**Job Application Form**

**Please complete all the requested information**

(Your application may not be accepted if all fields are not completed) Post title: Receptionist

School: The Grove Nursery School

Closing date: 9am, Wednesday 9th July 2025

**Please read the guidance notes for job applications carefully and study the job description and person specification before completing this form.**

1. **Personal details**

|  |  |
| --- | --- |
| Mr/Mrs/Ms/Miss: Forename:Surname:Please state any previous names: Address:Postcode: | Telephone (home):Telephone (mobile):Telephone (business):Email address:Professional registration number:(i.e. for teaching or social care positions)How did you become aware of this vacancy? |
| Are you applying for a job share? Yes No |

1. **Relevant education, technical and/or professional qualifications**

(Please name any institute or professional body in full, rather than using initials)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and location of School/college/ institute | Subjects / Qualifications | Grade | Year |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note: You may be required to provide evidence of qualifications

1. **Details of relevant personal development / training courses**

|  |  |  |
| --- | --- | --- |
| Course title | Length of course | Year |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Employment history**

Please give details of all jobs held including part time and unpaid work, starting with your present / last employer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer (name & full Address) | Jobs held andmain duties/responsibilities | From | To | Salary/ Grade | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Relevant Knowledge, Experience & Skills**

|  |
| --- |
| Please tell us how your knowledge, skills and experience meet the selection criteria detailed in the person specification. Please refer to the guidance notes for job applicants for an explanation.You may find it useful to bullet point criteria and provide an explanation of how you meet these. |

1. **References**

Please indicate **two** people who can provide references, **one of whom must be your present/last employer.** If you are a recent school college leaver, one of your references must be from a teacher. Please note that the Council reserves the right to approach your current or any other previous employer for your references, prior to interview.

|  |
| --- |
| Southwark schools will adhere to DfE guidance. Please indicate (by ticking the appropriate box) if you **DO NOT** wish us to take up a reference before an offer of employment is made.**Please include full & current contact details for your referees** |

|  |  |
| --- | --- |
| **1st reference*** Tick box if applicable

Name:Address: Postcode: Telephone: Email address: Occupation:Relationship: | **2nd reference*** Tick box if applicable

Name:Address: Postcode: Telephone: Email address: Occupation:Relationship: |

1. **Work entitlement**

|  |
| --- |
| If you were successful in your application, would you require a work permit prior to taking up employment?* Yes
* No

Note: It is against the law to employ a person over the aged 16 or over who does not have permission to live and work in the UK. You will be requested to produce documentary evidence of your legal right to work in the UK before starting work with us. |

1. **Rehabilitations of Offenders Act 1974**

|  |
| --- |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the DBS.Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) 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 or see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf). 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 be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

1. **Relationship to existing councillor or officer of the council**

|  |
| --- |
| All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing member of the Council; or the partner of such persons.Are you related to an existing councillor or officer of the council as described above?* Yes
* No

If so, please provide the following details:Surname: Forename: Relationship: Address: |

1. **Declaration**

|  |
| --- |
| I declare that the information I have provided is accurate and true and that I have not omitted any facts which may have a bearing upon my application. I understand that a false declaration which results in my appointment to the council’s service will render me liable to disciplinary action, including dismissal without notice and in certain circumstances, legal action taken against me.Signed: Date: |

**Returning your application form**

Please return your completed application to the address detailed in the advertisement/job information pack. If you have not heard from us within two weeks of the closing date, you may conclude that your application has been unsuccessful.

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Southwark Council. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with the Council, the information will be used in the administration of your employment with us and to provide you with information about the Council or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form it will be assumed by the Council that you agree to the processing of sensitive personal data, (as described above), in accordance with the Council’s registration with the Data Protection Commissioner.