**Support Staff Application**

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| **Name:** |       |
| **Application for the post of:** | Examinations Officer |
| **Closing date for completed application: forms:** | 12.00pm Monday 5th December |

NOTICE TO ALL APPLICANTS

Please note that all offers of employment are subject to:

1. Satisfactory medical clearance. All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the Council’s occupational health physician.
2. Evidence of National Insurance number\*
3. Police clearance for posts exempt from the Rehabilitation of Offenders Act.
4. Enhanced Disclosure & Barring Service (DBS) check.
5. Eligibility to work in the UK by providing a relevant document as specified by the Asylum & Immigration Act 1996.\*

\*Sight of original document normally required

*For St Saviour’s & St Olave’s School at which the Governing Body is the employer. Please complete this form in full (using* ***black ink*** *if by hand.) Please return the form to the Headteacher’s PA Ms Rose-Marie Burton, at the above address or via email to* *apply@ssso.southwark.sch.uk**.*

Email: Enter your information by typing in the grey boxes; By Hand: complete this form in BLACK INK and in CAPITAL LETTERS

1. **PERSONAL DETAILS**

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| **Preferred Title:****Ms, Mr, Rev etc**      | **Surname:**       |
| **Forename:**      **Previous Name(s):**       |
| **Permanent Address:**       |
|  |
| **Home Telephone No:**       |
| **Daytime Telephone No:**       |
| **Mobile Telephone No:**       |
| **Email Address:**       |
| **National Insurance No:**       |
| **Present Post:**       |
| **Current Salary:**       |
| **Period of notice required by current employer:**       |

1. **EDUCATION QUALIFICATIONS** Please give details of any **Secondary**, **Further** and **Higher Education** including GCSEs, ‘A’ levels or equivalent vocational courses, etc.

| Dates (mm/yyyy) From - To | School/College etc. | Qualifications obtained and Grade/Level |
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Please give details of any **Higher Education** and equivalent courses:

| Dates (mm/yyyy) From - To | University/College/other institution | Qualification obtained and Grade/Level | Name of Awarding Body |
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Please give details of any other **professional** or **vocational** qualifications you hold that are relevant to your application

| Date obtained | Qualification obtained and Grade/Level | Name of Awarding Body |
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| 1. **EMPLOYMENT HISTORY**
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| **Present Employment**Name and address of current employer:      Job Title:      Current Salary:      Current Scale (if applicable):      Starting date of current employment :      Please give a brief description of current duties, responsibilities and achievements :       |

| **EMPLOYMENT HISTORY: Previous Employment** |
| --- |
| Dates (mm/yyyy) From - To  | Name of Employer | Job Title & Main responsibilities | Reason for Leaving |
|       |       |       |       |
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**If there are any gaps in your employment or education history, please explain them here:**

     ­­**IT SKILLS**

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| Training will be provided where required. Information given here will help us to plan training schemes. |
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| **Microsoft Office** | Basic | Competent | High |  |  | Basic | Competent | High |
| Word | [ ]  | [ ]  | [ ]  |  | PowerPoint | [ ]  | [ ]  | [ ]  |
| Excel | [ ]  | [ ]  | [ ]  |  | Database | [ ]  | [ ]  | [ ]  |
| E-Mail | [ ]  | [ ]  | [ ]  |  | Others | [ ]  | [ ]  | [ ]  |

1. **PROFESSIONAL REFERENCES**

Please supply the names and contact details of at least two referees who can comment on your suitability for the position. One should be your current or most recent employer. (**Note:** 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. References will not be accepted from relatives or persons who only know you as a friend.).

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| 1. Name:
 | Position:       |
| In what capacity do you know the referee       |
| Address:       |
| Telephone No:       |
| Email:       |
| 1. Name:
 | Position:       |
| In what capacity do you know the referee       |
| Address:       |
| Telephone No:       |
| Email:       |

Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

If you have any concerns please contact the school.

Please state where you learned of this vacancy:

1. **GENERAL STATEMENT IN SUPPORT OF YOUR APPLICATION**

(Please say why you would like this job and what you can bring to the post: Continue overleaf if necessary

1. **FOR PERSONS WHO ARE NOT BRITISH OR EU NATIONALS**

**If you have any conditions related to your employment, please give full details:**

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1. **PERSONAL DECLARATIONS**

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, ‘bind-overs’, or any criminal convictions including any that would otherwise be considered ‘spent’ under the act.

**Have you ever been convicted of any offence or ‘bound-over’ or given a caution? Yes** [ ]  **No** [ ]

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’.

I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.

1. **DECLARATION - please read carefully**

For the purposes of the Data Protection Act 1998 I consent to the information contained in this form and any information received by or on behalf of St Saviour’s & St Olave’s School relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or coditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |       | **Date:** |       |

 **Print name:**

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.