



Job Application Form

Support Staff Posts

Confidential



Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

Please return your completed form to:	The School Business Manger St John's Church of England Primary School Spring Park Road Shirley, Croydon CR0 5EL recruitment@st-johns.croydon.sch.uk	Ref. No. (Office Use Only)
The deadline for receipt of completed applications is:	As per the advertisement	

Details of Post Applied For:

Job Title	
Please confirm the date you would be able to start work, if successful	

Personal Details:

Title		First Name(s)		
Surname			Date of Birth ¹	
If you have previously been known by another name, please specify:				
Address				

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 for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE ("Keeping Children Safe in Education").

Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.			
	Daytime Contact Number:			
	Evening Contact Number:			
	Mobile Number (if different):			
	Email Address: (our main form of communication will be by email)			
Are there any restrictions on your residence or employment in the UK		YES	NO	If yes, please give details below:
National Insurance number				
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				

Education and Qualifications:			
Please also include any relevant professional qualifications.			
Name of Institution (e.g., School, College or University)	Dates Attended		Courses/Subjects Taken; Awarding Body and Examination Results or Award
	From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Professional Development:

Please give details of any courses undertaken during the past 3 years which you have not detailed elsewhere and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Employment History:

Please give details of **all periods of employment** you have undertaken since leaving secondary education. Include paid, unpaid and work experience. Start with the most recent and work backwards. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Current/Most Recent Employer's Name and Address	Dates Employed from and to (Month/Year)	Position Held	Hours, Salary and Benefits	Reason for Leaving

Briefly outline your main duties and responsibilities in relation to this post.

There is an opportunity to write a full description in your Statement of Application.

Employer's Name and Address	Dates Employed from and to (Month/Year)	Position Held	Hours, Salary and Benefits	Reason for Leaving

Employer's Name and Address	Dates Employed from and to (Month/Year)	Position Held	Hours, Salary and Benefits	Reason for Leaving

Periods When Not Working:

Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (Month/Year)	Date To (Month/Year)	Reason

Statement of Application:

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. Please make full use of this section and continue on additional sheets if necessary.

This section is essential and failure to complete this section will result in your application being invalid.

Details of religious affiliation and/or 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 no a barrier to working at St John's school*

Referees:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this please contact the School Business Manager before submitting your application form.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as your referees. If in doubt please contact the School Business Manager
- Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.

Referee 1		Referee 2	
Title		Title	
Name		Name	
Role		Role	
Address		Address	
Tel. Number		Tel. Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

Reasonable Adjustments to the Shortlisting Process:

We welcome 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:

Disclosure of Criminal Convictions

This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.

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 short-listing 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
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Are you currently registered with the DBS Update Service?	YES / NO
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Applicants from Outside the UK

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

I can provide this information	YES / NO
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It is a criminal offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

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 school clubs for children up to 8 years you are required to complete this session.

Disqualification

Have you ever been cautioned or convicted of a serious offence against children or adults?	YES / NO
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Have you ever had registration refused or cancelled in relation to childcare or children's homes or been disqualified from private fostering	YES / NO
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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
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Disqualification by association

Do you live in the same household as a person who is disqualified lives or works?	YES / NO
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If you have answered yes to the above question have you applied for a waiver?	YES / NO
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Have you been granted a waiver? Note: if you have been granted a waiver you will be required to provide evidence of this	YES / NO
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Declaration of Relationships:

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?	YES / NO
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If YES, please provide below his/her name and role, and state your relationship:

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.

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.

Retention of Application Forms:

As outlined in the Privacy Notice, it is our 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. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO):

YES

NO