

# Application for a Support Staff Post

Please complete in black ink or type

Post applied for ..... Scale/Grade .....

If part time or job share, state preferred days/times .....

## Personal Details (Please complete in BLOCK CAPITALS)

Surname	Previous Surname(s)										
First name(s)	Title (Mr/Mrs/Ms/Miss/Other)										
Home address	Date of birth:										
	Do you consider that you have a disability? (Tick as applicable) Yes <input type="checkbox"/> No <input type="checkbox"/>										
	If yes, as an employer we are keen to support the careers of disabled people. Please let us know of any adaptations or special conditions that you would require at interview: ..... .....										
Tel:											
Mob:	<b>Permission to work in the United Kingdom (UK)</b>										
E-mail:	Are there any restrictions on your rights to work in the UK? (Tick as applicable) Yes <input type="checkbox"/> No <input type="checkbox"/>										
NI Number: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>											Please note: Permission to work with a previous employer or in a previous post is not transferable
Vehicle Owner ) Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Current Driving Licence Yes <input type="checkbox"/> No <input type="checkbox"/>										

## Qualifications and Training

Details of degrees/diplomas and any other qualifications obtained or in progress					
Full name and address of College, University or other Institution	Inclusive dates Month & Year		Degree/Course Title	Grade/Class (or state if still in progress)	Main subject
	From	To			

**NB. You will be required to provide evidence of all qualifications if appointed. We reserve the right to contact the relevant institution for verification**

Secondary School(s) or equivalent					
Full name and address of School/College	Inclusive dates Month & Year		Examinations passed		Grades
	From	To	Subject	Date	

Please continue on a separate sheet if necessary





## Referees

Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current or last employer (or teacher/tutor in the case of a college/school leaver). NB. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children). You should be aware that referees will be asked about disciplinary/capability investigations or warnings, as well as any child protection concerns, including any in which the penalty is time expired.

(a) Name

Address

Tel:

Fax:

E-mail:

Status:

Our normal practice is to take up references prior to interview. Are you willing to allow us to contact referee (a)?

YES

NO

(b) Name

Address

Tel:

Fax:

E-mail:

Status:

Our normal practice is to take up references prior to interview. Are you willing to allow us to contact referee (b)?

YES

NO

(Please note: If you do not allow us to take up references prior to interview, you should be aware that you may not be shortlisted).

Please give any dates on which you would be UNAVAILABLE for interview

### Declaration

Are you, to your knowledge, related to any elected Member or Senior Officer of the Council, or Governor or Senior member of staff of a school in the London Borough of Enfield?

YES

NO  (Tick as appropriate)

If YES, state details .....

I understand that canvassing School Governors or School senior staff, directly or indirectly, for any appointment, will disqualify my application.

I confirm that I am not barred, either totally or to a limited extent, from employment involving regular contact with children, young persons or other vulnerable people, nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body.

I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.

In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.

I hereby declare that information given on this form is complete and accurate.

Signature: ..... Date: .....

Please return form to:

Personnel Officer  
Cuckoo Hall Primary School  
Cuckoo Hall Lane  
Edmonton  
London. N9 8DR

## DECLARATION OF UNSPENT AND SPENT CRIMINAL CONVICTIONS

**This sheet will be separated from your application form on receipt. Before completing the details overleaf, please read the following notes carefully.**

It is the policy of Cuckoo Hall Primary School to require applicants for specific posts to disclose certain information on any previous criminal record that they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the School, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, particular convictions will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for the post the School complies with the Code of Practice recommended by the Criminal Record Bureau.

You must give details on this form of any convictions, cautions or fixed penalty notices you have, or any court cases that you have pending. Under the provisions of The Rehabilitation of Offenders Act 1974, job applicants do not have to disclose information on certain convictions after a set period of time, i.e. when they become 'spent'. However, staff employed to work with certain categories of person are required to disclose all spent and unspent convictions and cautions. These work categories have been identified after a risk assessment has indicated that disclosure is both proportionate and relevant. The work categories where this is required are for roles where the employee will work with:

- persons over the age of 65
- persons suffering from serious illness or mental disorder of any description
- persons addicted to alcohol or drugs
- persons who have a visual, hearing or speech impairment
- other persons who are substantially and permanently disabled by illness, injury or congenital deformity
- any employment concerned with the provision of health services
- any employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, Social Services.

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 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold any information about convictions or cautions which for other purposes are 'spent' under the provisions of the Act. The School will use information provided by the Criminal Records Bureau Disclosure Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the School. Any information you give us about convictions, cautions or fixed penalty notices will be kept confidential and will only be considered in relation to the job for which you are applying.

Therefore, if you have been convicted of, or cautioned about, any criminal offence in the past (including any convictions in a Court of Law outside Great Britain) you must give details (convictions, date(s) and sentence and/or cautions/fixed penalty notices and date(s)) below.

### DECLARATION OF CRIMINAL OFFENCES

Using the above guidelines, please list all your unspent and spent cautions/fixed penalty notices or unspent and spent criminal convictions. Do not forget to include any pending convictions and indicate that they are pending.

**If you have no spent or unspent convictions or spent and unspent cautions please write 'none' and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.**

Nature of Offence(s) (1)	Name of Court and Date of Conviction (2) (or Date of Caution/fixed Penalty Notice)	Sentence(s) (3)

All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify to the best of my knowledge, the information I have provided is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.

Signed:..... Date:.....

Name (please print in CAPS):.....

Job applied for:.....

## EQUAL OPPORTUNITIES

This sheet will be separated from your application form on receipt. The information you supply here plays no part in the selection process. It is used to monitor the effectiveness of our Equal Opportunities Policy. The information will be treated in the strictest confidence.

Please complete A, B, C and D below and overleaf.

- A. Please tick the appropriate box that best describes your ethnic origin. (For additional guidance, see notes below as indicated against each category).

CATEGORY	SUB-CATEGORY	Tick ONE Box only
White	White – British (See 1. below)	
	White – Irish	
	Any Other White Background (See 2. below)	
Mixed/Dual Background	White and Black Caribbean	
	White and Black African	
	White and Asian (See 3. below)	
	Any Other Mixed background (See 4. below)	
Asian or Asian British	Indian	
	Pakistani (See 5. below)	
	Bangladeshi	
	Any Other Asian Background (See 6. below)	
Black or Black British	Black Caribbean	
	Black African (See 7. below)	
	Any Other Black Background (See 8. below)	
Chinese (See 9. below)		
Any Other Ethnic Group (See 10. below)		

1. English, Scottish, Welsh and Other White British.
2. Albanian, Bosnian-Herzegovinian, Croatian, Greek/Greek Cypriot, Greek, Greek Cypriot, Italian, Kosovan, Portuguese, Serbian, Turkish/Turkish Cypriot, Turkish, Turkish Cypriot, White European, White Eastern European, White Western European, White Other.
3. White and Pakistani, White and Indian, White and Any Other Asian Background.
4. Asian and Any Other Ethnic Group, Asian and Black, Asian and Chinese, Black and Any Other Ethnic Group, Black and Chinese, Chinese and Any Other Ethnic Group, White and Any Other Ethnic Group, White and Chinese, Other Mixed Background.
5. Mirpuri Pakistani, Other Pakistani, Kashmiri Pakistani.
6. African Asian, Kashmiri Other, Nepali, Sinhalese, Sri Lankan Tamil, Other Asian.
7. Angolan, Congolese, Ghanaian, Nigerian, Sierra Leonian, Somali, Sudanese, Other Black African.
8. Black European, Black North American, Other Black.
9. Hong Kong Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, Other Chinese.
10. Afghan, Arab Other, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin/South/Central American, Lebanese, Libyan, Malay, Moroccan, Polynesian, Thai, Vietnamese, Yemeni, Any Other Ethnic Group.

**B. I consider that I have a disability**

**YES**  **NO**  **If YES, please state details of your disability.**

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.....  
.....

**C. AGE. Please tick one box to indicate relevant category**

**21 – 25**  **26 – 30**  **31 – 35**  **36 – 40**  **41 – 45**  **46 – 50**  **60 +**

**D. Where did you find out about this post? Please tick box or state as indicated.**

**Advert in Times Educational Supplement (TES)**

**Other Advert**  **Please specify** .....

**Cuckoo Hall Primary School website**

**London Borough of Enfield website**

**Other Website**  **Please specify**.....

**Other**  **Please specify**.....