



# MILLFIELD

**STRICTLY CONFIDENTIAL**

## **APPLICATION FOR A NON-TEACHING APPOINTMENT**

As one of the largest employers in the area Millfield recognise the benefits derived from investing in people. The School staffing process is governed by principles of non discrimination and is designed to achieve the best match between the individual's knowledge and skills, experience and character, and the requirements of the vacant post.

The information requested on this application form is required to access your suitability for the job. In compliance with the Data Protection Act 1998 the information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data. Unjustifiable discrimination based on gender, race, age, disability, religious or political beliefs, sexual orientation, or any other reason will form no part of the selection process.

Please complete this form in BLACK ink or typescript as it may be photocopied. If any sections are not applicable mark them N/A. Unless specified, completed applications should be returned, either by post to the Human Resources Department, Millfield School, Street, Somerset, BA16 0YD or email [humanresources@millfieldschool.com](mailto:humanresources@millfieldschool.com) together with a CV and letter of application by the published deadline.

Post applied for:		How did you learn about this vacancy?	
Title:	Surname:	Forenames:	
Permanent Address (inc. Post Code):		Maiden Name:	
		Any other surname used?	
		If so please give dates: From:                      To:	
		Home Telephone Number (inc. STD code):	
		Mobile Telephone Number:	
		Work Telephone Number:	
Nationality:		Email:	
Place of Birth:		NI Number:	
Please give details of any holiday you have booked including dates:			
Please give details of membership of any public or voluntary body and indicate the approximate time commitment entailed:			

**FULL EMPLOYMENT HISTORY (please place most recent first leaving no gaps)**

In the education sector we have a responsibility to safeguard children and young adults in our care. Under current legislation we are therefore required to obtain employment and education history including dates. Please use a continuation sheet if necessary.

Name and address of employer:		Duties and responsibilities:				
Job title:	From: (mm/yy)		To: (mm/yy)		Reason for leaving:	Leaving salary:
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Name and address of employer:		Duties and responsibilities:				
Job title:	From: (mm/yy)		To: (mm/yy)		Reason for leaving:	Leaving salary:
Name and address of employer:		Duties and responsibilities:				
Job title:	From: (mm/yy)		To: (mm/yy)		Reason for leaving:	Leaving salary:

**EDUCATION HISTORY**  
(please place most recent first)

Date		School/College/University	Details of Course/subjects	Qualification
From	To			

**Proof of all qualifications declared will be required at interview stage, as will proof of identity in the form of an original passport.**

**DETAILS OF TRAINING COURSES ATTENDED**

Date	Course attended	Course details	Qualification (if any)

If appointed, when could you start?

Do you hold a current driving licence?	Yes	No	Do you have any driving convictions?	Yes	No
Licence Number:			Year you obtained licence:		

**EVIDENCE OF YOUR SUITABILITY FOR THE VACANCY**

Please carefully read the further details for this vacancy, you should then provide details of the relevant skills, abilities, experience, and knowledge which will enable you to carry out this role effectively. These maybe gained from work experience (paid or unpaid), life, education, training and hobbies or interests.

**REFEREES**

Please give the names and addresses of two persons from whom confidential references may be obtained. One of these must be your present or last employer. Referees should not be associated with the School or a family member.

Name:	Name:
Capacity known:	Capacity known:
Address:	Address:
Email:	Email:
Tel:	Tel:

**Please note it is our practice to contact referees prior to commencement of employment.**

**Declaration**

I declare, that to the best of my knowledge, the information given in this application form is correct. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or my dismissal.

Signed:

Date:

If you are sending this application to the School via email please note that in the absence of your signature, the emailing of this application constitutes your personal certification that the details are correct.