

IN NOVITATE SENSUS

# Ballard School

## Fernhill Lane, New Milton, Hampshire BH25 5SU Non-Teaching Staff APPLICATION FORM

**Please note:**

Please complete this form in black ink and print form if possible. This form can be downloaded from the school website [www.ballardschool.co.uk](http://www.ballardschool.co.uk) but must be received at school as a signed and dated hard copy. All sections must be completed fully for this application to be accepted.

Application for post: .....

How did you hear about this vacancy? .....

Full Name:      Mr/Mrs/Miss/Ms (circle appropriate)

Former names (s) if appropriate .....

Home Address: .....

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Post Code: .....

Home Tel. No: .....

Mobile No: .....

Home Email: .....

Date of Birth: .....

(This is required to ensure the correct identification of the candidate.)

**Eligibility to work in the UK**

Do you have permission to work in the UK?                      Yes      No

If no, please give details: .....

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**All Qualifications/Relevant Courses:** (Please include relevant dates and awarding institutions)  
Original copies may be required at interview. School certificates (e.g. GCSEs, A levels) need only to be listed with grades.

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**Please list any special areas of interest/hobbies:**

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**Present Employment:**

- Name of Employer .....
- Address of Employer .....
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- .....

- Please provide details of your current job description and title:  
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- Reason for leaving:  
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- Current gross salary  
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**Employment and Training History**

Please provide a full history of your career since leaving school:

(Include a reverse chronological record and all relevant dates, job titles.

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**Please explain any gaps in your employment history**

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**Please declare if you have a family or close relationship to existing employees or employers at Ballard School (including counsellors and governors). If 'none' please write 'none' but if 'yes' please explain the relationship.**

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**Referees**

**Note:** Please supply details of **two**, of which one must be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Open references or testimonials will not be accepted. Please also note that your current or recent employer will be asked about disciplinary offences relating to children (including any for which the time penalty is expired), and whether you have been subject to any child protection concerns (and if so the outcome of any enquiry or disciplinary procedure).

Name: .....

Title: .....

Contact Address: .....

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Contact Tel. No: .....

Contact email: .....

In what capacity do you know this person? .....

Name: .....

Title: .....

Contact Address: .....

.....

Contact Tel. No: .....

Contact email: .....

In what capacity do you know this person? .....

**Personal Statement**

Please provide a personal statement explaining why you are suitable for this position:

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Please give your reasons for applying for this post:

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**Disability adjustments**

Are there any adjustments that may be required to be made should you be invited for interview? If so, please state below:

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**Criminal Record**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. 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 on the Disclosure and Barring Service website.

Please declare all such convictions, cautions and bind-overs in a separate letter marked ‘confidential – disclosures’ and attach it to this form, addressed to the Bursar. Only once short-listing has taken place (in accordance with fair assessment criteria) will the self-disclosure information be considered.

Please now answer these questions with Yes or No.

- 1. Do you have any convictions, cautions and bind-overs to declare? .....
- 2. Have you been disqualified from working with children? .....

**Check list** for those invited for interview:

- 1. Please bring photo identification such as a driving licence or a passport.
- 2. Please bring original certificates for your qualification (if applicable).
- 3. If you already have a CRB/DBS disclosure, please bring the original but also note that a further DBS check will be needed. DBS (Disclosure Barring Service) has replaced CRB.

**Declaration**

I declare that the information provided in this document is true and accurate. Please note that providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been appointed, and possible referral to the Police.

In signing you are also acknowledging you have read the ‘information for prospective staff’ as well as the School’s ‘aims and objectives’ – and you are happy to support the latter should you be appointed to staff.

**Signed:** .....

**Date:** .....