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| **Application Form**  **for Non Teaching / Support Posts** |

**Kisharon Noé School is committed to protecting and safeguarding children and vulnerable adults.**

**We apply stringent safer recruitment practices.**

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| Position Applied For:       Closing Date:  Date available to commence employment: |

Please complete all sections of this form carefully in typescript or black pen, following the instructions. The information you provide is the only material used in deciding if you should be interviewed.

You must complete the first and last pages of this form in full and in your personal statement show how you meet the job requirements specified in the documentation provided. CVs will not be accepted. The declaration of criminal offences form must be completed. If you require any reasonable adjustments as part of the application or selection process please contact us.

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| PLEASE USE BLOCK CAPITALS FOR THIS SECTION Any former  Family/Surname:     Surname (if applicable): | |
| First names: | |
| Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐ Please specify: Tick as appropriate National Insurance Number: | |
| Home/Contact Address: | Term time address for 1st appointments |
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| E-mail: | Mobile: |
| Day Telephone No: | Evening Telephone No: |
| If you do not wish to be contacted at work, please tick here ☐ | |
| **Are you eligible to work in the UK** ? Yes ☐ No ☐  Are you required to have a UK work visa/permit? Yes ☐ No ☐  If so, do you have a valid visa/permit? Yes ☐ No ☐ If yes, when does it expire? dd/mm/yyyy  The Governing Body will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration Act 2020, Asylum and Nationality Act 2006.  **Once completed, please return this form to the School Office at: Office@kisharonschool.org.uk or post to Kisharon Noé School Office: 54 Parson Street, London, NW4 1TP** | |

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| **CURRENT EMPLOYMENT:** |

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| **PRESENT OR MOST RECENT POST** | | Date Appointed: MM/YYYY | Date of Leaving MM/YYYY |
| Employers’ Name ,address and type of business | Post held and brief outline of responsibilities and duties of post: | | |
| Salary/Grade £ | Name, position and email address of referee | | |
| **Reason why you are seeking to change your present post or why did you leave your previous post?** | | | |

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| **EMPLOYMENT HISTORY Please list all jobs you have had since leaving secondary school.**  **Please note – Kisharon School is required to check:**  your continuous employment history as well as any periods outside of employment. Therefore, please include a FULL chronological list, including what you were doing / where you were for any months/years not accounted for since you left full time education until the present, (e.g. raising a family, study)  If you have been employed by an agency please provide details of the agency as well as the place you worked | | | | | |
| **Employer’s name, address, email address and tel number** | **Post held and brief description of responsibilities:** | **From:**  **mm/yyyy** | **To:**  **mm/yyyy** | **Salary / Grade** | **Reason why employment ended** |
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| **VOLUNTEERING EXPERIENCE** | | | | | |
| **Employer name, address and email address and name & position of referee:** | **Post held and responsibilities:** | **From:**  **mm/yyyy** | **To:**  **mm/yyyy** | **Frequency and length of sessions (eg once a week for 2 hours, twice a month for one hour etc)** | **Reason why volunteering ended** |
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| **EDUCATION**  If you are shortlisted, evidence of all qualifications should be brought to interview. |

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| **FULL TIME EDUCATION**  **name and address:** | **From:**  **mm/yyyy** | | **To: mm/yyyy** | **EXAMINATION PASSED** |
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| **FURTHER / HIGHER EDUCATION**  **names and addresses:** | | **From: mm/yyyy** | **To:**  **mm/yyyy** | **Courses undertaken including results**  **(type and class of degree:** |
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| **OTHER PLACES OF STUDY**  **Attended in last 5 years:** | **From:**  **mm/yyyy** | | **To:**  **mm/yyyy** | **Area of study and examinations passed, with dates and indicating full or part time:** |
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| **Relevant Training/Continuous Professional Development**  **Details of training courses attended / in progress** | **From: mm/yyyy** | **To: mm/yyyy** |
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| **Membership of Professional Bodies or Institutions** |
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**SUPPLEMENTARY INFORMATION**

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| **SATISFACTORY WRITTEN EXPLANATION OF ANY GAPS IN YOUR EMPLOYMENT HISTORY**  **Please explain what you were doing/where you were for any periods of months/years not accounted for since you left full time education until present. Failure to provide a full account may lead to your application being rejected** | **From:**  **mm/yyyy** | **To:**  **mm/yyyy** |
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Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is

made to meet your needs. This could include any special requirements you may have in order to access our school to enable you to attend an interview.

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| Do you have a full current driving licence valid in the UK? Yes ☐ No ☐  Are you able to drive a mini-bus? Yes ☐ No ☐ |
| **SUPPORTING STATEMENT (Please continue on a separate sheet as required)** |
| **ABILITIES, SKILLS, KNOWLEDGE & EXPERIENCE**  **Use this section to explain in detail how you meet all of the shortlisting criteria for the job as set out in the enclosed person specification, drawing on all aspects of your education, skills and experience to date, including paid employment and unpaid work.** |

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| **REFERENCES** | |
| Please provide the names of all your referees who can verify your employment record and suitability for this post which go back the last 5 years. It is important to declare all employment over this period of time due to our safeguarding policies. **The first of these references must be from your most recent employer/current educational establishment.** If you are not currently working with children but have done so previously, one reference must be from that employer. We may ask you for further references. References are normally taken up prior to interview. We reserve the right to contact any of your previous employers. Referees should have direct knowledge of your professional capabilities and performance and first appointments must include a reference from your college/university tutor  **We cannot accept personal email addresses or references from friends or family** | |
| Name of referee:  Capacity in which known to you:  Position:  Organisation:  Address: -  Post Code: -  Telephone:  Organisation Email address: | Name of referee:  Capacity in which known to you:  Position:  Organisation:  Address:  Post Code:  Telephone:  Organisation Email address: |
| Name of referee:  Capacity in which known to you:  Position:  Organisation:  Address:  Post Code:  Telephone:  Organisation Email address: | Name of referee:  Capacity in which known to you:  Position:  Organisation:  Address:  Post Code:  Telephone:  Organisation Email address: |
| **DECLARATION** | | |
| All applicants are required to declare personal relationships with existing members of school governing bodies. Any financial interests that applicants may have in contracts with the school or pending school tenders must be declared. Canvassing school governing bodies directly or indirectly will automatically disqualify the applicant.  Are you related to any member of school governing bodies? Yes ☐ No ☐  If yes, please state their name and your relationship with them:  Name:       Relationship | | |
| I certify that, to the best of my knowledge, the information I have provided on this form, and on my completed declaration of criminal offences form, is true and accurate. I understand that any job offer made on the basis of false or misleading information in any way, may be withdrawn or my employment terminated without notice.  I confirm my consent to Kisharon School contacting any of my prior places of work (paid or unpaid e.g. volunteering) and/or education to seek references in line with our recruitment policy and safeguarding obligations: **Yes** **NO** (delete as applicable)  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **If an electronic signature is provided and the applicant is invited to interview this you will be asked to sign this application form** | | |
| **Privacy Notice:** | | |
| **With regard to the application form and accompanying relevant recruitment documents including references: For successful applicants - we will keep a copy of these documents for the duration of the candidate’s employment, and after the employment cycle is closed, in line with our Safeguarding and legal obligations. For unsuccessful candidates – these documents will be shredded before the end of a 12 month period. Please visit our website at** [**http://www.kisharon.org.uk/privacy-policy/**](http://www.kisharon.org.uk/privacy-policy/) **for a copy of our Privacy Policy.** | | |

**Thank you for your interest in the Kisharon Noé School**

### **OFFICIAL USE ONLY**

☐ Application withdrawn ☐ Post withdrawn ☐ Shortlisted ☐ Not shortlisted ☐ Appointed

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| **Declaration** of criminal offences  **for jobs involving substantial access to children  and vulnerable people which are subject to  Disclosure & Barring Service checks** |

**Your application will not be considered without completion of this form.**

# Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind Overs: jobs in schools are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. You must, therefore declare, whether spend or not, any convictions, cautions or reprimands, warnings or bind-overs and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

It is a criminal offence for barred individuals to seek or undertake work with children and vulnerable young adults.

# DECLARATION OF CRIMINAL OFFENCES

Please list all your cautions and criminal offences. Do not forget to include any pending convictions and indicate that they are pending in the column ‘Place & date of judgement(s)’. If you have no convictions please write none and sign the form.

Enter ‘**none’** if you have no convictions, cautions or criminal offences

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| Nature of offence | Details of offence(s) | Place and date  of judgement(s) | Sentence(s) |
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All information given will be treated in the strictest confidence and will be used for this job application only. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory Enhanced DBS clearance.

**I hereby certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to instant dismissal without notice.**

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| **SIGNED:**  **Please note that you will be asked to sign this application form if you are invited to an interview.** | |
| NAME: (PLEASE PRINT)       DATE: | |
| JOB APPLIED FOR: | |
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