

**Application Form  
Information Systems Administrator**

St John’s College School

Grange Road

Cambridge

CB3 9AB

Tel: 01223 353652

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[recruitment@sjcs.co.uk](mailto:recruitment@sjcs.co.uk)

[www.sjcs.co.uk](http://www.sjcs.co.uk)

**Please complete all sections of this form.**

**The section of this application form that includes equality monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.**

**1. General**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name (underlining the names by which you like to be known): | |  | | |
| Former Surnames (eg maiden name or any previous change of name): | |  | | |
| Title: | |  | | |
| Current Address: |  | | | |
| Home Phone: |  | | Mobile Phone: |  |
| Email address: | |  | | |
| National Insurance Number: | |  | | |

**2. Further Education and Career History**

Please supply a full career history in chronological order (with month and year start and end dates) of all further education, work placements, training, temporary and permanent employment, self-employment, volunteering and any periods of unemployment since leaving secondary education.

Provide where appropriate explanations for any ‘Gaps’ (periods not in employment, self-employment or further education/training) and in each case the reason(s) for leaving the post or for the gap.

| **Start Date**  **(MM/YY)** | **End Date**  **(MM/YY)** | **Name and address of Institution or Employer [or please write ‘Gap’]** | **Role, Responsibilities, Skills & Experience** | **Reason for Leaving or for Gap** |
| --- | --- | --- | --- | --- |
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**3. Educational Qualifications and Professional Development**

Please give full details of your degree and professional level qualifications and dates.

Please also include any further training you have received.

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| --- | --- | --- | --- |
| **Date Obtained**  **(MM/YY)** | **Subject** | **Awarding Body** | **Grade (if appropriate)** |
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**4. Experience**

Please give an overview of your skills and experience, and expand as you wish upon your career history. Include any positions of responsibility, membership of professional bodies, interests and achievements you feel may support your application.

**5. Care for Children**

If not already stated in section 2, *Further Education and Career History*, please indicate if you have any previous experience of working with or caring for children, in either a paid or voluntary capacity.

**6. Existing Contacts within School**

Please indicate if you know any existing employees or governors at the school, and if so how you know them.

**7. Miscellaneous**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a clean driving licence? | **YES** |  | **NO** |  |
| If no, please give details: | | | | |
| Are you willing to drive the School’s minibus? | **YES** |  | **NO** |  |
| Are you eligible for employment in the UK? | **YES** |  | **NO** |  |
| If no, do you have a Visa application in hand? | **YES** |  | **NO** |  |
| If you are successful in this application, how much notice are you required to give your present employer? |  | | | |
| What is your current or most recent salary? |  | | | |
| Where did you hear about this vacancy? |  | | | |

**8. Accessibility**

The School has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

**9. References**

For each of your referees please give their name, their role or job title, the context in which the referee knows you (e.g. Headmaster, Line Manager, Supervisor, etc.) their address, telephone numbers and email addresses.

If you have been employed, one referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer or volunteer organisation by which you were most recently engaged in work with children.

**Please note, references will only be accepted from those who have acted as your line manager or who have been in a position of responsibility for you. References will not be accepted from relatives or from referees writing solely in the capacity of friends.**

**Referee 1**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | |
| Role or Job Title |  | | | | | | |
| Context |  | | | | | | |
| Address |  | | | | | | |
|  | | | | | | |
| Email address |  | Tel No. | |  | | | |
| Can we request this reference prior to interview? | | | **YES** | |  | **NO** |  |

**Referee 2**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | |
| Role or Job Title |  | | | | | | |
| Context |  | | | | | | |
| Address |  | | | | | | |
|  | | | | | | |
| Email address |  | Tel No. | |  | | | |
| Can we request this reference prior to interview? | | | **YES** | |  | **NO** |  |

**10. DBS Checking**

The School is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. Please note that it is an offence to seek employment in regulated activity if you are on a barred list, or if you are disqualified from working with children, where the Disqualification from Childcare Regulations apply.

Any data processed as part of the DBS Check will be processed in accordance with Data Protection regulations and both the [School’s Privacy Notice](https://www.sjcs.co.uk/sites/default/files/styles/Policies/SJCS%20Privacy%20Notice.pdf) and the [DBS Service’s Privacy Policies.](https://www.gov.uk/government/publications/dbs-privacy-policies)

We will not ask for any criminal records information until we have received the results of a DBS check. Any convictions listed on a DBS check will be considered on a case by case basis.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a DBS Certificate? | **YES** |  | **NO** |  |
| If yes, date of check: |  | | | |
| If yes, are you registered with the DBS Online Update Service? | **YES** |  | **NO** |  |

If you have lived or worked outside of the UK in the last 10 years, please detail below the countries and the relevant dates below

|  |  |  |  |
| --- | --- | --- | --- |
| Country of Residence | Dates from  (MM/YY) | Date to  (MM/YY) | Reason |
|  |  |  |  |
|  |  |  |  |
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**Declaration**

I understand that any job offer made will be conditional upon the satisfactory completion of all necessary pre-employment checks.

I understand that providing false information is an offence and could result in the application being rejected or, if the applicant has been appointed, in summary dismissal and possible reference to the police

Finally, I confirm that I have read the [Staff Privacy Notice](https://www.sjcs.co.uk/sites/default/files/styles/Data%20Protection/Staff%20Privacy%20Notice.pdf) (click the link to access), and I understand the contents and my rights in relation to the processing of my personal data.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form, together with a brief handwritten letter of application (please do not feel the need to repeat information included on this application form) by post or email as soon as possible to:

**Karen Close, HR & Compliance Administrator, St John’s College School, 75 Grange Road, Cambridge CB3 9AA (**[**recruitment@sjcs.co.uk**](mailto:recruitment@sjcs.co.uk)**)**

**Thank you for completing this form.**