**Support Staff Application Form**

**Confidential**

Please use black ink and write clearly or type. If completing electronically, questions are in the left hand column. You should write your answers in the right hand column.

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| **Beckmead Provision Applying To:** | | |
| **Post Applied For:** | **Pay Scale:** | **Ref No:** |
| **Where did you see the post advertised?**  **(i.e. Name of website, newspaper etc)** | | |

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| **Personal Details** | | | |
| **Title (Mr,Mrs,Miss,Dr):** | **First Name:** | | **Surname:** |
| **Any former names:** | | | |
| **Home Address:**    **Postcode:** | | **Work Tel:**  **…………………………………….**  **Home Tel:**  **…………………………………………………………**  **Mobile Tel:**  **…………………………………………………….**  **Can we call you at work? Yes/ No**  **Email Address:**  **………………………………………………………………..**  **National Insurance Number:**  **……………………………………………………..** | |
| **Are you applying for this post on a job share basis?** (Delete as appropriate) **Yes/No** | | | |

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| **Current or most recent employment** | | | |
| **Name of employer:** | **Employers Address:** | | |
| **Date Appointed:** | **Present/Annual Salary:** | | **Post Held:** |
| **Job Roles and Responsibilities:** | | | |
| **Reason for Leaving:** | | **Notice Period required** (If applicable): | |

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| **All Previous Employment:** | | | | |
| **Employer name and address** | **Dates of employment (start-end)** | **Annual Salary** | **Post Held and Responsibilities** | **Reason for leaving** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **Have you ever been dismissed by an employer:** (Delete as appropriate) **Yes/No** | | | | |
| **If yes please give details on a separate sheet** | | | | |
| **Any other breaks in employment? (e.g. maternity, travelling, research, career break)** | | | | |

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| **Education and Qualifications** | | | |
| **School/College/University or institute of Further Education attended (Including part time)** | **Date From** | **Date To** | **Qualification** |
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| **Any other relevant qualifications e.g. courses attended** | | | |
| **Course Title** | **Provider** | **Date awarded** | **Expiry date** |
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| **Other activities, skills and interests paid or unpaid that you feel are relevant to this post** |
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| **Equal Opportunities**  We expect all our employees to have an understanding of and commitment to the London Borough of Croydon/Beckmead Family of Schools’ 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. |
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| DETAILS OF PEOPLE WHO MAY BE CONTACTED FOR REFERENCES – INCLUDING PRESENT EMPLOYER  If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Friends and relatives must not be used. | | |
| **Name :** |  | |
| **Address and Postcode of Employer/Company:** | | **Postcode:** |
| **Telephone Number:** | |  |
| **Email Address:** | |  |
| **May we contact your present/most recent employer for a reference straight away?** (Delete as appropriate)  Yes/No | | |
| **If no when may we do so?** | | |

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| Second Referee | | |
| **Name :** |  | |
| **Address and Postcode of Employer/Company:** | | **Postcode:** |
| **Telephone Number:** | |  |
| **Email Address:** | |  |
| **May we contact your present/most recent employer for a reference straight away?** (Delete as appropriate)  Yes/No | | |
| **If no when may we do so?** | | |
| **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. | | |
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| **Additional Information** | | |
| **Are you currently under any visa restrictions?** | **Yes/No** | |
| **If yes please give details here:** | | |
| **If relevant for the job do you have a clean full driving license?** | | **Yes/No** |
| **Have you ever received a redundancy payment or enhanced retirement benefit from any organisation?** | | **Yes/No** |
| **If yes please give details below e.g. dates, company** | | |

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| **Convictions** |
| **Do you have any criminal convictions? Yes/No** |
| **If yes please give details below or on a separate sheet** |

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| **Do you have a personal/family relationship with anyone likely to be involved in the selection process for this post, anyone already working with the Beckmead Family of Schools or with a Councillor or Senior Officer of Croydon Council? (Delete as appropriate) Yes/No** |
| **If yes please give name of the relevant person(s) and the relationship(s)** |

Data Protection Act 1998:

The personal information submitted by you on this application form and in any accompanying documents will be used by Croydon Council and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend Croydon Council against a legal challenge to the fairness of the selection process from any interested party. For these reasons, the information you submit will be kept on the Council’s personnel records for 6 months if you are not short-listed and 2 years if you are. The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described. This Authority is under a duty to protect the public funds it administers and may use the information you have provided on this form within the Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Please sign the statement below indicating your consent to the information being held, used and verified as described above.

If you decline to give your consent as requested above the Council will be unable to consider your application for employment.

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| **Name (please print)** |  |
| **SIGNATURE** |  |
| **Date** |  |
| **Please return the completed form to** | **Chloe Ell, HR Administrator,** [**cell.306@lgflmail.org**](mailto:cell.306@lgflmail.org)  **Beckmead Family of Schools**  **Monks Orchard Road**  **Beckenham, BR3 3BZ** |

I declare that to the best of my knowledge all parts of this form, attachments and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

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| **Criminal Convictions (Check on convictions and cautions)** |
| A check as to the existence and content of a criminal record may be requested from the Disclosure and Barring Service after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.  You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.  Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of ‘spent’ convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in that list. |
| **Please give details of ALL convictions, cautions, reprimands or warnings (whether spent or not).** |
| **DISCLOSURE & BARRING SERVICE** |
| The Disclosure and Barring Service helps employers check records which were previously held by the police, the Department of Health and the Department for Education and Employment.  Different levels of disclosure can be provided, according to the type of work applied for.   |  |  | | --- | --- | | The job for which you have applied requires: | Enhanced disclosure |   STANDARD DISCLOSURE  These are for positions that involve regular contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record.  ENHANCED DISCLOSURE  These are for positions with greater contact with children or vulnerable adults, like social workers and doctors, for example. They involve an extra level of checking.  Previous Checks  If a check has been previously carried out for you, please provide the name of the local authority who undertook it, the outcome and the date it was carried out.  It is not sufficient to give the name of an employment agency (if applicable). If you have a letter giving result, please attach a copy. |
| Local Authority:  Date:  Outcome:  Have you ever been subject to any sort of investigation by an employer? (Delete as appropriate) Yes/No  If you have answered “yes” to this question, please give details on a separate sheet. |

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| **EQUAL OPPORTUNITIES MONITORING FORM** | | | |
| **Post Applied For** |  | | |
| **Ref No.** |  | | |
| **Surname or Family Name** |  | | |
| **Former Name(s)** |  | | |
| **Other names** |  | | |
| **Do you consider yourself to have a disability?** (i.e. a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities)(Delete as appropriate) | | | **Yes / No** |
| **If you have a disability what equipment, adaptations or adjustments to working conditions would assist you in carrying out your duties?** | | | |
|  |  | | |
| **What is your gender?** (Delete as appropriate) | | | **Female / Male** |
| **Which of the following best describes your Ethnic origin?** These categories are based on the 2001 census. **Your answer must be within this list:** White - British / White - Irish / White - Other / Mixed - White & Black Caribbean / Mixed - White & Black African / Mixed - White & Asian / Mixed - Other Mixed Group / Asian or Asian British - Indian / Asian or Asian British - Bangladeshi / Asian or Asian British - Pakistani / Asian or Asian British - Other Asian / Black or Black British - Caribbean / Black or Black British - African / Black or Black British - Other Black background / Chinese / Any other ethnic group | | | |
| **My Ethnic origin is?** | |  | |
| **If “other” please specify?** | |  | |
| **To which one of the following age groups do you belong?** (Delete as appropriate) | | **Under 20 / 20-29 / 30-39 / 40-49 / 50-59 / 60 and over 60 and over** | |
| **What is your religion?** This question is optional. These categories are based on the 2001 census. (Delete as appropriate) | | **None / Christian / Buddhist / Hindu / Muslim / Sikh / Jewish / Other** | |
| **If “other” please specify?** | |  | |
| **What is your Sexuality?** This question is optional. (Delete as appropriate) | | **Heterosexual / Gay Man or Lesbian / Bisexual / Prefer not to say** | |
| **Where did you see this post advertised?** | |  | |
| **This form will be separated from the main application form and will not be provided to the short-listing panel. Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.** | | | |
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EQUAL OPPORTUNITIES STATEMENT

The Beckmead Family of Schools is a Local Authority School and endorses the London Borough of Croydon’s Equal Opportunities Guidelines. Please see below.

The Council believes that its workforce should reflect the Croydon community and that all groups within the community should have equal access to the Council’s employment opportunities.

The Council is committed to taking action to eliminate discrimination and, by redressing imbalances, to achieve genuine equality of opportunity. The Council has so far identified that women, disabled people and people from minority ethnic groups are under-represented in certain areas of the workforce. By monitoring our recruitment and the makeup of our workforce, we will ensure that our equal opportunity initiatives are having effect.

Recruitment, selection and promotion procedures are monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

There is a Council procedure for dealing with complaints about the selection process. For further information, please contact the Head of Human Resources.





**GUIDANCE NOTES FOR JOB APPLICANTS**

Thank you for your job enquiry.

The information you provide on this application form and additional sheets will determine whether you are shortlisted for interview. Please note that CV’s will not be accepted.

If you do not understand anything on the form, need help in completing it or need the form in an alternative format (large print, on disc, tape etc.) please ring the Human Resources Team on the telephone number contained in the information pack. Please let us know if someone else completes the form for you. A job description and person specification is enclosed with this pack. They should be used in conjunction with these guidance notes when you complete the application form.

**PERSONAL DETAILS**

Please enter your details fully and clearly so we may contact you about your application.

**REFEREES**

Give the names and addresses of two referees, one of whom must be your current employer (or most recent if unemployed).

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Relatives and friends must not be used.

**QUALIFICATIONS AND OTHER RELEVANT TRAINING**

Give details of your relevant qualifications and training courses. (You will be expected to produce proof of relevant qualifications if you are interviewed).

Look at the person specification to see which qualifications/training are essential. You may also have gained qualifications and attended training which, although not essential, are relevant to the job.

We are also interested in any relevant courses which did not lead to an examination or qualification and will take into account equivalent education/qualification gained overseas or as part of a vocational training scheme.

**APPLICATION DETAILS**

Using separate sheets, tell us why you think you can do the job.

You should provide evidence of your relevant experience, skills and knowledge by giving specific examples and demonstrating how you meet the criteria on the person specification.

You should think very carefully before completing this section and refer to both the job description and person specification.

You may wish to write this page out as a rough draft before submitting a handwritten or typed statement (however, do not send in a CV).

If you have little or no work experience, try to think of things you have done where you can transfer skills used at school or college, such as planning a project, or course work.

You may also have considerable domestic responsibilities such as household budgeting, or you may organise social or community activities – these are skills that can be relevant to the post.

Be positive about your personal skills and achievements – they can be just as relevant as professional experience.

EXPERIENCE

We are interested in all employment you have undertaken. If you have not had a full time or permanent job, please give details of any other employment you may have had (work experience, part time, voluntary or holiday work).

IT IS IMPORTANT THAT ANY GAPS IN YOUR WORK HISTORY ARE FULLY EXPLAINED ON THE FORM.

DATA PROTECTION

The information you have supplied on this application form may be processed by computer, or may form the basis of manual records.

This data will be used to produce anonymous statistics in connection with Equal Opportunities and recruitment monitoring.

DISABILITY

The Council welcomes applications from people with disabilities.

Please let us know if you need additional assistance from us in order to complete the application form or prior to attending the selection process (special parking, ground floor venue, sign language interpreter, large print, wheelchair access, etc.)

EQUALITIES COMMITMENT

Croydon Council has an equal opportunities policy which recognises the Borough is a diverse community within which each person is valued regardless of race, gender, disability, sexuality, religion or age.

RESIDENTS – CROYDON COUNCIL AIMS TO:

* provide services to all according to their needs without prejudice or bias
* Provide clear information about the Council’s services in different ways eg. Large print, languages other than English, tapes
* work in partnership with all sections of the community
* provide fair and equal employment opportunities
* encourage and support people to be active in community life
* celebrate the variety of lifestyles and cultures in the Borough
* review and monitor services to ensure that they do not discriminate
* work with others to provide an environment free from harassment and violence
* act promptly on any complaints on service provision
* encourage others to adopt this commitment

STAFF – CROYDON COUNCIL AIMS TO

* ensure fair and equal recruitment
* ensure fair and equal treatment
* develop a culture and working environment free from discrimination and harassment
* act promptly on any complaints of discrimination and harassment
* Provide a safe, secure and accessible working environment which values and respects individuals’ identities and cultures.
* listen and respond to what different groups of staff have to say
* develop a culture which allows the growth of networks for different groups of staff
* have a workforce that represents the makeup of the Borough’s population
* encourage and help all staff to reach their full potential