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| Langley Grammar School  Reddington Drive  Langley  Berkshire SL3 7QS | Langley Grammar School crest |
| Application for the post of Sixth Form Administrator | |

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| 1. Personal details | | | | |
| Surname |  | Forename(s) |  | |
| Preferred title |  | Previous name(s)  *If applicable* |  | |
| Address |  | Home telephone |  | |
| Mobile telephone |  | |
| Email |  | | | |
| NI number |  | Do you have the right to live and work in the UK? (*delete as appropriate)* | | YES /NO |

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| 1. Education and qualifications   Please provide details of all qualifications gained from the age of 16 years onwards. This includes qualifications gained at school, degree(s) and any other qualifications held. | | | |
| School/College/University/Training Establishment | Dates | | Qualification(s) gained including grade or class. |
| From | To |
|  |  |  |  |

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| 1. Current or most recent post | | | | | | |
| Employer name and address | | Position held and main responsibilities  *(including full or part time)* | | | Dates | |
| From | To |
|  | |  | | |  |  |
| Salary details | | | | | | |
| Scale/point  *(eg NJC)* |  | | Gross salary |  | | |
| Reason for leaving | | | | | | |
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| 1. Previous employment | | | |
| Employer name and address | Position held and responsibilities  *(including full or part time)* | Dates | |
| From | To |
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| 1. Gaps in Education/Employment history   Please explain any gaps in your education/employment history since the age of 16. |
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| 1. References   *Please provide details of two referees who have professional experience of your work in the past 3 years. One should be your current employer. If you are shortlisted, we will contact your referees before interview.* | | | |
| Referee 1 | | Referee 2 | |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Relationship to applicant |  | Relationship to applicant |  |

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| 1. Rehabilitation of Offenders Act 1974 |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website [here](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will normally be checked against information from the Disclosure and Barring Service before your appointment is confirmed. |

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| 1. Applicant’s declaration | | | |
| I **confirm** that:   1. the information provided in this application form is complete and accurate. 2. I am / am not related to any current member of staff or governor of Langley Grammar School;   *If related, please state relative’s name and the relationship…………………………………………*   1. I have not been disqualified from working with children, cautioned or sanctioned in this regard.   I **understand** that any offer of employment is subject to:   * references that are satisfactory to the school * a satisfactory DBS certificate and check of the Childrens Barred list * the entries on this form proving to be complete and accurate and * a satisfactory medical report, if appropriate. | | | |
| Signature |  | Date |  |

Please return this application form via the email address [vacancies@lgs.slough.sch.uk](mailto:vacancies@lgs.slough.sch.uk) marked for the attention of Mrs Dionne Cheyne.

This form should be accompanied by a letter of application as requested in the Application Information pack.

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| **Recruitment Monitoring – confidential** | |

Langley Grammar School is committed to the promotion and development of equal opportunities in all aspects of our work, and we will promote equal opportunities for all our employees. It is our policy to ensure that job applicants are treated justly, and that they are recruited, trained and promoted on the basis of job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the effective performance of the job. To help us monitor our equal opportunities policy, please complete and return this form. **It will be separated from your application form upon receipt and does not form part of the selection process**.

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| **Application for the post of:** |

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| **How would you describe your ethnic origin?**  Choose ONE section from A to F, and tick the appropriate box. | |
| **A. White**  British  Irish  Other – please detail below:  **B. Mixed**  White and Black Caribbean  White and Black African  White and Asian  Other - please detail below:  **C. Asian or Asian British**  Indian  Pakistani  Bangladeshi  Sikh  Other, please detail below: | **D. Black or Black British**  Caribbean  African  Other - please detail below:  **E. Chinese or other ethnic group**  Chinese  Other - please detail below:  **F. I do not wish to provide this**  **information** |

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| **Gender** Male  Female  **Date of birth:**  **I do not wish to provide this information** |
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| **Do you have a disability?** Yes  No  **If yes, please give brief details**: |