



School Support Staff Application Form

Please complete in black ink or type

(This document is available in additional formats, e.g. large print on request)

Completed Application Forms are to be returned directly to the School. Please note that any incomplete forms will not be considered at shortlisting panels.

NAME OF SCHOOL:

Post for which you are applying:

Job Title:

Pay Scale:

Ref No:

Where did you see the post advertised?
(i.e. name of website, newspaper etc)

1 PERSONAL DETAILS

Title (Mr/Ms/Mrs/Miss/Dr etc):

First Name:

Surname:

Any Former Name(s):

Home Address:

Work Tel no:

Home Tel no:

Mobile Phone no:

Can we telephone you at work?

Yes No

Post Code:

Email address:

National Insurance No:

2 CURRENT OR MOST RECENT EMPLOYMENT

Name of Employer:

Employer Address:

Dates of Appointment:

Present annual salary:

Post held and responsibilities:

Reason for leaving (if applicable)

Notice period required (if applicable)

3 PREVIOUS EMPLOYMENT (start with most recent - please explain any gaps in employment under Section 4 below)

Employer Name and address	Dates of Employment	Annual Salary	Post Held and Responsibilities	Reason for leaving
1.				
2.				
3.				
4.				
5.				
6.				
7.				

4 BREAKS IN EMPLOYMENT/GAPS ON FORM

Please account for any break in employment that creates a gap on the application form (e.g. maternity leave, VSO, travelling, research, career break etc)

5 EDUCATION AND ACADEMIC QUALIFICATIONS

Schools/colleges/universities or Institute of Further Education attended (including part time)	Date From	Date To	Qualifications gained including subjects, grades or results expected, details of awarding body & date of award.

6 ANY OTHER RELEVANT QUALIFICATIONS OR RECORDS OF ACHIEVEMENT (E.G. COURSES ATTENDED), INCLUDING MEMBERSHIP AND STATUS OF ANY RELEVANT PROFESSIONAL OR TECHNICAL ASSOCIATIONS

Course title	Provider	Dates & duration of course	Award (if any)

7 DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS PAID OR UNPAID THAT YOU FEEL ARE RELEVANT TO THIS POST

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8 EQUAL OPPORTUNITIES

We expect all our employees to have an understanding of and commitment to the School/London Borough of Lewisham Equal Opportunities Policies.

Please explain what you understand this to mean and how you would relate this policy to the post for which you are applying.

9 GENERAL EXPERIENCE AND FURTHER INFORMATION

Please use this section to show us how your experience, skills and training gained both inside and outside paid work or through study, meet the selection criteria for this post as given in the Person Specification.

The information that you give here will play a crucial part in the decision to shortlist you or not, so please ensure that you demonstrate your ability to meet the selection criteria described in the job specification for this post.

Please insert additional pages as necessary, ensuring that you name, date and number each page.

10 PROFESSIONAL REFERENCES

External Applicants: When considering which referees to include, please make sure that at least 3 years of your most recent experience is covered. Please ensure that one of your referees is your current Line Manager/Headteacher or your most recent Line Manager/Headteacher if you are not in paid employment at the moment. If you are a School, College or University leaver one of your referees should be your Headteacher or Tutor.

Please note that we reserve the right to approach any of your previous employers for a reference.

N.B It is our policy to send reference requests via email where possible.

Internal Applicants: Please give the name and contact details of your current line manager/Headteacher

Dates covered:

Name: Title: (Mr/Mrs/Ms/Miss/Dr) Position held:

Organisation Name:

Full Address:

Telephone No: Ext:

Email Address:

What is your relationship to this referee?

Dates covered:

Name: Title: (Mr/Mrs/Ms/Miss/Dr) Position held:

Organisation Name:

Full Address:

Telephone No: Ext:

Email Address:

What is your relationship to this referee?

Dates covered:

Name: Title: (Mr/Mrs/Ms/Miss/Dr) Position held:

Organisation Name:

Full Address:

Telephone No: Ext:

Email Address:

What is your relationship to this referee?

Dates covered:

Name:

Title: (Mr/Mrs/Ms/Miss/Dr)

Position held:

Organisation Name:

Full Address:

Telephone No:

Ext:

Email Address:

What is your relationship to this referee?

Dates covered:

Name:

Title: (Mr/Mrs/Ms/Miss/Dr)

Position held:

Organisation Name:

Full Address:

Telephone No:

Ext:

Email Address:

What is your relationship to this referee?

Dates covered:

Name:

Title: (Mr/Mrs/Ms/Miss/Dr)

Position held:

Organisation Name:

Full Address:

Telephone No:

Ext:

Email Address:

What is your relationship to this referee?

11 ADDITIONAL INFORMATION

Are you currently under any Visa restrictions?

Yes No

If yes, please detail your visa information here, i.e. type of visa, end date etc

If relevant to the post applied for, do you have a clean full driving licence?

Yes No

Have you previously been employed by London Borough of Lewisham?

Yes No

Have you ever received a redundancy payment or enhanced retirement benefit from any organisation?

Yes No

If yes, please state from which organisation (s) and date (s) of payment:

12 DECLARATIONS

1. I hereby declare that to the best of my knowledge, I am not a spouse, partner, child or relative of an existing member or employee of the School/London Borough of Lewisham, nor do I have a close personal or business or potential business relationship with any such person.

SIGNED:

DATE:

If you are unable to make the above declaration, you should strike it out and state in the space below any relationship of the nature referred to.

2. I hereby declare that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold. I understand that I will be required to provide original documents for scrutiny upon appointment. I also understand that falsification of qualification or information may lead to withdrawal of an offer or dismissal without notice.

I agree that the information provided should form part of the basis of my engagement and I authorise the School/London Borough of Lewisham to check the information that I have supplied. I accept that by signing this form I am giving the School/London Borough of Lewisham permission to approach any of my former employers for a reference for the purposes of checking my work history.

Our stringent pre employment checks reflect the School/London Borough of Lewisham's commitment to protecting our children and young people; these will include references, health, right to work in the UK, record check via the Disclosure and Barring Service (DBS) and, where applicable, a declaration that neither you nor anyone that lives in the same household as you is a disqualified person under the Childcare (Disqualification) Regulations 2009 – for further details go to

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414345/disqual_stat-guidance_Feb_15_3_.pdf

Under the Data Protection Act 1998, I understand that the personal information supplied by me on this application form and in any accompanying documents will be used by the School/London Borough of Lewisham and any other appointed agent, for the purpose of appointment to the post applied for and to allow monitoring of the fairness of the recruitment and selection process. Furthermore, that the information may be used to consider a complaint regarding the selection process and/or defend the School/London Borough of Lewisham against any legal action undertaken associated with the fairness of the selection process by any interested parties. I have also noted that certain information supplied by me will be used for verification purposes and that the School/London Borough of Lewisham may need to contact third parties to confirm facts contained within the application.

Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.

I have read and understood the above statements and consent to the personal data submitted with this application form being used for the purposes described. I understand that the School/London Borough of Lewisham is under duty to protect the public funds it administers, and to this end may use the information I have provided on this form within the School/London Borough of Lewisham for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

SIGNED:

DATE:

Where you have been successfully appointed this information will be retained for the period you are employed and a subsequent 7 years in standard cases, 25 subsequent years where you have been employed to work with children and vulnerable persons and 40 years if you will come into contact with Asbestos as part of your duties. However, if you are unsuccessful your information will be retained for 12 months after the appointment to post.

Medical History

If you are successful in your application you will be required to complete a medical questionnaire.

New Staff may be required to undergo a medical examination.

Disability

We are working to improve the employment opportunities we offer to people with disabilities. Where a person with a disability applies for this post consideration will be given to restructuring the duties, including reasonable adjustment to the workplace, to meet their needs.

If you are shortlisted for interview we are able to make provision for people with special needs. Such adjustments may include arranging a signer or changing location of the interview if access to an upper floor office is not possible.

Is there any special help which you may require for interview or throughout the application process?

EQUALITIES MONITORING FORM – Equalities monitoring is the collection of information which helps services ensure that they are providing a fair and inclusive service. The School/London Borough of Lewisham is committed to monitoring across the six equality 'strands'; gender, age, ethnicity, disability, sexual orientation and religion/belief. The information you provide will be treated in the strictest confidence in accordance with the Data Protection Act, it will be used only for statistical monitoring and will not be used as part of the interview selection process. If you are unhappy about answering a particular question you do not have to.

GENDER

Are you: **Female** **Male**

AGE

Please select your age group:

Under 18	<input type="checkbox"/>		
18-24	<input type="checkbox"/>	45-49	<input type="checkbox"/>
25-29	<input type="checkbox"/>	50-54	<input type="checkbox"/>
30-34	<input type="checkbox"/>	55-59	<input type="checkbox"/>
35-39	<input type="checkbox"/>	60-64	<input type="checkbox"/>
40-44	<input type="checkbox"/>	65+	<input type="checkbox"/>

ETHNICITY

What is your ethnic group?

White

English/Welsh/Scottish/Northern Irish/British Irish
 Gypsy or Irish Traveller
 Any other White Background, write in _____

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
 Any other Mixed /multiple ethnic background, write in _____

Asian or Asian British

Indian Pakistani Bangladeshi Chinese
 Any other Asian background, write in _____

Black/African/Caribbean/Black British

Black Caribbean Black African
 Any other Black/African/Caribbean background, write in _____

Other ethnic group

Any other ethnic group, write in _____

DISABILITY

Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself disabled? **Yes** **No**

SEXUAL ORIENTATION

How would you define your sexual orientation?

Straight/heterosexual Gay/lesbian Bisexual

RELIGION/BELIEF

What is your religious belief?

None Christian (all denominations) Buddhist
 Hindu Jewish Muslim
 Sikh Any other religion/belief, write in _____

REHABILITATION OF OFFENDERS ACT 1974

This page will be kept separate from the rest of your application form – it will not be sent to the selection panel.

Name:

Post Applied for:

Ref No:

REHABILITATION OF OFFENDERS ACT

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are regarded as “spent” under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council. Convictions within the Armed Services, outside the UK or disciplinary action by certain professional bodies must also be included. Any information given will be completely confidential and will be considered only in relation to posts to which the Order applies.

CRIMINAL CONVICTION

Do you have any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions against you, including any convictions which are regarded as “spent” under the above Act?

Yes

No

Do you wish to declare anything in the light of the requirement for a Disclosure and Barring Service (DBS) check?

Yes/No - If yes, please note here:

Signed:

Date:

Any details you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other vacancy. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act. For more information on spent convictions visit <http://publish.lawontheweb.co.uk/rehabact.htm>

If you are invited for interview, you will be asked to provide details of any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions (whether spent or not). Once you receive your interview letter, please send details in an envelope with your name and the post for which you are applying on the back of the envelope and mark it “PRIVATE AND CONFIDENTIAL ADDRESSEE ONLY” to the Headteacher of the School where you have applied.

Any issues arising from the information provided will be discussed and explored with you at interview. If you are appointed to the post, a full DBS disclosure will be carried out which will be considered by a Nominated Officer who in turn will recommend to the London Borough of Lewisham’s DBS Panel whether or not your appointment can proceed. This decision will depend on the nature of the conviction and the post applied for.