



# D'OVERBROECK'S

## APPLICATION FOR A NON-TEACHING POST

Please complete all sections of the form.

Position applied for	Date of application
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### PERSONAL DETAILS

Title	Forenames		Surname			
Date of Birth		Place of birth				
Addresses:	Home					
	Work					
Phone		Mobile		E-mail		
Marital Status		NI Number				
Nationality		Passport Number		UK work permit required		

### EDUCATION since age 14

Further Education	From – To	Full-time Part-time	Courses / Subjects	Degree	Standard of Award

School	From – To		A level subjects (or equivalent)	Grades

### EMPLOYMENT HISTORY

Give details of your previous employment starting with the most recent. Explain any gaps in employment and continue on a separate sheet of paper if necessary.

Name and address of employer	Dates of employment	Description of post	Reason for leaving	Final salary
Please list any relevant qualifications or certificates				

*Please continue on a separate sheet if necessary*

## REFERENCES

Please provide details of two referees who have consented to being approached. One must be your present employer, or last employer if not currently employed. If you are short-listed your referees will be contacted before interview unless you request otherwise. Any previous employers or educational institutions may also be approached for information to verify experience or qualifications before interview. Referees will be asked about your suitability for working with children, as required by legislation.

Name		Phone (land-line)	
Position		Mobile phone	
Organisation		E-mail	
Address		May we contact prior to interview?	

In what capacity and for how long have you been known to this referee?

Name		Phone (land-line)	
Position		Mobile phone	
Organisation		E-mail	
Address		May we contact prior to interview?	

In what capacity and for how long have you been known to this referee?

## SAFEGUARDING OF CHILDREN

We are required by child protection legislation to ask for the following information.

Please list below any convictions or police cautions. Under the relevant Act, "spent convictions" must be declared

Are there any other circumstances relevant to your appointment which ought to be declared?

**Please Note:** d’Overbroeck’s aims to promote equality of opportunity for all with the right mix of talents, skills and potential, without respect to age, gender or race and welcomes applications from diverse candidates. As d’Overbroeck’s meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be asked to apply for an Enhanced Disclosure of criminal background from the Disclosure and Barring Service **before their appointment is confirmed**. This will include details of cautions, reprimands and final warnings, as well as convictions. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

### **DATA PROTECTION ACT**

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our school for the selection and verification process in connection with any vacancy that arises. Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information. By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

### **GENERAL DATA PROTECTION REGULATION (GDPR)**

As a ‘data controller’ under data protection law, d’Overbroeck’s takes legal responsibility seriously and complies with the Data Protection Act 2018 (as above) and the new General Data Protection Regulation.

### **DECLARATION**

It is important that the information provided in this form is true and that all material matters relevant to your application have been declared. Failure to do this, if discovered following appointment, constitutes grounds for dismissal. The school reserves the right to check any of the details which you have provided in your application.

I have read the above and confirm that the information contained in my application is correct and complete.

I give the employer the right to investigate all references and to secure additional information about me, if job-related.

I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

I understand that the school will need to hold my data and sensitive personal data and I consent to the processing of such data within the terms permitted by the Data Protection Act.

Signature of applicant	Date
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Please let us know where you saw the job advertisement:
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On completion, please return this application form (marked private and confidential) to:

HR Administrator  
d’Overbroeck’s, 333 Banbury Road, Oxford OX2 7PL

e-mail: [hr@doverbroecks.com](mailto:hr@doverbroecks.com)