

# Application for a Support Staff Post

Please complete in black ink or type

Post ..... Scale/Grade .....

School/Service .....

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:										
	NI Number: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
	<b>Permission to work in the United Kingdom (UK)</b>										
Tel:	Are there any restrictions on your rights to work in the UK? (Tick as applicable) Yes <input type="checkbox"/> No <input type="checkbox"/>										
Mob:	Please note: Permission to work with a previous employer or in a previous post is not transferable										
E-mail:											

## **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 if a qualification is essential to this post. 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	

Details of any Relevant Short Courses attended in the past five years		
Course Title and Organiser	Dates Attended	Any Other Relevant Information
Please continue on a separate sheet if necessary		

Membership of Professional or Technical Associations (if applicable)			
Name of Association	Entry date to Membership	Status	Membership Number

### Details of Current or Most Recent Employment

Name and Address of Current or Most Recent Employer	Position held	Full time/Part time	Inclusive dates Month & Year From To		Reason for leaving (if applicable)

Please write a brief description of your current/previous duties, stating to whom you report (position) and, if relevant, who reports to you. (You may attach a simple diagram of your position in the organisation if you wish).

Current Salary (excluding any bonus) ..... Amount of Notice Required .....

### Previous Employment, Voluntary Work or Other Activities

Please complete with most recent employment/other activities first, detailing gaps between appointments, e.g. bringing up family, time spent travelling, periods of unemployment etc.

Name and Address of Previous Employer	Position held	Full time/Part time	Inclusive dates Month & Year From To		Reason for leaving (if applicable)

**In this section you are asked to detail, by providing evidence and/or examples, how your knowledge, skills and abilities, or any other factors, relate to the requirements of the Person Specification sent to you with the Job Information Pack.**

## Referees

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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. If your employer is/was a school, the referee provided must be the Head teacher. (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 in which the penalty is time expired, if they relate to child protection issues. (They will not be asked to provide information on allegations proven to be false, unsubstantiated or malicious). If you are subsequently made a conditional offer of employment, further information may be sought from referees about health and absences.

(a) Name

Address

Tel:

Fax:

E-mail:

Status:

Our normal practice is to take up references prior to interview. Can we contact referee (a)?

YES ☐

NO ☐

(b) Name

Address

Tel:

Fax:

E-mail:

Status:

Our normal practice is to take up references prior to interview. Can we contact referee (b)?

YES ☐

NO ☐

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

State any date(s) inconvenient for interview: .....

### Declaration

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Do you have a close relationship with, and/or are you related to, any employee, worker, volunteer, Governor or anyone else connected with the School/PRU, or any Senior Officer or Councillor of the London Borough of Enfield?

YES ☐

NO ☐ (Tick as appropriate)

If YES, state details .....

I understand that canvassing elected members of the Council, School Governors or School 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 work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.

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

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.

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

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

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Please return form to:

**LONDON BOROUGH OF ENFIELD**

**DECLARATION OF UNSPENT AND RELEVANT  
SPENT CRIMINAL OFFENCES**

**BEFORE COMPLETING THIS FORM  
PLEASE READ THE FOLLOWING NOTES CAREFULLY.**

It is the policy of this Council and the School to require successful applicants for certain posts to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the Council or 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, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post, the Council and the School comply with the Code of Practice recommended by the Disclosure and Barring Service.

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. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings that you have and any court cases that you have pending.

The Council, or School, will use information provided by the Disclosure and Barring 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 Council or the School. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

**DECLARATION OF CRIMINAL OFFENCES**

Using the guidelines below please list **all your unspent, and relevant spent, convictions, cautions, reprimands and final warnings**, including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

**Cautions** relating to an offence from a list (see below) agreed by Parliament

**Cautions** given less than 6 years ago (where you were over 18 years old at the time of the caution)

**Cautions** given less than 2 years ago (where you were under 18 years old at the time of the caution)

**Convictions** relating to an offence from a prescribed list (see below)

**Convictions** that resulted in a custodial sentence (regardless of whether served)

**Convictions** given less than 11 years ago (where you were over 18 years old at the time of the conviction)

**Convictions** given less than 5.5 years ago (where you were under 18 years old at the time of the conviction)

Irrespective of the above list, **if you have more than one conviction then ALL convictions**

**must be declared.**

The list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences which **must always** be declared has been derived from the legislation and can be accessed using the following link: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings 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.

<b>Nature of Offence(s)</b>	<b>Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s)</b>	<b>Sentence(s)</b>

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 that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, I may be disqualified from future engagement with the Council and/or the School and that any current engagement may be terminated with immediate effect.

Please complete this form and enclose it in the attached envelope.

Signed: .....

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

Position applied for: .....

Date .....

## 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)		

- English, Scottish, Welsh and Other White British.
- 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.
- White and Pakistani, White and Indian, White and Any Other Asian Background.
- 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.
- Mirpuri Pakistani, Other Pakistani, Kashmiri Pakistani.
- African Asian, Kashmiri Other, Nepali, Sinhalese, Sri Lankan Tamil, Other Asian.
- Angolan, Congolese, Ghanaian, Nigerian, Sierra Leonian, Somali, Sudanese, Other Black African.
- Black European, Black North American, Other Black.
- Hong Kong Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, Other Chinese.
- 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**

<b>16 – 20</b> <input type="checkbox"/>	<b>21 – 25</b> <input type="checkbox"/>
<b>26 – 30</b> <input type="checkbox"/>	<b>31 – 35</b> <input type="checkbox"/>
<b>36 – 40</b> <input type="checkbox"/>	<b>41 – 45</b> <input type="checkbox"/>
<b>46 – 50</b> <input type="checkbox"/>	<b>51 – 55</b> <input type="checkbox"/>
<b>56 – 60</b> <input type="checkbox"/>	<b>61 +</b> <input type="checkbox"/>

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

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

***London Borough of Enfield website*** ☐

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