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| **CHURCH OF ENGLAND - DIOCESE OF SOUTHWARK**  **SUPPORT STAFF APPLICATION**  Administration or other support  HLTA  **Teaching Assistant**  **1:1 Teaching Assistant (Fixed Term)**  **SEN Teaching Assistant**  **CONFIDENTIAL** | | | | | |
| **NAME OF SCHOOL: Christ Church CE Primary School**  Batten Street, London SW11 2TH | | | | | | |
| Closing date for completed form: **12:00 noon on Wednesday 12 August 2020**  Email completed form to: [**tmchardy@christchurch.wandsworth.sch.uk.**](mailto:tmchardy@christchurch.wandsworth.sch.uk.)  T McHardy  Human Resource Manager  Christ Church CE Primary School  Batten Street  London  SW11 2TH  to whom all queries should be addressed | | | | Please state where you  saw the advertisement  for this post:  The Guardian website  TES website  Wandsworth Job Website  SDBE Notification  Internal Vacancy  Other (please state)  Job Centre plus | | |
| **1. APPLICANT'S PERSONAL DETAILS** | | | | | | |
| TITLE:  Mr  Mrs  Ms  Ms  Other | FIRST NAME: | | SURNAME: | | | |
| PREVIOUS NAMES: | | | | | | |
| PERMANENT ADDRESS: | | WORK TEL NO: | | |  |
| HOME TEL NO: | | |  |
| MOBILE PHONE NO: | | |  |
| EMAIL ADDRESS: | | |  |
| MAY WE TELEPHONE YOU AT WORK?  **Yes**  **N**o | | | |
| NATIONAL INSURANCE NO: | | | | | | |
| **2 EMPLOYMENT STATUS** | | | | | | |
| Are there any restrictions on your residence or employment in the UK?  **Yes**  **N**o If Yes, please give details    Do you have documentation to prove you are authorised to work in the UK? ?  **Yes**  **N**o  (Failure to produce this documentation when requested may result in the School being unable to pursue your application | | | | | | |

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| **3 SUPPORTING STATEMENT**  ***This section is essential and failure to complete this section may render your application invalid.*** |
| **With reference to the job description and person specification 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.** *This cell will automatically carry over to the next page if you require more space.* |

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| **4 PRESENT OR MOST RECENT EMPLOYMENT** | | | | | | | |
| NAME OF EMPLOYER: | | | ADDRESS:  POSTCODE:  LA AREA (if applicable): | | | | | |
| JOB TITLE | | DATE OF APPOINTMENT | | | | SALARY SCALE  SPINE POINT  PRESENT ANNUAL SALARY: £ | | |
| 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 | Natures of employment and Job Title | | | Salary Scale, grade, | Special responsibilities (if applicable) | | Dates of employment and reasons for leaving |
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| **6 EDUCATION AND ACADEMIC QUALIFICATIONS** |

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| From | To | Name of school/college/university | Qualifications/certificates  state subjects and grades | Date of qualifications and awarding body |
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| ***7* ANY *RELEVANT* TRAINING COURSES UNDERTAKEN DURING THE PAST *3 YEARS*** | | | | |
| 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 | |
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| **9 DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS RELEVANT TO THIS POST** | | | | |
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| **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 make sure you read the bullet points below*)**   * **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, but have done so in the past, 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: | | | | |

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| **12A: DISCLOSURE OF CRIMINAL CONVICTIONS** | | | | | | |
| Further to the recent changes (May 2013) to the 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. | | | | | | |
| **CAUTIONS:** Please list any Cautions | | | | | | |
| **ALLEGATION**s: Please list any allegations made against you and the outcome to these | | | | | | |
| **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**  **N**o | | | | | | |
| **12B: KEEPING CHILDREN SAFE IN EDUCATION – DISQUALIFICATION REQUIREMENTS** | | | | | | |
| If you are applying for a post which requires you to work or manage in any setting where there are children from birth to 5 years, or children in a childcare setting (including breakfast or after school club for children up to the age of 8 years) you are required to complete this section:. | | | | | | |
| **DISQUALIFICATION** | | | | | | |
| Have you ever been cautioned or convicted of a serious offence against children or adults?  **Yes**  **N**o  Have you ever had registration refused or cancelled in relation to childcare or children’s homes or been disqualified from private fostering?  **Yes**  **N**o  Are you subject to an Order, direction or similar in respect of childcare, including an Order made in respect of your own children?  **Yes**  **N**o | | | | | | |
| **DISQUALIFICATION BY ASSOCIATION** | | | | | | |
| Do you live in the same household as a person who is disqualified lives or works?  **Yes**  **N**o  If you have answered yes to the above question have you applied for a waiver:  **Yes**  **N**o  Have you been granted a waiver?  **Yes**  **N**o  **Note: If you have been granted a waiver you will be required to provide evidence of this.** | | | | | | |
| **12C: ELIGIBILITY TO WORK IN THE UK** | | | | | | |
| Are you eligible to work in the UK/EEA?  **Yes**  **N**o | | | | | | |
| Do you require a work permit  **Yes**  **N**o | | | | | | |
| National Insurance number (LLNNNNNNL, L Letter, N Number) | | | |  | | |
| **For non-EU applicants only** | | | | | | |
| Do you require sponsorship certificate?  **Yes**  **N**o  If yes, please provide the following: | | | | | | |
| Sponsorship TIER: |  | No: |  | | Expiry date: |  |
| I understand that under the terms of the Asylum and Immigration Act 1996 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. | | | | | | |
| **12D: 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: | | | | | | |
| **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 Data Protection Act 1998, involved in the consideration of this application. | | | | | | |
| SIGNED:       DATE:  Candidates submitting this form electronically will be asked to sign the form if selected for interview | | | | | | |

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| **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:** | | DATE OF BIRTH: |
| TITLE:  Mr  Mrs  Ms  Ms  Other | FIRST NAME: | SURNAME: |
| 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 I**f 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:** Male Female **Age:** 20-29 30-39 40-49 50-59 60-65  I consider myself to be disabled within the meaning of the Disability Discrimination Act 1995  YES 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  Put a cross here if you prefer not to state your ethnic group  Faith/Religion: Please specify       or  decline to answer  Sexual Orientation: Please specify       or  decline to answer | | |