



CHURCH OF ENGLAND - DIOCESE OF SOUTHWARK

SUPPORT STAFF APPLICATION

CONFIDENTIAL

NAME OF SCHOOL: HOLY TRINITY CHURCH OF ENGLAND SCHOOL

POST APPLIED FOR:

Closing date for completed form:

Return form to: Headteacher (marked confidential)
Holy Trinity C of E Junior School
Bute Road, Wallington
Surrey SM6 8BZ

Please state where you
saw the advertisement
for this post:

to whom all queries should be addressed: School Business Manager

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:

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

Yes No

If Yes, please give details

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.

4 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:

5 PREVIOUS EMPLOYMENT (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 and reasons for leaving

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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)

8 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:

9 DECLARATION BY APPLICANT

I understand that appointment to this post is subject to a satisfactory Enhanced Disclosure and Barring Service disclosure. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, and subsequent amendments), I am required to disclose any record I may have of criminal convictions, cautions and bind-overs, including those regarded as 'spent' and to attach details of the same.*

Have you a record of criminal convictions, cautions or bind-overs? Yes (details attached) No

* Please note information about criminal convictions, cautions and bind-overs will remain confidential but will be made available to the panel for consideration if your application is otherwise deemed worthy of short-listing.

I declare that I am not on List 99, or disqualified from working with children, or subject to any sanctions imposed by a regulatory body (i.e. the Teaching Agency)

I understand that under the terms of the Immigration, Asylum and Nationality Act 2006 should I be short-listed for the post for which I am applying, I will provide for the governing body, as employer, an original document* showing my entitlement to work in this country.

*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.

I appreciate that I must declare any family or close relationship with a member of the school's Governing Body, an employee of the school or senior official of the local education authority which has responsibility for the school. I understand that failure to disclose such a relationship may result in my disqualification.

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, understand and will comply with the Notes to Applicants which accompanied 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 consent to the processing of sensitive personal data, as defined by the Data Protection Act 1998, involved in the consideration of this application.

SIGNED:

DATE:

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:

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 (the second paragraph is omitted in the case of a Foundation school or where you are not required to give religious education):
 - As a teacher in 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.
 - You are required to give and/or supervise the giving of religious education in accordance with the doctrines of the Church of England/Church in Wales 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.

Any job offer will be conditional on two approved references, you having a satisfactory Enhanced Disclosure & Barring Service Criminal Records Check and Barred List Check, having the legal right to work in the UK and having satisfactory overseas criminal records checks if deemed necessary. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children