



**CHURCH OF ENGLAND DIOCESE OF SOUTHWARK
SUPPORT STAFF APPLICATION
CONFIDENTIAL**

NAME OF SCHOOL: St Mary's C of E Primary School, Oxted

Closing date for completed form:
Return form to: bursar@stmarysprimary.org

to whom all queries should be addressed

Please state where you
saw the advertisement
for this post:

I APPLICANT'S PERSONAL DETAILS

TITLE:

FIRST NAME(s):

SURNAME:

PREVIOUS NAMES:

DATE OF BIRTH¹ :

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 SUPPORTING STATEMENT

With reference to the Governors' selection criteria, please give details of your experience, skills, abilities and personal qualities that you believe are relevant to your suitability for the post and indicate how you meet the person specification. Also provide any additional information which you think would be useful in this job. Please write this on a separate sheet(s) of paper.

¹ The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance "Safeguarding Children and Safer Recruitment in Education" (ref: DfES2006); these are used for identification purposes and to verify that a full education and employment history has been provided.

3 PRESENT OR MOST RECENT EMPLOYMENT

NAME OF EMPLOYER:		ADDRESS:	
		LA AREA	
JOB TITLE:	DATES OF APPOINTMENT:	SCALE/GRADE AND PRESENT ANNUAL SALARY (incl allowances):	

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

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4 PREVIOUS EMPLOYMENT/VOLUNTARY WORK (start with most recent – please explain any gaps in employment)

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

5 EDUCATION AND ACADEMIC QUALIFICATIONS

From	To	Name of school/college/university	Qualifications/certificates state subjects and grades (please include all academic qualifications including GCSE or equivalent)	Date of qualifications and awarding body

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

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

7 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:

Reasonable Adjustments to the Shortlisting Process:

The School welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

Declarations:

This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check). You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

Important changes to the law on the disclosure of criminal records information mean that a prospective employer can only ask you to disclose any unspent cautions, convictions, warnings or bindovers, that are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). New filtering rules have also been introduced, although these rules do not apply for individuals who have two or more convictions. Guidance and criteria on the filtering rules can be found at the Disclosure and Barring Service website at: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>. Also, because positions in schools are considered to be 'excepted', when your certificate is issued it may contain information on spent convictions that the DBS decides your employer needs to take into account in order to ensure the protection of vulnerable groups, including children. In addition, some specific offences will never be removed from a DBS certificate, such as serious sexual and violent offences. You can view this specified list of offences at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

Further guidance on what convictions you must declare and a policy on recruiting ex-offenders are available from the school.

Please answer the following questions:

Do you have any unspent convictions, cautions, warnings or bind-overs that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) **and/or** are you the subject of a current police investigation or have criminal proceedings pending against you?

YES/NO

Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)?

YES/NO

It is a criminal offence for barred individuals to seek, or to undertake, work with children.

If you have answered 'YES' to either of the above, please provide **further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'**.

Are you currently registered with the DBS Update Service (service only available from 17.06.13)?

YES/NO

If YES, please provide the information below. If NO, please proceed to the next section.

DBS Registration Number

Annual Registration Renewal Date

Level of check obtained at point of registration? (<i>select one</i>)	STANDARD / ENHANCED
Which workforce was your check requested for at point of registration? (<i>select one</i>)	CHILDREN / ADULT / ADULT & CHILDREN / OTHER
<p>Declaration: By signing this application form and providing the information above I understand that I am authorising the school to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.</p>	

Declaration of Relationships:	
Are you related to, or do you have a close personal relationship with, any elected member or senior officer of the local authority or a member of staff or governor of the school?	YES / NO
If YES, please provide below his/her name and role, and state your relationship:	

<p>I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.</p>			
Signature of Applicant		Date	

If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of public economy, only shortlisted applicants will receive further notification.

Retention of Application Forms: It is the School's policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box

Equality Monitoring Form

The School aims to select staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of the School's Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel.** Thank you.

Post Applied For:		Where did you see this post advertised?	
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Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender:	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>			
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Age:	16-24	<input type="checkbox"/>	25-34	<input type="checkbox"/>	35-44	<input type="checkbox"/>	45-54	<input type="checkbox"/>	55-64	<input type="checkbox"/>	65+	<input type="checkbox"/>
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Disability:	Do you consider yourself to have a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Ethnicity:	Please tick one category below. The categories are based on the population census.		
Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:		Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:	
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Any other ethnic background (specify if you wish):	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>		<input type="checkbox"/>
Any other Asian background (specify if you wish):	<input type="checkbox"/>	Mixed:	<input type="checkbox"/>
	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
Black, Black British, Black English, Black Scottish or Black Welsh:		White and Black African	<input type="checkbox"/>
African	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	White and Chinese	<input type="checkbox"/>
Any other Black background (specify if you wish):	<input type="checkbox"/>	Any other Mixed background (specify if you wish):	<input type="checkbox"/>

White:			
British	<input type="checkbox"/>	Scottish	<input type="checkbox"/>
English	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Any other White background (specify if you wish):	<input type="checkbox"/>

Ref No. (For Office Use Only)

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.

You are reminded that if you are applying to St Mary's C of E Junior School, this is an application form for a post in a Church of England Voluntary Aided 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 a Teaching Assistant in a Church of England 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.
 - You are required to give and/or supervise the giving of religious education in accordance with the doctrines of the Church of England and Trust Deed of the School. You are required to take part in and lead acts of religious worship.
- 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.