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| **CHURCH OF ENGLAND - DIOCESE OF SOUTHWARK**  **SUPPORT STAFF APPLICATION**  **CONFIDENTIAL** | | | |
| **NAME OF SCHOOL: St Peters/St Judes and Peter Hills CofE Primary schools**  **POST APPLIED FOR: Payroll & Pensions Officer** | | | |
| Closing date for completed form: 16 August 2024  Return form to: Mr Matt Jones - Head of School  Email: mjones@st-judesschool.co.uk  to whom all queries should be addressed Mr Matt Jones | | | Please state where you  saw the advertisement  for this post: |
| **1 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 | | | | |
| **3 SUPPORTING STATEMENT** | | | |
| With reference to the Governors' selection criteria please give details of your experience, skills, abilities and additional information which you think would be useful in this job. Please write this on a separate sheet(s) of paper. | | | |

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| **4 PRESENT OR MOST RECENT EMPLOYMENT** | | | | | | | |
| NAME OF EMPLOYER: | | | ADDRESS:  LEA 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 |
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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 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 PROFESSIONAL REFERENCES**  Please provide details of two people who can provide references on your behalf. The first referee should normally be your present or most recent employer. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is expired if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. We will also ask about any performance and/or attendance concerns.  References will not be accepted from relatives or from people writing solely in the capacity of friends.  It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of the Keeping Children Safe in Education statutory guidance. | | | |
| NAME:  ADDRESS:  TEL. NO: EMAIL:  POSITION HELD:  Please state the context in which this person is known to yourself:  I consent to this reference being requested before interview.  Yes No | | | |
| NAME:  ADDRESS:  TEL. NO: EMAIL:  POSITION HELD:  Please state the context in which this person is known to yourself:  I consent to this reference being requested before interview.  Yes No | | | |

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| **9 DECLARATION BY APPLICANT**  **It is an offence for an individual to attempt to engage in regulated activity (working with children) whilst barred. As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.**  **As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.**  **Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.**  **We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. 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.** |
| *Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).*  *Yes    |  |        No  |  |*  *If the answer is yes, please provide full details below: -* |
| 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 (e.g. the General Teaching Council) |
| 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. |
| 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.  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 about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.  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: |
| **HEALTH** |
| Please state, with dates, any serious illnesses or operations you have had:  Do you suffer from recurring ailments? If Yes, please specify Yes  No   Have you been absent from your employment through illness for more than  5 days in total in the last twelve months? If Yes, please give details below: |
| Do you consider that you have any disability as defined within the terms of the Disability Discrimination Act 1995, which has a substantial effect on your ability to carry out normal day to day activities? Yes  No   If Yes, please give brief details of the disability and any adjustments which you consider you would need to be made to enable you to carry out the post for which you are applying:    Will you require assistance if called for an interview? Yes  No   If Yes, please give details: |

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| **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 and is recommended by the Commission for Racial Equality ([www.cre.gov.uk](http://www.cre.gov.uk)).  ***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***  |

# 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:
* As an employee at 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.
* The successful applicant will be required to provide an Enhanced Disclosure from the CRB.

*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.