

**APPLICATION FORM - NON TEACHING STAFF**

**(Please complete using black ink or type)**

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| **Post you are applying for:** |  |

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| **PERSONAL DETAILS** | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames (Please list all previous surnames)** |  |

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| **CONTACT DETAILS** | |
| **Address (inc postcode)** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

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| ***If you are shortlisted for the post, you will need to complete a Self-Disclosure form and bring it with you to the interview in a sealed envelope marked private and confidential.***  ***The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate*** |

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| **DISCLOSURE AND BARRING AND RECRUITMENT CHECKS** |
| Aylesbury High School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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 and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](https://www.gov.uk/government/organisations/ministry-of-justice)  For posts in regulated activity, the DBS check will include a barred list check.  **It is an offence to seek employment in regulated activity if you are on a barred list.**  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Aylesbury High School’s privacy notice.  **Do you have a DBS certificate?:** Yes/No Date of check:  If you have lived or worked outside of the UK for 3 months or more in the last 5 years, Aylesbury High School may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** Yes/No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  We will not ask for any criminal records information until we have received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis.  Please refer to the Staff Code of Conduct & The Child Protection and Safeguarding Policy both of which are available on the website<https://www.ahs.bucks.sch.uk/about-the-school/statutory-info/> |

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| **RIGHT TO WORK IN THE UK** |
| Aylesbury High School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. |

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| **EMPLOYMENT HISTORY** - Please start with your current or most recent job. Please provide all job information since leaving school and also include any periods where you have not worked. Any gaps in your history will be discussed should you be called for an interview. | | | |
| START DATE  (month & year) | END DATE  (month & year) | Employers’ Details | Reason for leaving |
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Should you run out of space, please continue on the back of the application form

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| **EDUCATION AND QUALIFICATIONS** | | | |
| Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications if appropriate | | | |
| **Dates attended**  **(month and year)** | | **Name of school/college** | **Qualifications gained** |
| **Start date** | **Finish date** |  |  |
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| **TRAINING** | | | |
| Please give details of training undertaken in the last 3 years that are relevant to your application | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained (if appropriate)** |
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Please give the names of 2 people who are able to comment on your suitability for this post. One ***must*** be your current or last employer. If you have not previously been employed, please provide details of another suitable referee.

Aylesbury High School reserves the right to seek any additional references we deem appropriate. Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.

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| **REFERENCES - It is usual in education to seek references prior to being interviewed.** | | | | |
| Name | Relationship to you | Is this your current employer? | Email address | Contact number |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| **Referee 1: If this is your current employer, please confirm whether we can contact them before interview**  **Referee 2: Please confirm whether we can contact this referee before your interview.** | | | | **Yes/No**  **Yes/No** |

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| **DISABILITY & ACCESSIBILITY** |
| Aylesbury High School has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

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| **DATA PROTECTION NOTICE** |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   Please refer to the Data Protection & Confidentiality Policy on our website |

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| **DECLARATION** |
| I confirm that the information given in this application and any attachments is factually correct and complete.  Signed:  Print name:  Date: |

**Applications will only be accepted if they are completed in full.**

Please either return the form by posting to:

Mr Giles Scoble  
Headteacher  
Aylesbury High School  
Walton Road  
Aylesbury  
Bucks   
HP21 7SX

Or by email to: The Headteacher’s PA, at [Secretary@ahs.bucks.sch.uk](mailto:Secretary@ahs.bucks.sch.uk)

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM**

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| **RECRUITMENT MONITORING** |
| We are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.  This information **will not** be used during the selection process. It will be used for monitoring purposes only.  **Aylesbury High School 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 person who is recruiting you.** |

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| Application for the post of: |
| Full name: |
| I identify my gender as (please select as appropriate) Male/Female/Trans/Prefer not to say |
| Date of birth: |
| Do you consider yourself to have a long-term disability, or physical or mental impairment? Yes/No/Prefer not to say |

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| **RELIGION - THESE CATEGORIES OF RELIGION WERE USED IN THE 2001 CENSUS.** | |
| Buddhist  Christian  Hindu  Jewish | Muslim  Sikh  No other religion  Prefer not to say |

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