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| **St.John’s Church of England Primary VA School**  **Spring Park Road**  **Shirley**  **Croydon**  **CR0 5EL**  **Tel: 020 86542260**  ***This form must be completed electronically; all sections can be expanded*** | | |
| **Post applied for: Admin Assistant –Autumn 2021** | | |
| Please return your completed form by e-mail to:  [recruitment@st-johns.croydon.sch.uk](mailto:recruitment@st-johns.croydon.sch.uk) | | Please confirm where you saw the advertisement/heard about the vacancy: |
| **Section 1 - Applicant's personal details** | | |
| First Name | Surname | All Previous Names |
| Current permanent address:  Email address:  Our main form of contact with applicants will be by email. | Mobile phone no.  Home phone no.  Work phone no.  May we telephone you at work?  Please delete Yes or No as applicable  Yes No | |

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| **Section 2 - Present or most recent employment** | | | | | | | |
| Name of employer | Address | | | | | | |
| Job title  Notice period required | Dates of appointment  From:  To (if left): | | | | | Annual salary  Please specify  salary per annum | |
| **Briefly outline your main duties and responsibilities in relation to this post.**  There is opportunity to write a full description in Section 6. | | | | | | | |
| **Section 3** – **All previous employment; expand section as needed.**  **Start with the most recent and work backwards, explain any gaps**  **Include paid, unpaid, and work experience**  **Please complete all columns for each job** | | | | | | | |
| Employer’s name and address | Job Title  Full or Part time  Hours pw | Salary  £ pa | | Dates of employment From - To | | | Reasons for leaving |
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| **Section 4 – Education and qualifications** | | | | | | | |
| Dates  From - To | Name of school/college/university | | | Qualifications | | | Date of qualification and awarding body |
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| **Section 5 - Any training courses undertaken during the past 3 years that are relevant to this application.** | | | | | | | |
| Course title | Place of Study | | Dates of course | | Award (if any) | | |
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| **Section 6 – Applicant’s Supporting Statement**  Having read the job description and person specification, please tell us why you are suitable for this job.  Please address each of the person specification criteria (not the job description), using the corresponding numbering.  *This section is essential and failure to complete this section will result in your application being invalid.* | | | | | | | |
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| **Section 7 - Details of any other activities, experience, skills or interests you have that are relevant to this post.**  Please provide any additional information that you think would be useful for the panel members to know in relation to the job, including any aspects relevant to working in a Church of England school.  *Note: it is not necessary to be of CofE faith; being of another or no faith is not a barrier to working at St.John’s school.* | | | | | | | |
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| **Section 8 - Professional references**  Please supply the names and addresses of two professional people 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 (if you have previously worked with children)  References will not be accepted from relatives or people writing solely in the capacity of friends. |
| 1.  Name of referee:  Organisation name:  Organisation address:  Phone no.  Email:  Referee’s position/job title:  Please state the context in which this person is known to you i.e. your current/previous manager, supervisor, CEO etc:  St.John’s may contact this referee prior to tests/interviews  *Please delete as applicable* **Yes No** |
| 2.  Name of referee:  Organisation name:  Organisation address:  Phone no.  Email :  Referee’s position/job title:  Please state the context in which this person is known to you i.e. your current/previous manager, supervisor, CEO etc:  St.John’s may contact this referee prior to tests/interviews  *Please delete as applicable* **Yes No** |
| **Section 9 - Disclosure of criminal convictions** |
| Disclosure and Barring Service: cautions and convictions on the Criminal Record Check will be filtered according to the criteria below. Please disclose all cautions and convictions that fall within these categories:   * Cautions relating to an offence from a list agreed by Parliament - see  <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> * Cautions given less than 6 years ago (where individual over 18 at the time of caution) * Cautions given less than 2 years ago (where individual under 18 at the time of caution) * Convictions relating to an offence from a list agreed by Parliament - See website above * Where the individual has more than one conviction, **include all convictions** * Convictions that resulted in a custodial sentence (regardless of whether served) * Convictions given less than 11 years ago (where individual over 18 at the time of conviction) * Convictions given less than 5.5 years ago (where individual under 18 at the time of conviction)   Please note that these are the criteria by which the Disclosure and Barring Service will disclose information about your criminal history should you be offered the position. As a responsible employer, we will be assessing the accuracy of information disclosed within the application with what is returned on the completed DBS check. As such, any false information or failure to disclose information held on the DBS check at application stage may result in dismissal. Failure to understand the filtering criteria will grant no protection from dismissal.  **Convictions**  Please list any convictions or write **None** if that is the case.  **Cautions**  Please list any Cautions or write **None** if that is the case.  **Allegations**  Please list any allegations made against you and the outcome to these or write **None** if that is the case.  **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**  *(delete as applicable)* |

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| **Section 10 – Keeping Children Safe in Education – Disqualification Requirements** |
| **As you are applying for a post which requires you to work in settings 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.**  ***Please delete Yes or No as applicable to each question***  **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**  **Disqualification by association**  Do you live in the same household as a person who is disqualified lives or works? **Yes No**  If you have answered yes to the above question have you applied for a waiver? **Yes No**  Have you been granted a waiver? **Yes No**  **Note: If you have been granted a waiver you will be required to provide evidence of this.** |
| **Section 11 - Eligibility to work in UK** |
| ***Please delete Yes or No as applicable to each question***  Are you eligible to work in the UK/EEA? **Yes No**    Do you require a work permit? **Yes No**    National Insurance number:  **For non-EU** applicants only:  Do you require sponsorship certificate? **Yes No**  **If yes**, please give following:  Sponsorship TIER:  Number­­­:  Expiry date: |

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| **Section 12 - Disclosure of relationship/s** |
| Are you related to or have close personal relationship/s with any member of the school’s staff, school governing body, Croydon Council (a Councillor or Council employee) or the Southwark Diocesan Board of Education?  ***Please delete Yes or No as applicable***  **Yes No**  **If yes,** please state their names, the relationship/s and their job title: |
| **13 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 those required.  I acknowledge that I have read and understood the accompanying guidance notes to applicants.  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 consent to the processing of my personal data, as defined by the Data Protection Act 1998, involved in the consideration of this application and I understand that the information given on this form will be used by the School for:   * the purpose of processing my application for employment, * monitoring the School’s employment policies; and if my application is successful, * recording information relevant to my employment.   I understand that any information given relating to racial or ethnic origin, physical or mental health and criminal convictions constitutes sensitive data as defined by Section 2 of the Data Protection Act 1998. I hereby consent to the processing by the School for purposes set out above of all information given by me including such information that constitutes sensitive data.  I give my permission for a DBS check to be carried out should I be offered and accept the post.  **Name:**  **Date Form Submitted:**  Shortlisted applicants will be given a hard copy of their application to sign at school. |