



**PATE'S GRAMMAR SCHOOL FOUNDATION &
THE RICHARD PATE SCHOOL ("the School")**

NON TEACHING APPLICATION FORM

***Please use black ink** so that it can be photocopied. You may attach additional sheets whenever necessary, if you do so please put your name and the job reference at the top.*

POSITION APPLIED FOR: School Cleaner

CLOSING DATE: 18 November 2021

➤ 1. PERSONAL DETAILS

Title:	Forename(s):	Surname:
Address:		Former name (including Maiden name)
Postcode:		Preferred name:
Contact details: Home telephone: Mobile:..... Work telephone: Email:		

Are you a current employee of Pate's Foundation/Richard Pate School? YES / NO
Do you have a current driving licence allowing you to drive in the UK? YES / NO
Do you have access to your own means of transport? YES / NO

➤ 2. PREVIOUS EMPLOYMENT

Employer's Name:		Department/Section:	
Address:			
Job Held:		Salary:	Grade:
Date Started:	Are you still employed? YES / NO		
If YES amount of notice required:		If NO, the date employment ended:	
Please give a brief description of the main duties of your job:			

➤ **3. PREVIOUS EMPLOYMENT**

Dates	Name & Address of Employer	Job Title	Reason for Leaving

➤ **4. EDUCATION/QUALIFICATIONS**

Please provide details of all academic and vocational qualifications:

Dates	Name(s) & Address(es) of Secondary School/College/University or other	Qualifications obtained and Grade/Level

If there are any gaps in your employment or education history, please explain them here:

Dates of Gap	Reason

➤ **5. MEMBERSHIP OF PROFESSIONAL BODIES**

Name of Institute/Professional Body	Current Level of Membership (e.g. corporate)
<p>Please give details of your involvement with these bodies (e.g. attendance at meetings)</p>	

➤ **6. TRAINING AND DEVELOPMENT**

Please include details of any training (i.e. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up-to-date.

➤ 7. KNOWLEDGE, SKILLS AND ABILITIES

- Please provide details of relevant knowledge, skills and abilities you possess that will enable you to be effective in the role. Give examples where possible. To help you complete this section you should refer to the Person Specification and Job Specification. Remember to include relevant experience/skills you have gained outside of paid work, for example voluntary and community work.
- Completing this section is essential for us to assess your application properly.

➤ **8. GENERAL**

Please confirm if you know any existing employees, volunteer or Trustee at the School and if so, please provide full details of how you know them:

➤ **9. REFEREES**

Please provide at least two professional referees. One referee should be your current or most recent employer

Referee 1	Referee 2
Name: <i>(include title)</i> Address:	Name: <i>(include title)</i> Address:
Position held:	Position held:
Telephone No:	Telephone No:
Email:	Email:
Permission to Contact this Referee: YES / NO	Permission to Contact this Referee: YES / NO

➤ **10. DATA PROTECTION**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will pass your data is set out in the Recruitment Privacy Notice.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing this application form you consent to the processing of sensitive personal data.

11. DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar (as appropriate). If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar (as appropriate) for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure & Barring Service website: www.gov.uk/dbs

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure & Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have nothing to declare	I enclose a confidential statement
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(Please delete as appropriate)

I declare that the information I have given in this Application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature:	Date:
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When completed this form should be returned to:

Mrs Lucy Cox - Bursar
The Richard Pate School
Southern Road
Cheltenham
GL53 9RP

e-mail: bursar@richardpate.co.uk

Continuation Page:

An Equal Opportunity Employer



PATE'S GRAMMAR SCHOOL FOUNDATION & THE RICHARD PATE SCHOOL ("the School")

EQUAL OPPORTUNITIES MONITORING FORM

This section of the form will be detached from your application and will be used solely for monitoring purposes. This form will be kept separately from your application.

The School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, race, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

- We welcome applications from all sections of the community.
- You are not obliged to complete this form, but it is helpful to the School in maintaining equal opportunities.
- All information provided will be treated in confidence and used as set out in the School's Recruitment Privacy Notice.
- Please complete the form as you feel is most appropriate to you.

POSITION APPLIED FOR: School Cleaner

How would you describe yourself?

Choose ONE section from A to E, and then tick the appropriate box

- A Asian or Asian British
 Bangladeshi
 Indian
 Pakistani
 Any other Asian background, please write in box
- B Black or Black British
 African
 Caribbean
 Any other Black background, please write in box
- C Chinese or other ethnic group
 Chinese
 Any other, please write in box
- D Mixed Heritage
 White and Asian
 White and Black African
 White and Black Caribbean
 Any other Mixed background, please write in box

