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| SLS Logo Royal  LDBS | **St Luke’s Church of England School**  Application form  CONFIDENTIAL |

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| APPLICATION FOR Admin Assistant/Receptionist at St Luke’s Church of England Primary School, Camden | | | |
| **Part A – 1. APPLICANT’S PERSONAL DETAILS** | | | |
| SURNAME: | | TITLE (Mr, Mrs, Ms etc.) | |
| FORENAMES: | | PREVIOUS NAME(S) (if applicable): | |
| ADDRESS: | | | |
| WORK TELEPHONE: | HOME TELEPHONE: | | MOBILE NUMBER: |
| EMAIL: | | | |
| Are there any restrictions on your being resident or being employed in the UK?  🞎 Yes 🞎 No | | | |

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| **2. EDUCATION AND TRAINING** | | | |
| NAME OF INSTITUTE AND ADDRESS | FROM | TO | EXAMINATIONS PASSED WITH GRADES |
| Secondary School or College: |  |  | GCSE or equivalent:  A Levels or equivalent: |
| University or College: |  |  | Main subject(s):  Qualification and date awarded:  Full time/Part time: |
| Other Relevant Qualifications: |  |  | Date awarded: |

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| **3. INSERVICE TRAINING/PROFESSIONAL DEVELOPMENT** | | | |
| COURSES ATTENDED IN THE LAST 3 YEARS | | | |
| TITLE | ORGANISING BODY | FROM | TO |
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| **4. EMPLOYMENT RECORD (Please list current employment first. Include all areas of responsibility with dates)** | | | | | | | |
| Name and address of school or organisation | Local Authority (schools only) | Number on roll (schools only) | Age range of school  (schools only) | Job Title and Responsibilities | Full/  Part Time | Dates | |
| From | To |
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| **5. CURRENT SALARY** |
| SALARY (please indicate spine point): |

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| **6. PROFESSIONAL REFERENCES** |
| Please give the names of two referees who can vouch for your professional work, one of whom should be your present employer. |
| i) Name:  Position:  Address:  Telephone number:  Email address (where possible): |
| ii) Name:  Position:  Address:  Telephone number:  Email address (where possible): |

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| **7. SUPPORTING STATEMENT** |
| 1. Your application should be supported by a letter of not more than 2 sides of A4 (12pt), describing **how your experience to date has prepared you for this post.** |

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| Please add a brief statement here in support of your application to this Church of England school: |
| **Part B – CONFIDENTIAL INFORMATION** |
| Criminal History  The position 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 this position 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. |
| Work Status  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 authorization allowing you to work in this country. |
| Other information  Are you related to any member of the governing body, LA elected member, senior LA official or officer of LDBS?  🞎 Yes 🞎 No  If yes, please give details:  You are reminded that any canvassing, direct or indirect, will disqualify candidates.  Successful candidates may be required to produce their birth certificate and original proof of qualifications. |

**Declaration**

To the best of my knowledge the information on this form is correct.

I am in possession of certificates, which I claim to hold.

I understand that willful falsification or omissions may, if I am appointed, result in my dismissal.

I declare that I am not on the Barred List (was List 99) or disqualified from working with children.

I am not subject to any sanction imposed by the National College for Teaching and Leadership.

I consent to the processing of personal data as defined in the Data Protection Act 1998.

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