

CHURCH OF ENGLAND - DIOCESE OF SOUTHWARK

SUPPORT STAFF APPLICATION



CONFIDENTIAL

NAME OF SCHOOL: SJSC Primary School

POST APPLIED FOR:

**I APPLICANT'S PERSONAL DETAILS**

TITLE:

FIRST NAME:

SURNAME:

PREVIOUS NAMES:

PERMANENT ADDRESS:

WORK TEL NO:

HOME TEL NO:

MOBILE PHONE NO:

MAY WE TELEPHONE YOU AT  
WORK: Yes ☐ No ☐

EMAIL ADDRESS:

NATIONAL INSURANCE NO:

**2 EMPLOYMENT STATUS**

Are there any restrictions on your residence or employment in the UK?

Yes ☐ No ☐

If Yes, please give details

Do you have documentation to prove you are authorised to work in the UK?

Yes ☐ No ☐

(Failure to produce this documentation when requested may result in the School being unable to pursue your application)

### 3. SUPPORTING STATEMENT

Please continue on a separate sheet(s) if required.

***This section is essential and failure to complete this section may render your application invalid.***

**Having read the job description and person specification, please say why you feel you are suitable for this post, addressing each of the person specification criteria required and any additional information which you think would be useful to this post.**

**4 PRESENT OR MOST RECENT EMPLOYMENT**

|                   |                       |                                                                                                     |  |
|-------------------|-----------------------|-----------------------------------------------------------------------------------------------------|--|
| NAME OF EMPLOYER: |                       | ADDRESS:                                                                                            |  |
|                   |                       | LA AREA (if applicable)                                                                             |  |
| JOB TITLE:        | DATES OF APPOINTMENT: | SCALE/GRADE AND PRESENT ANNUAL SALARY<br>(incl allowances):<br><b>Please specify in £ per annum</b> |  |
|                   |                       |                                                                                                     |  |

OUTLINE BELOW YOUR MAIN DUTIES AND RESPONSIBILITIES IN RELATION TO THIS POST:

**5 PREVIOUS EMPLOYMENT (start with most recent – please explain any gaps in employment and complete all columns)**

| Establishment at which employed | Nature of employment and Job Title | Scale, grade, allowance etc | Special responsibility (if applicable) | Dates of employment and reasons for leaving |
|---------------------------------|------------------------------------|-----------------------------|----------------------------------------|---------------------------------------------|
|                                 |                                    |                             |                                        |                                             |
|                                 |                                    |                             |                                        |                                             |
|                                 |                                    |                             |                                        |                                             |
|                                 |                                    |                             |                                        |                                             |
|                                 |                                    |                             |                                        |                                             |
|                                 |                                    |                             |                                        |                                             |
|                                 |                                    |                             |                                        |                                             |
|                                 |                                    |                             |                                        |                                             |

**6 EDUCATION AND ACADEMIC QUALIFICATIONS**

| From | To | Name of school/college/university | Qualifications/certificates<br>state subjects and grades | Date of qualifications<br>and awarding body |
|------|----|-----------------------------------|----------------------------------------------------------|---------------------------------------------|
|      |    |                                   |                                                          |                                             |
|      |    |                                   |                                                          |                                             |
|      |    |                                   |                                                          |                                             |

**7 ANY TRAINING COURSES UNDERTAKEN DURING THE PAST 3 YEARS RELEVANT TO THIS APPLICATION**

| Course title | Place of Study | Dates of course | Award (if any) |
|--------------|----------------|-----------------|----------------|
|              |                |                 |                |

**8 OTHER PAID/UNPAID WORK EXPERIENCE (please explain any gaps in employment)**

| Employer | From | To | Nature of Occupation and reasons for leaving |
|----------|------|----|----------------------------------------------|
|          |      |    |                                              |

**9 DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS RELEVANT TO THIS POST**

|  |
|--|
|  |
|--|

**I0 RELIGIOUS AFFILIATION** *(Answering 'None' will not disqualify you from being selected for interview)*

Details of your qualifications and experience which you feel are especially relevant to working in a Church of England school, not included in your supporting statement. Where appropriate, please include details of a Christian or other faith commitment and any centre of worship you regularly attend.

**II PROFESSIONAL REFERENCES** - please supply the names and addresses of two persons willing to provide references. One reference should be from your present or most recent employer. If you are not currently working with children, a reference from the employer by whom you were most recently employed to work with children will be required. References will not be accepted from relatives or people writing solely in the capacity of friends.

NAME:

ADDRESS:

TEL. NO:

EMAIL:

POSITION HELD:

Please state the context in which this person is known to yourself:

NAME:

ADDRESS:

TEL. NO:

EMAIL:

POSITION HELD:

Please state the context in which this person is known to yourself:

## 12. DECLARATION BY APPLICANT

### DISCLOSURE OF CRIMINAL CONVICTIONS

In light of the General Data Protection Regulations 2016, it is not necessarily appropriate for applicants to disclose all/any cautions and/or convictions at this stage of the selection process. However, should you wish to confidentially share such information at the earliest opportunity, then we invite you to send this via post to the **School Business Manager c/o the school and mark the correspondence 'Strictly Confidential-Private Disclosure-Addressee Eyes Only'**. Anything sent at this stage would not be opened until after shortlisting and would be destroyed within 6 months of the selection process, unless you are successfully appointed to the role.

Shortlisted applicants will be expected to provide details of all unspent cautions and/or convictions at that stage, as part of the safeguarding requirements. Failure to disclose information at that point may result in a withdrawal of the offer or dismissal.

I understand that if my application is successful I will be required to obtain an enhanced DBS Certificate.

Yes ☐ No ☐

### APPLICANTS FROM OUTSIDE THE UK

Applicants from outside the UK need to provide an overseas criminal records check and/or certificate of good conduct from their home country.

I can provide this information Yes ☐ No ☐

## 13. KEEPING CHILDREN SAFE IN EDUCATION- DISQUALIFICATION REQUIRMENTS

**If you are applying for a post which requires you to work or manage in any setting where there are children from birth to 5 years or children in a childcare setting including breakfast or after schools club for children up to 8 years you are required to complete this section.**

### DISQUALIFICATION

Have you ever been cautioned or convicted of a serious offence against children or adults? Yes ☐ No ☐

Have you ever had registration refused or cancelled in relation to childcare or children's homes or been disqualified from private fostering? Yes ☐ No ☐

Are you subject to an Order, direction or similar in respect of childcare, including an Order made in respect of your own children? Yes ☐ No ☐

**Note: If you have been granted a waiver you will be required to provide evidence of this.**

## 14. ELIGIBILITY TO WORK IN THE UK

Are you eligible to work in the UK/EEA? Yes ☐ No ☐

Do you require a work permit? Yes ☐ No ☐

National Insurance number (LLNNNNNNL, L Letter, N Number)

### For non-EU applicants only

Do you require sponsorship certificate? Yes ☐ No ☐

If yes, please give following: Sponsorship TIER: No: Expiry date:

## 15. DISCLOSURE OF RELATIONSHIP

Are you related to, or have a close personal relationship with any member of the school's staff, school governor, the school's local authority Councillor or Council officer, or any member of the Southwark Diocesan Board of Education

Yes ☐ No ☐

If yes, state the name, relationship and position held:

## 16. DECLARATION

I certify that all information given by me on each section of this form and in supporting documents is correct to the best of my knowledge and belief, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold and will produce evidence of the same. I acknowledge that I have read and understood the accompanying notes to applicants attached to this application form.

I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice and, where appropriate, referral to the police.

I hereby give my permission for a DBS check to be carried out and consent to the processing of sensitive personal data, as defined by the Data Protection Act 1998, involved in the consideration of this application.

NAME:

SIGNED:

DATE:

## EQUAL OPPORTUNITIES

**ADDITIONAL INFORMATION (CONFIDENTIAL)** - This section of the form seeks additional information pertinent to your application. It will be removed before shortlisting and will not be seen by any members of the selection panel. Access to it will be limited to staff involved in administering the appointment process who need access for equal opportunities monitoring or to take administrative action based upon the information provided e.g. Occupational Health referral

### Position applied for:

Title:

First name:

Surname:

Date of birth:

Are there any reasonable adjustments you would like us to make to enable you to participate fully and fairly in the recruitment process?

Yes ☐ No ☐

If Yes, please give details:

**EQUAL OPPORTUNITIES MONITORING** - we wish to monitor continuously (in the strictest confidence) the progress of our Equal Opportunities Policy. Please help us by giving the fullest possible answers to the questions below.

**Sex:** M ☐ F ☐

**Age:** 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-65 ☐

I consider myself to be disabled within the meaning of the Disability Discrimination Act 1995 ☐

**Please indicate your cultural/ethnic origins**

This information is included as part of the duty of the school to promote race equality and to ensure equal opportunities for all staff

**White**

British

English

Scottish

Welsh

Other: please write in

Irish

Any other White background: please write in

**Black, Black British, Black English, Black Scottish or Black Welsh**

Caribbean

African

Any other Black background: please write in

**Asian, Asian British, Asian English, Asian Scottish or Asian**

Indian

Pakistani

Bangladeshi

Any other Asian background: please write in

**Mixed**

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background: please write in

**Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh or other ethnic group**

Chinese

Any other background: please write in

**Prefer not to state**

**Put a cross here if you prefer not to state your ethnic group** ☐

**Faith/Religion:** Please specify or decline to answer

Decline to answer: ☐

**Sexual Orientation:** Please specify or decline to answer

Decline to answer: ☐

## Notes to applicants

- Before signing this form please check that every section has been completed.
- The form should be returned as instructed in the details of the post.
- Enclose a stamped addressed envelope if you wish us to acknowledge your application.
- You are reminded that this is an application form for a post in a Church of England/Church in Wales Voluntary Aided school or a Foundation school in which the Governing Body is the employer. If you are appointed the Contract you will be asked to sign will include the following clause:
  - As an employee at a Church of England/Church in Wales school you are required to have regard to the Christian character of the school and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.
- The successful applicant will be required to provide an Enhanced Disclosure from the DBS.

### *Details of referees*

- One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.
- The school will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience of qualifications, before the interview.
- If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues.
- References from relatives or friends writing solely in the capacity of friends will not be accepted.