

# Application for Non-Teaching Employment at a Bexley School

Job Reference Number: \_\_\_\_\_

Post Applied For: Admin Assistant

Applicant Number: \_\_\_\_\_

School: St Stephen's Catholic

## Section 1 - Contact details

First Name(s)		Last Name:	
Previous Name(s) (if applicable):			
Address		Home Telephone Number:	
Line 1:		Daytime Telephone Number:	
Line 2:		Mobile Telephone Number:	
Town:		<b>Please mark your preferred email address below.</b>	
County:		Home E-mail:	<input type="checkbox"/>
Post Code:		Work E-mail:	<input type="checkbox"/>
If currently employed may we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## Section 2 – Employment Record

Present or Most Recent Employer		Dates Employed From:		To:	
Employer's Name and Address:		Annual Salary:			
		Other Benefits:			
		Reason for Leaving:			
		Notice Period:			
Position held & brief description of duties:					

### Previous Employers (please list **all** previous employers from leaving school, most recent employer first)

Employer's name and address (Continue on a separate sheet if necessary)	Position(s) held	Dates		Reason for leaving/breaks in employment
		From	To	

*Listening to you, working for you*



Committed to promoting equality and diversity in employment and service delivery



**LONDON BOROUGH OF BEXLEY**

**Section 3 – Education and Training****Education**

Qualification(s) gained including grade	Date awarded	School / Colleges, Universities or Institutes of Further Education

**Details of any Membership(s) of Professional Associations/Bodies**

Membership Details	Date awarded

**Education Qualification(s) currently being undertaken**

Qualification(s) being undertaken	Expected date of completion	College/University or Institute

**Training** (relevant work related courses)

Course title and subjects covered	Date and duration	Training organisation

**Driving Licence** (please only answer this question if driving is a requirement of the post, detailed in the person specification)

Do you hold a current, clean, valid driving licence? Yes  No

Please give details if you have answered 'No' to the above question:

Do you own or have use of a car? Yes  No

#### Section 4 – Relevant experience and skills

Please indicate how you satisfy the criteria set out in the Person Specification by giving specific examples of where you have demonstrated the skills required from your personal and work experience (paid or unpaid), education and training. Particular attention should be given to providing examples against each competency listed. Please refer to the guidance notes for further information. Please continue on a separate sheet if necessary.

#### Section 5 – References

**Before completing this section please read the guidance notes attached carefully. References will be taken up if you are short listed prior to interview.**

Current/Most Recent Employer		Previous Employer	
Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Tel:	Fax:	Tel:	Fax:
E-mail:		E-mail:	
May this referee be contacted if you are shortlisted? Yes <input type="checkbox"/> No <input type="checkbox"/>		May this referee be contacted if you are shortlisted? Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### Section 6 – Declaration of Criminal Offences

Before completing this section please read the guidance notes attached carefully. Having a criminal record will not necessarily prevent you from gaining employment. **This post involves access to persons under 18 and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order. This post is also subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.**

Do you have any warnings, offences, convictions, cautions, bind overs, or are you currently undergoing criminal investigation?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

If yes please give details of conviction(s) and date(s).

#### Section 7 – Dismissal, disciplinary or capability procedures

**Before completing this section please read the guidance notes attached carefully. This will not necessarily prevent you from gaining employment.**

Have you ever been a subject of disciplinary or capability procedures or been dismissed or resigned from a position pending disciplinary investigations taking place? If yes please give details on a separate sheet.	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

## Section 8 – Asylum and Immigration Act 1996

National Insurance No:

Do you require a work permit to work in the UK?      Yes       No

## Section 9 – Declaring an interest

Please give details if you are related to or have a personal relationship with an Elected Member or Officer of Bexley Council or if you have any financial interest in contracts with the Council or pending tenders; or if you are currently employed by the Council or another Bexley School:

Please give details of any other business/financial interests (not necessarily connected of the London Borough of Bexley).

## Section 10 – additional Information/special arrangements

Dates and times when not available for interview:

Any other relevant additional information:

## Section 11 - Declaration

Under the terms of the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring the Council's/Schools policies and procedures and human resource management purposes. The Council's Job Applicant Privacy Notice is available at <https://www.bexley.gov.uk/services/privacy-notice> .

The School's job Application Privacy Notice is available from the School.

If you are unsuccessful this information will be retained on file for at least one year.

The Council/School is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.

I understand the information above and hereby

- 1) Declare that the information provided in this application form and recruitment monitoring form is correct to the best of my knowledge and belief. I understand that information that the Council/School deems to be false, misleading or incomplete will justify withdrawal of an offer of appointment or my summary dismissal from the Council's/school's service.
- 2) Consent to the Council/School undertaking any checks it may deem necessary in connection with my application.
- 3) Agree to the Council/School asking my previous employers questions regarding my sickness, performance and disciplinary record and give my consent for my previous employers to disclose this information.
- 4) Understand that canvassing of Elected Members directly or indirectly in connection with any appointment shall disqualify me.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For Posts involving working with children or vulnerable adults the following declaration must also be completed:

I confirm I am not on the Children's Barred List, or otherwise disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body (including but not limited to) the General Teaching Council for England (GTCE), prior to abolition in April 2012, or by the Department for Education or Health & Care Professionals Council (HCPC), I understand that the provision of false information may possibly result in referral to the police.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Recruitment Monitoring Form

Job Reference Number: \_\_\_\_\_

Applicant Number: \_\_\_\_\_

The School is committed to equality and diversity. With this in mind, all stages of the recruitment process will be monitored.

**This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.**

## Section 12 – Personal details

<b>A. Sex</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>B. Age</b>	Date of Birth:	Age:
<b>C. Ethnic Group</b>	<p><b>a. White</b></p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White background <input type="checkbox"/></p> <p>Please give details:</p> <p><b>c. Asian or Asian British</b></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p> <p>Please give details:</p> <p><b>e. Chinese or other ethnic group</b></p> <p>Chinese <input type="checkbox"/></p> <p>Any other, please give details <input type="checkbox"/></p>	<p><b>b. Mixed</b></p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other Mixed background <input type="checkbox"/></p> <p>Please give details:</p> <p><b>d. Black or Black British</b></p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background Please give details: <input type="checkbox"/></p>
<b>D. Nationality:</b>		
<b>E. Religion</b>	<p>Christian <input type="checkbox"/></p> <p>Hindu <input type="checkbox"/></p> <p>Jewish <input type="checkbox"/></p> <p>Jehovah Witness <input type="checkbox"/></p> <p>Any Other Religion <input type="checkbox"/></p>	<p>Muslim <input type="checkbox"/></p> <p>Sikh <input type="checkbox"/></p> <p>Buddhist <input type="checkbox"/></p> <p>None <input type="checkbox"/></p>
<b>F. Sexual Orientation</b>	<p>Bisexual <input type="checkbox"/></p> <p>Gay <input type="checkbox"/></p> <p>Heterosexual <input type="checkbox"/></p>	<p>Lesbian <input type="checkbox"/></p> <p>Prefer Not to Say <input type="checkbox"/></p>

## Section 13 - Disability

The School is committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants who meet the essential criteria in the person specification will be given the opportunity to be interviewed.

### What do we mean by a disability?

The Equality Act 2010 defines disability as 'a physical or mental impairment with long term, substantial effects on ability to perform day to day activities.

### Examples of Disabilities

The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.

- Hearing, Speech or Visual Impairments – if you wear glasses or contact lenses this is not normally considered a disability
- Co-ordination, dexterity or mobility e.g. polio, spinal cord injury, back problems, repetitive strain injury
- Mental health e.g. schizophrenia, depression, severe phobias
- Speech Impairment e.g. stammering
- Learning Disabilities e.g. Down's syndrome
- Other Physical or medical conditions e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc.

### Guaranteed Interview Scheme

As part of our commitment to equalities and diversity, we aim to ensure that candidates are not prevented from demonstrating their true abilities during the selection exercise.

- **Guaranteed Interview** – we will interview all applicants with a disability who meet the essential criteria for the post.

We are also committed to make **Reasonable Adjustments** to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their abilities and skills.

Do you consider yourself to be disabled? Yes  No

Please state the type of disability you have:

Please give details of any reasonable adjustments you may require:

## Section 14 – Advertising monitoring

How did you find out about this vacancy?

Please list which publication or internet site:

I understand that the Declaration in Section 11 applies to this monitoring form as well as the main application form.

Signed:

Date:

Thank you for completing this application form, please see guidance notes for return address and contact details.



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**BEXLEY**

# Guidance Notes for Applicants on Completing the Application Form

## GENERAL INFORMATION

The following information is designed to help you complete the application form as effectively as possible. Please contact a member of the Schools HR Service, if you require assistance in completing the form, or need the form in an alternative format.

Bexley follows a policy of Valuing Diversity and has an equality action plan. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals.

Please read the job advertisement carefully paying particular attention to the job description and person specification.

You may provide a CV in addition to your application, however you must still fully complete and return the application form and recruitment monitoring form.

## SECTION 1 CONTACT DETAILS

Please complete this section fully.

If you are currently working please make sure you indicate if you do not wish to be contacted at work.

Please provide all previous names.

## SECTION 2 EMPLOYMENT RECORD

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school/college. You must include all previous employment, including periods of voluntary work. Any breaks between employment or education and employment should be fully explained.

Please continue with this section on a separate sheet if necessary.

## SECTION 3 EDUCATION & TRAINING

Please complete this section as fully as possible, we will require evidence of your highest and/or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

Qualifications are not always essential for all posts; you may have undertaken other training that is just as relevant to the post.

Please only complete the questions about holding a driving licence if driving is a duty of the post.

## SECTION 4 EXPERIENCE & SKILLS

This is the most important section and must be completed fully.

During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment, etc...

You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

## SECTION 5 REFERENCES

All offers of appointment depend on receiving references satisfactory to the School. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your manager with your current/most recent employer.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job. References will not be

accepted from relatives or from people writing solely in the capacity of friends. Further advice on who is suitable as a referee is available from Schools HR.

The School reserves the right to ask for substitute referees, if the one you have provided are not deemed to be suitable.

For certain posts we reserve the right to contact any previous employer for a reference at any time. For posts involving working with vulnerable adults or children we will specifically enquire about disciplinary offences relating to these groups, including any which are "time expired", and whether the applicant has been the subject of child protection concerns, and if so, the outcome of that enquiry or disciplinary procedure. If you are not currently working with these groups but have done so in the past, that previous employer will be asked about those issues.

## SECTION 6 DECLARATION OF CRIMINAL OFFENCES

This post involves access to persons under 18 and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order. You must therefore give details of all convictions spent or otherwise. You must also give details of cautions, reprimands, warnings, or if you are currently undergoing criminal investigation or have a court date set.

**This post is also subject to a Disclosure and Barring Service Enhanced Disclosure.**

## SECTION 7 – DISMISSAL, DISCIPLINARY OR CAPABILITY PROCEDURES

Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.

## SECTION 8 ASYLUM AND IMMIGRATION ACT 1996 - ELIGIBILITY TO WORK

Please complete this section fully, relevant documentation will be

# Guidance Notes for Applicants on Completing the Application Form

checked for the successful candidate.

## SECTION 9 DECLARING AN INTEREST

Failure to disclose an interest will disqualify you from being appointed to a post with Bexley Council/School.

## SECTION 10 ADDITIONAL INFORMATION/SPECIAL ARRANGEMENTS

Please provide dates and times when you are not available for interview, plus any additional information we may need to consider.

## SECTION 11 DECLARATION

Please read this section carefully before signing your application form.

Failure to sign this part of form will disqualify you from being appointed to a post with the School.

## SECTION 12 PERSONAL DETAILS

As part of our commitment to equalities and diversity monitoring information needs to be collected and analysed. This information is confidential and monitored by the School. It will not be used for selection purposes.

## SECTION 13 DISABILITY

The school is committed to ensuring that employees who have a disability are given every possible assistance in the workplace. We will ensure that all disabled applicants who meet the essential criteria in the person specification are given the opportunity to be interviewed.

We will also respond to the needs of our employees who may have a disability either when they begin their employment with us or if they become disabled during their employment and we will ensure reasonable adjustments where appropriate.

If you answer **YES** to the question and require any special arrangements at interview, please add these to Section 14. You will be asked at interview stage if you

require any adjustments that would assist you at work if you were to be successful.

## SECTION 14 ADVERTISING MONITORING

This information is required to ensure that the School can monitor the effectiveness of its recruitment advertising.

## CHECKLIST

- Read through your completed application form carefully making sure you have fully answered all the questions.
- If you have completed separate sheets make sure that these are numbered and clearly marked with your name.
- Keep a copy of your application form for reference.
- Make sure you return the application form in plenty of time before the closing date appropriately stamped.

## WHAT HAPPENS NEXT

Your completed application form will be used to decide whether or not you are selected for interview.

Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form.

If you have any queries, then please refer to the advertisement for contact details.