

**Newcastle Preparatory School**

Application Form for

Non-Teaching Posts

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| **Data protection notice** |
| Throughout this form we ask for some personal data about you. We will 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   Further information on how we use your personal data can be found in our [Privacy Policy](https://www.newcastleprepschool.org.uk/privacy/). |

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| **vacancy information** | |
| Application for the post of | Finance Manager |
| What date are you available to begin a new post? |  |
| Where did you first hear about this job? |  |

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| **Disclosure and barring and recruitment checks** |
| Newcastle Preparatory 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. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  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.  We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notice. |
| **Do you have a DBS certificate?:**  Yes  No |
| **Date of check:** |
| If you’ve lived or worked outside of the UK in the last within the last 5 years, the 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, including taking up references.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  We may conduct online searches of shortlisted candidates as part of our due diligence checks.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.  A copy of Newcastle Preparatory School’s [Safeguarding and Child Protection Policy](https://www.newcastleprepschool.org.uk/files/pdf/Safeguarding-and-Child-Protection-Policy-2023--2024-(website-version)-(1).pdf) can be found on the school website. |

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| **Time spent living and/or working overseas** |
| If you have lived and/or worked outside of the UK, Newcastle Preparatory School must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We will base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you have spent in or out of the UK |

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| **right to work in the uk** |
| Newcastle Preparatory 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. |

Please complete all sections of this form using black type. Applications will only be accepted if this form is completed in full.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is viewed objectively.

All applications should be emailed to [vacancies@newcastleprep.co.uk](mailto:vacancies@newcastleprep.co.uk) with a supporting cover letter (see Section 3) by the deadline shown on the job advert.

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| **personal details** | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |
| **National Insurance number** |  |

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| **contact details** | |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

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| **disability and accessibility** | |
| Newcastle Preparatory 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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| **right to work in the uk** | |
| Do you have the right to work in the UK? |  |
| If yes, please state on what basis:  UK citizen  EU settled status  Skilled worker visa  Graduate visa  Youth mobility visa  Other – please provide full details in the box below | |
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| **Time spent living and/or working overseas** | |
| Have you spent time living and/or working outside of the UK? |  |
| If yes, please give details, including countries and relevant dates: | |
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| **relationship to Newcastle Preparatory School** | | |
| Please list any personal relationships that exist between you and any of the following members of the school community:   * Governing Board * Staff * Pupils   If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role at NPS** |
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| **sign and date** | |
| **Signature** |  |
| **Date** |  |

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| **Section 1: Employment History** |

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| **Current Employment Details** | |
| **Job Title** |  |
| **Employer Name** |  |
| **Employer Contact Details** |  |
| **Dates Employed** |  |
| **Contract Type** | Permanent/temporary  Full time/Part time (please specify) |
| **Salary** |  |
| **Description of Role and Responsibilities** |  |

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| **Previous Employment** | | | | | |
| Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them in the table below. List the most recent employment first. | | | | | |
| **Job Title** | **Name and Address of Employer** | | **Dates of Employment** | **Brief Description of Responsibilities** | **Reason for Leaving** |
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| **Employment Gaps** | | | | | |
| Please provide details of any employment gaps since leaving school, and give the reasons for the gap. | | | | | |
| **Start Date** | | **End Date** | **Reason for Employment Gap** | | |
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| **Section 2: Education and Training** |

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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. | | | |
| **Name and location of school/college/university** | **Dates Attended** | **Qualifications Gained** | **Grade, Awarding Body and Date** |
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| **Training and Professional Development** | | | |
| Please give details of training or professional development courses undertaken that are relevant to your application. | | | |
| **Course Dates** | **Course Title** | **Qualifications Obtained** | **Course Provider** |
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| **SECTION 3: LETTER OF APPLICATION** |
| Please attach an accompanying cover letter, explaining why you are applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.  This must not exceed 400 words and should make clear reference to Newcastle Preparatory School. |

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| **Section 4: REferences** | | |
| Please give the names of 2 people who can 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.  Newcastle Preparatory 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. | | |
| **Referee 1** | **Name** |  |
| **Relationship to you** |  |
| **Name of Organisation** |  |
| **Address** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Is this your current employer?** |  |
| **Referee 2** | **Name** |  |
| **Relationship to you** |  |
| **Name of Organisation** |  |
| **Address** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Is this your current employer?** |  |