



**NORTON COLLEGE**

**APPLICATION FORM – NON-TEACHING APPOINTMENT**

<b>Post applying for:</b>	<b>Closing date:</b>
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Please complete this application form and return it to [ls@nortoncollege.net](mailto:ls@nortoncollege.net) , or post to **Lynne Stokoe, Norton College, Langton Road, Norton, Malton, N Yorks., YO17 9PT**

**Personal Details** (Please type, or if written, use black ink)

<b>First Names:</b>	<b>Surname:</b>
<b>Address:</b>	<b>Title:</b>
	<b>National Insurance No:</b>
	<b>Home phone No:</b>
	<b>Mobile phone No:</b>
<b>Postcode:</b>	<b>Email address:</b>

**Current Post / Most Recent Employment**

<b>Title of Post:</b>	
<b>Name &amp; Address of Employer:</b>	
<b>Date of appointment:</b> .....	<b>Reason for leaving:</b>
<b>Current Salary:</b> .....	

**Career Details:** *(Starting with the most recent position prior to current post)*

Start date	End Date	Position held and nature of work/activity

Please continue onto an additional sheet if necessary.

**Education**

Please give details of all education from secondary school level.

Secondary School/College of Further Education	Dates		Qualifications: GCE/GCSE, A Levels/BTEC etc.	Date
	From	To		
College of Higher Education/University			Degree or Certificate Degree -please include classification	Date

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**Education (cont.)**

Other qualifications (full details)	Dates			Date
	From:	To:		

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please read the job description and person specification carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training. Please state what qualities you are able to bring to the post, highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on no more than two additional A4 sheets)

## **REFERENCES**

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee **MUST** be from your current or most recent employer OR if in school, college or just completed education, one referee must be from school/college.

As the post you are applying for requires an enhanced Disclosure & Barring Service check, we will take up these references prior to interview.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Phone No:	Phone No:
Email:	Email:
Job Title:	Job Title:
Are we able to contact this referee if you are selected for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are we able to contact this referee if you are selected for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

### **Criminal Convictions**

This post is exempt from the Rehabilitation Offenders Act (1974). You are, therefore, required to provide details of any spent convictions, cautions, reprimands and final warnings you may have, in addition to any unspent convictions or criminal proceedings pending against you.

Please state if you have any spent or unspent convictions: Yes  No

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked 'Private and Confidential – For Addressee Only' in the top right hand corner and the words 'Conviction Information' marked below and marked for the attention of The Headteacher.

Equal Opportunities

Applicants will not be unfairly discriminated against on the grounds of their sex, marital status, disability, race, nationality or ethnic origin, sexuality or age. To ensure the effectiveness of the policy and to assist in its development, please could you complete the following. All answers will be treated in the strictest confidence.

Are you: male  female

How would you describe your ethnic origin? \_\_\_\_\_

Are you disabled? Yes  No

For Disabled Candidates only:

To help recruiters decide whether a reasonable adjustment will be required, please answer the following:

Does your impairment prevent you from carrying out any duties of the post? Yes  No

If yes, you are still encouraged to apply as we may be able to make changes to accommodate a suitable candidate. It would be helpful if you could give details of any potential difficulties:

If called for interview, does your impairment require us to make any particular arrangements?

Yes  No

If yes, please give details. Please also give details of how any problems may be overcome. If you do not provide this information at this stage there is no guarantee that we can meet your needs on the day.

Data Protection Act

The information detailed in this application form will be used in the College's Recruitment and Selection Process. It will also be used to monitor the effectiveness of the College's policies and practices, and in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, personal details contained in your application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties: Local Government Authorities, Central Government Authorities, Law Enforcement Authorities, Organisations that handle or investigate the proper use of public funds,

Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed.

Declaration

I consent to Norton College recording and processing the information detailed in this application form. I understand that the information may be used by the College in pursuance of its business purposes and my consent is conditional upon Norton College complying with their obligations under the Data Protection Act 1998.

I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_