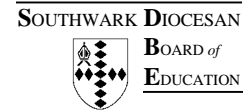


**CHURCH OF ENGLAND - DIOCESE OF SOUTHWARK**

**SUPPORT STAFF APPLICATION**



**CONFIDENTIAL**

**NAME OF SCHOOL: St Bartholomew's CE Primary School**  
**Post: School Business Manager**

Closing date for completed form: 12 noon 2<sup>nd</sup> March 2012

Return form to: Mrs Dyson  
St Bartholomew's School  
The Peak  
SE26 4LJ  
020 8699 8537  
pdyson2.209@lgflmail.org

to whom all queries should be addressed

Please state where you saw the advertisement for this post:

**1 APPLICANT'S PERSONAL DETAILS**

TITLE:

FIRST NAME(s):

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 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 on a separate sheet(s) of paper.

**3 PRESENT OR MOST RECENT EMPLOYMENT**

NAME OF EMPLOYER:

ADDRESS:

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:

**4 PREVIOUS EMPLOYMENT/VOLUNTARY WORK (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

**5 EDUCATION AND ACADEMIC QUALIFICATIONS**

From	To	Name of school/college/university	Qualifications/certificates state subjects and grades	Date of qualifications and awarding body



## 8 DECLARATION BY APPLICANT

I understand that appointment to this post is subject to a satisfactory Enhanced Criminal Records Bureau disclosure. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, and subsequent amendments), I am required to disclose any record I may have of criminal convictions, cautions and bind-overs, including those regarded as 'spent' and to attach details of the same.\*

Have you a record of criminal convictions, cautions or bind-overs, including those regarded as spent?

Yes (details attached)  No

\* Please note information about criminal convictions, cautions and bind-overs will remain confidential but will be made available to the panel for consideration if your application is otherwise deemed worthy of short-listing.

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 (including councillors) of the local 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 and will produce evidence of the same. I acknowledge that I have read, understand and will comply with the Notes to Applicants which accompanied 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 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:

**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 Welsh**

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.