**NON-TEACHING APPLICATION FORM**

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| **Position Applied for:** |  |

*The English College and ISP are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.*

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| **1. Personal / Contact Information** | | | |
| **First Name:** |  | **Surname:** |  |
| **Title:** |  | **Marital Status:** |  |
| **Previous Name:** |  | **Date of Birth:** |  |
| **Languages Spoken:** |  | **Passport Held:** |  |
| **Number of dependent children:** |  | **Age(s) of dependent children:** |  |
| **Address:** |  | | |
| **Country of Residence:** |  | | |
| **Contact Number:** |  | **Email Address:** |  |
| **Where did you see/hear about this vacancy?** |  | | |

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| **2. Employment History** | | | |
| Please provide details of your full employment history in date order, starting with the most recent first. You must list all employment, career breaks, periods of unemployment, education and voluntary work since leaving secondary education - without any gaps. | | | |
| **Company / Organisation Name:** | **Job Title** | **Reason for Leaving** | **Employment Dates (from - to)** |
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| **3. Education / Qualifications** | | | |
| Please enter all qualifications you have taken from GCSE (or equivalent) onwards. If you are currently working towards a qualification please enter the details. Note that if you are shortlisted for interview you will be required to provide proof of qualifications to the interview. | | | |
| **Name & Location of school / college / university** | **Dates attended (from - to)** | **Qualification** | **Results / Grade** |
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| **4. Training Courses** | | | |
| Please provide details of any relevant training courses attended. | | | |
| **Course Title** | **Dates attended (from - to)** | **Qualification** | **Results / Grade** |
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| **5. Supporting Statement** |
| Please demonstrate how your qualifications, skills and experience meet the criteria for this role. |
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| **6. References** | | | | | |
| Please provide the names of two referees who can provide professional references. The first must be your current or most recent employer. The person must hold a managerial position and someone you have reported into in the organisation - we will not accept references from anyone who has not been your supervisor.  All references must come from a professional email address - we will not accept references from gmail or outlook accounts. | | | | | |
| **Reference 1** | | | | | |
| **Referee Name:** |  | | **Job Title:** | |  |
| **Organisation name & Address:** |  | | **Referee Relationship to you:** | |  |
| **Contact Number:** |  | | **Email Address:** | |  |
| **Can this referee be contacted prior to interview?** | | **YES** | | **NO** | |
| **Reference 2** | | | | | |
| **Referee Name:** |  | | **Job Title:** | |  |
| **Organisation name & Address:** |  | | **Referee Relationship to you:** | |  |
| **Contact Number:** |  | | **Email Address:** | |  |
| **Can this referee be contacted prior to interview?** | | **YES** | | **NO** | |

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| **7. Declaration** | | | |
| I declare that to the best of my knowledge and belief, the information I have provided on this application form is true and accurate. I understand that if the information is false or misleading it will disqualify me from appointment or after appointment could lead to disciplinary or dismissal.  I acknowledge that where this form is submitted electronically without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration. | | | |
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| **Candidate Name:** |  | **Signature:** |  |
| **Date:** |  |