

**CHURCH OF ENGLAND - DIOCESE OF SOUTHWARK**

**SUPPORT STAFF APPLICATION**



**CONFIDENTIAL**

**NAME OF SCHOOL:**

**POST APPLIED FOR:**

Closing date for completed form:

Return form to:

Please state where you saw the advertisement for this post:

to whom all queries should be addressed

**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  
(including allowances):  
**Please specify in £ per annum**

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)

If part-time appointment please state. You should not provide a curriculum vitae as a substitution.

A continuous employment history is required from when you left full time education.

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 state subjects and grades	Date of qualifications 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)
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**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**

**10 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.

**11 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**

SDBE schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

**DISCLOSURE**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 Disclosure and Barring Service website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

**Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Failure to understand the filtering criteria will grant no protection from dismissal.**

Having a criminal conviction will not necessarily bar you from employment. Any information given either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in schedules 2 and 3 of the Childcare (Disqualification) Regulations 2009?

**Yes/No**

This includes, but is not limited to:

- Any offence against or involving a child
- Any sexual offence
- Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)

Have you been barred from working in regulated activity with children (i.e. are you included on the Disclosure and Barring Service Children's Barred List) or subject to sanctions imposed by a regulatory body eg DBS, GTA, NCTL?

**Yes/No**

Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?

**Yes/No**

If you answered yes to any of the above, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.

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

#### **APPLICANTS FROM OUTSIDE THE UK**

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

I can provide this information. Yes  No

**Please list any allegations that have been made against you which were subject to an investigation and the outcome to these.**



### 13. 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)

Do you require sponsorship certificate? Yes  No

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

### 14. 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

### 15. DATA PROTECTION STATEMENT

The School is a Data Controller and as such has a duty to explain to you what information is collected and why, and who, if anyone, it is shared with under the General Data Protection Regulation 2016.

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The School will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

We process this information about you because the processing is necessary for us to enter into an employment or other work-related contract with you. We also need to process this information to ensure that we are complying with our legal obligations under the Employment Act and with the DfE statutory guidance document, Keeping Children Safe in Education, as well as other school specific legislation.

If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment. For unsuccessful applicants we will hold this information securely for a period of six months.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on our privacy notice and data protection policy.

You can contact the School's Data Protection Officer if you have a concern about the way we collect or use your data.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent and you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting the School's Data Protection Officer.

## **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 current Data Protection legislation, 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:

The Equality Act defines a person as having a disability is s/he has a long standing physical or mental impairment which has a substantial and long term adverse effect on his her ability to carry out normal day to day activities.

Do you consider yourself to have a disability?    Yes                       No

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

**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: