



**Ashmole Academy Trust**  
**Ashmole Primary School**  
Summit Way, Southgate, London N14 7NP  
Tel: 020 8361 1881 email: [office@ashmoleprimary.org](mailto:office@ashmoleprimary.org)

Head Teacher: Mr C Tofallis

**APPLICATION FORM FOR NON-TEACHING POSTS**

Please attach to this form a letter of application stating why you are applying for the job and the necessary skills and experience you possess that make you suitable for the post.

<b>Post Applied for:</b>	
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1. PERSONAL DETAILS			
Surname:		Preferred Title:	
First Name(s):		Previous Surname:	
Home Address:			
Postcode:			
Telephone (home):		Telephone (work):	
Telephone (mobile):		Email:	
Date of Birth:			
National Insurance No:		DfE Reference No:	
Place of Birth:		Nationality:	

Please declare any family or close relationship to existing employees or employers (including councillors and governors):	
Are you the Parent or Carer of a child currently at the school? (Please delete as appropriate)	YES / NO

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all <b>convictions, cautions</b> and <b>bind-overs</b> , including those regarded as 'spent' <b>MUST</b> be declared. Failure to disclose could result in an offer being withdrawn, dismissal or disciplinary proceedings by the school. Any information will be treated confidentially.			
If none, state 'None':		Have you any offences pending?:	YES* / NO

\* If yes, please attach details in a sealed envelope including the offence and the date:

If successful at the short listing stage and invited to interview, are there any special adjustments you would require on the day?	
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8. CURRENT EMPLOYMENT – If you are not currently employed in education, please give details as approximate			
Name of Employer:			
Title of Post Held:			
Address of Current Employer:			
		Postcode:	
Date Started:		Salary on Leaving:	
Date Left (if applicable):			
Reason for Leaving:			
Nature of work undertaken, emphasising experience relevant to this application:			

9. PREVIOUS EMPLOYMENT – To include any employment outside education (please continue on a separate sheet if necessary)			
Name of Employer:		Date Started:	
Title of Post Held		Date Left:	
Duties:			
Reason for Leaving:			

Name of Employer:		Date Started:	
Title of Post Held		Date Left:	
Duties:			
Reason for Leaving:			

Name of Employer:		Date Started:	
Title of Post Held		Date Left:	
Duties:			
Reason for Leaving:			

**10. REFERENCES**

- Please note, references will **NOT** be accepted from relatives or from people writing solely in the capacity of friends
- If you are currently employed within a school, your main referee **MUST** be your present Head Teacher

**REFERENCE 1**

Surname:		Title:	
First name(s):		Position of Referee:	
Name of Employer:		Telephone:	
Address:		Mobile:	
		Email Address (It is important you provide this as references are requested by email):	
Postcode:		Fax:	

**REFERENCE 2**

Surname:		Title:	
First name(s):		Position of Referee:	
Name of Employer:		Telephone:	
Address:		Mobile:	
		Email (It is important you provide this as references are requested by email):	
Postcode:		Fax:	

Please note, references will be taken up in advance of interview.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

How many days absence have you had in the last two years (approx)?: .....

If appointed, when could you take up duties?: .....

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

**11. NOTE**

If you are appointed, you will be required to complete a disclosure application which will be sent to the Disclosure and Barring Service (DBS). The DBS will provide a report to you and Ashmole Academy on whether you have any history of criminal convictions, including cautions and bind over.

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require all new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an on-going entitlement to live and work in the United Kingdom.

**12. DECLARATION**

I declare that to the best of my knowledge, I am not on the Barred List, disqualified from working with children or subject to sanction imposed by a regulatory body, eg The Teaching Regulation Agency.

I understand that an offer of employment will be subject to satisfactory references, DBS clearance, proof of identity and the right to live and work in the United Kingdom, medical checks, relevant qualifications and registration with the Teaching Regulation Agency.

I give consent for personal information provided as part of this application to be held in accordance with the General Data Protection Regulations (GDPR) 2018.

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Signed:	
Date:	

**YOU NOW NEED TO COMPLETE A LETTER OF APPLICATION**

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**