

# Marlow Education Trust

## Non-Teaching APPLICATION FORM

PLEASE COMPLETE USING BLACK INK OR TYPE

<b>APPLICATION FOR THE POST OF:</b>	
<b>SCHOOL:</b>	<b>JOB REF. NO:</b> (where available)
<b>SURNAME:</b>	<b>FORENAME(S):</b>
<b>TITLE:</b>	Please give details of any previous surnames:
<b>ADDRESS FOR CORRESPONDENCE:</b>	<b>TELEPHONE NUMBERS</b>
	<b>HOME:</b>
<b>POSTCODE:</b>	<b>WORK:</b> May we contact you at work? Yes/No
<b>E-MAIL ADDRESS:</b>	<b>MOBILE:</b>
	<b>NATIONAL INSURANCE NUMBER:</b>

### Employment History

<b>PRESENT OR MOST RECENT EMPLOYMENT</b>	
<b>Name &amp; address of employer:</b>	<b>Job title and summary of main duties:</b>
<b>Nature of business:</b>	<b>Are you still currently employed by this organisation?:</b>
<b>Date of appointment:</b> dd/mm/yyyy	<b>Salary Scale and Current Salary:</b>
<b>Date and reasons for leaving (If applicable):</b>	<b>Notice required:</b>

<b>PREVIOUS EMPLOYMENT</b>				
Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.				
Employer's name and address	From month / year	To month / year	Job title and summary of main duties	Reasons for leaving
Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.				

## Qualifications and training

### EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

School, College, University	Examination, course (with dates)	From	To	Result/Qualifications gained

### INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Duration	Dates

## References

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a consecutive five year period. It is the normal practice for references to be obtained before any formal interview.

If you were known to either of your referees by another name please give details:

<p><b>1<sup>st</sup> Referee</b>      <b>If this is your current employer please confirm that we can contact before interview. Yes/No</b></p> <p><b>Name:</b> _____</p> <p><b>Position:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>E-mail address:</b> _____</p> <p><b>Tel:</b> _____</p>	<p><b>2<sup>nd</sup> Referee.</b></p> <p><b>Name:</b> _____</p> <p><b>Position:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>E-mail address:</b> _____</p> <p><b>Tel:</b> _____</p>
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In what capacity does the above know you?

In what capacity does the above know you?

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### Achievements, personal qualities and skills

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Please use this section to say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess whether you are the right person for the job. Make sure you read the job description and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life, to show how you meet what we are looking for.

Please continue, if necessary, on a further sheet, which must be attached securely to this form.

## Additional Information

1. To comply with Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide that proof as part of any selection process.	Yes/No
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations?  If so, please give details:	Yes/No
3. Do you hold a full current driving licence?	Yes/No
4. Are you able to travel to different locations across the County?	Yes/No
5. Have you ever been subject to any disciplinary action by your employer or professional body?  If yes, please give details	Yes/No
6. Are you a relative or partner of any Trust employee and/or school governor?  If yes, please state name of person and relationship:	Yes/No
7. If you have a disability, please let us know of any special arrangements you may need to make if you are short listed for interview:	
8. Where did you see the advertisement for this post? Please circle or delete as appropriate:  Job website - social media - TES - School website - other (please give details)	

## Declaration

I agree that any offer of employment with Marlow Education Trust is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), Marlow Education Trust will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information will be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-Trust employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.

The Trust is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see our [Privacy Policy](#).

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Trust.

**Signed:** \_\_\_\_\_ **Date:**    /    /

Applications should be sent directly to the recruiting school, unless otherwise stated in the advert.

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

Please complete the recruitment monitoring form. Application form updated November 2021.

# Recruitment Monitoring

Marlow Education Trust is committed to equality of opportunity for all.

The information you give is confidential and is used for monitoring purposes only. It is not provided to the hiring manager.

**Application for the post of:**

**Job reference no:**

**Full name:**

**I identify my gender as** (please select as appropriate)

Male/Female/Trans/Prefer not to say

Please select

**Date of birth:** dd/mm/yyyy


**Religion**

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

Buddhist  
Christian  
Hindu  
Jewish  
Muslim  
Sikh  
No religion  
Other  
Prefer not to say

**How would you describe yourself?**

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

White British   
White Irish   
White Other   
White and Black Caribbean   
White and Black African   
White and Asian   
Gypsy or Irish Traveller   
Mixed Other   
Indian   
Pakistani   
Bangladeshi   
Asian Other   
Black Caribbean   
Black African   
Black Other   
Chinese   
Chinese Other   
Other Ethnic Group   
Prefer not to say