Please say why you are applying for this post, outline aspects of your experience and give details of any particular achievements or distinctions which you consider relevant to this application. You may, if you prefer, replace this section with a separate handwritten letter of application.

CAREER SATISFACTION:

What have you most enjoyed about your career to date?



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OTHER INFORMATION:

Where did you see this vacancy advertised?

Please use this space to tell us about interests and activities outside work, interesting or formative experiences you may have had in the UK or abroad and any details of your personal life which you would want the Head to know.

Are there any other comments that you would like to make about yourself or your application?

Do you hold a current driving licence? YES / NO

Do you own a car? YES / NO

Please give details of any family or other close relationship to existing Pennthorpe employees or employers (including Governors). If no such relationships exist please state NONE

DISABILITY DISCRIMINATION ACT 1995

Are there any adjustments which you think we should make to assist you in attending an interview? If Yes, please provide details (Use a continuation sheet if necessary)



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REFERENCES:

Names and addresses of two referees, one of whom should be your current or most recent employer:

Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. Please be aware that if you are currently working with children, on either a paid or voluntary basis, your current employer will be asked by us about disciplinary offences relating to children, including any for 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 you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about these same issues.

Name: Address: Postcode: Tel No: Email Address:	Name: Address: Postcode: Tel No: Email Address:
Occupation:	Occupation:
Relationship to applicant:	Relationship to applicant:

Please indicate if we may contact them prior to interview YES / NO
If you have answered no, please give reasons.



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DECLARATION:

- I confirm that this information is, to the best of my knowledge, true and complete.
- I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question.
- I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. I have not been disqualified from working with children, am not named on DfE List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and either (please delete as appropriate) I have no convictions, cautions or bind-overs or I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

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. <https://www.gov.uk/government/organisations/ministry-of-justice>

- I understand that, if successful, I shall be subject to enhanced clearance through the Disclosure and Barring Service (DBS).
- I understand that Pennthorpe School is authorised to obtain references on short listed candidates and may approach current and previous employers for information to verify particular experience or qualifications before interview.
- I understand that if I am currently working with children on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including anywhere the penalty is time expired (that is, where a warning could no longer be taken into account in any new disciplinary hearing, for example), also whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children, I understand that my previous employer will be asked about those issues.
- I understand that providing false information is an offence and could result in my application being rejected, or in summary dismissal if I have been selected; also in possible referral to the police.
- I agree that the organisation may use the information contained on this form for the purpose of processing my job application and for any other legitimate purpose of the business. I release the school and my referees from any liability caused by giving and receiving information.
- I understand that any offer of employment made by the school will be conditional on verification of medical fitness and of my right to work in the UK.



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Signed:

Date:

Print Name:

Data Protection Act 1998

The use of information provided on this form will comply with the requirements of the above Act. It may be processed by computer and is required for operational, managerial information and associated purposes relevant to the maintenance of the Department's systems. Such data may also be used to produce depersonalised statistics.

Pennthorpe School is a 'registered body' under the Police Act 1997 because employment here involves access to children under the age of eighteen. The post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. You will need to apply for a new disclosure, even if you already hold one. Former members of staff who re-join us also require fresh disclosures unless less than six months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of six months or more during the past five years, you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Pennthorpe School is an equal opportunities employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the school.

Thank you for completing this application. Please return to:

**THE HEADMISTRESS
PENNTHORPE SCHOOL
CHURCH STREET
RUDGWICK
WEST SUSSEX.
RH12 3HJ**

or email to Tilly Strong, PA to the Headmistress & Assistant Registrar: headspa@pennthorpe.com

Pennthorpe School