

CHURCH OF ENGLAND - DIOCESE OF SOUTHWARK

SUPPORT STAFF APPLICATION



CONFIDENTIAL

ARCHBISHOP TENISON'S CE HIGH SCHOOL

Selborne Road, Croydon, CR0 5JQ

Tel: 020 8688 4014

Fax: 020 8681 6336

[www.archten.croydon.sch.uk](http://www.archten.croydon.sch.uk)

POSITION APPLIED FOR:

Return form to: HR Officer at the School address  
or emailed to – [patohtheadteacher@archten.croydon.sch.uk](mailto:patohtheadteacher@archten.croydon.sch.uk)

to whom all queries should be addressed

Please state where you  
saw the advertisement  
for this post:

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:

2 EMPLOYMENT STATUS

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

Yes ☐ No ☐

If Yes, please give details

Do you have documentation to prove you are authorised to work in the UK?

Yes ☐ No ☐

(Failure to produce this documentation when requested may result in the School being unable to pursue your application)

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 in the form of a letter, on a separate sheet(s) of paper, addressed to Mr Parrish, Headteacher

#### 4 PRESENT OR MOST RECENT EMPLOYMENT

|                   |                       |                                                                                              |  |
|-------------------|-----------------------|----------------------------------------------------------------------------------------------|--|
| NAME OF EMPLOYER: |                       | ADDRESS:                                                                                     |  |
|                   |                       | LA AREA                                                                                      |  |
| JOB TITLE:        | DATES OF APPOINTMENT: | SCALE/GRADE AND PRESENT ANNUAL SALARY<br>(incl allowances):<br>Please specify in £ per annum |  |
|                   |                       |                                                                                              |  |

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 and complete all columns)

| 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 |
|---------------------------------|------------------------------------|-----------------------------|----------------------------------------|---------------------------------------------|
|                                 |                                    |                             |                                        |                                             |
|                                 |                                    |                             |                                        |                                             |
|                                 |                                    |                             |                                        |                                             |
|                                 |                                    |                             |                                        |                                             |
|                                 |                                    |                             |                                        |                                             |

#### 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 TRAINING COURSES UNDERTAKEN DURING THE PAST 3 YEARS RELEVANT TO THIS APPLICATION**

| Course title | Place of Study | Dates of course | Award (if any) |
|--------------|----------------|-----------------|----------------|
|              |                |                 |                |

**8 OTHER PAID WORK EXPERIENCE (please explain any gaps in employment)**

| Employer | From | To | Nature of Occupation and reasons for leaving |
|----------|------|----|----------------------------------------------|
|          |      |    |                                              |

**9 DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS RELEVANT TO THIS POST**

**10 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:

**12 DECLARATION BY APPLICANT**

**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.

[Add Conviction](#)

#### Cautions

Please list any Cautions

[Add Caution](#)

#### Allegations

Please list any allegations made against you and the outcome to these

[Add Allegation](#)

#### 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.

NAME:

SIGNED:

DATE:

**EQUAL OPPORTUNITIES**

**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:

**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 ☐

I consider myself to be disabled within the meaning of the Disability Discrimination Act 1995

☐

**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

Irish

Scottish

Welsh

Any other White background: please write in

Other: 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** ☐

**Faith/Religion:** Please specify or decline to answer

Decline to answer: ☐

**Sexual Orientation:** Please specify or decline to answer

Decline to answer: ☐

## 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 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.