

Application for school support staff



Please read any guidance notes to help you complete this form. Please type or use black ink.
If you are not contacted within 3 weeks of the closing date your application has not been successful

Job applied for: Finance Officer

Ref no:

Closing date: (dd/mm/yyyy) 05/01/2021

School name: North Ealing Primary School
Pitshanger Lane
Ealing
London W5 1RP

Contact name: Sarah Gordon

Telephone: 020 8997 2653

Fax:

Email: admin@northealing.ealing.sch.uk

1. Personal details

Surname:

Forename(s):

Previous name(s):

Known as (preferred to be known as)

Present address:

Home/term time address (if different):

Postcode:

Postcode:

Telephone (home):

Telephone (work):

Mobile:

Email:

National insurance no.:

Asylum and Immigration Act 1996– Before you commence working you must provide evidence to demonstrate your right to work in the United Kingdom.

Are you eligible to work in the U.K: Yes No

Do you need sponsorship (work permit): Yes No

Nationality:

Are you related to anyone employed at the school and/or related to or have a close relationship with any councillor or senior officer (including headteachers or governors) of Ealing Council? Yes No

If yes, please give details below. (Failure to do so may lead to disqualification)

2 Present/most recent post

Full name and address of the organisation you worked or work for:
Position held:
Notice Required:
Present salary: (Give details of any additional allowances)
Scale/grade:

Main Duties
Date Appointed:
Date Resigned (if applicable):

3 Employment history (most recent first)

(Please tell us about the jobs you have held (this may include voluntary/unpaid work) and provide an **explanation for any gaps in employment**)

From dd/mm /yy	To dd/mm /yy	Full/ part time/ voluntary	Name, address and contact number of employer	Name of organisation or school	Position held and salary	Reason for leaving employment

4 Education and training

Please give details of any education and training you have received, from secondary education onwards. You will be asked to provide at interview originals or certified copies of relevant certificates

Education and Training – Secondary Education						
From	To	Name of school/college	Examinations passed			
dd/mm/yy	dd/mm/yy		Subject (inc. awarding body)	Level	Grade	Date awarded

Education and Training – Further Education/Training						
From	To	Name of college/university	Examinations passed			
dd/mm/yy	dd/mm/yy		Subject (inc. awarding body)	Level	Grade	Date awarded

Membership of professional bodies		
Name of body or association	Grade of membership or qualifications	Date awarded

Relevant short courses	
Name of course	Date awarded

5 Rehabilitation of Offenders Act 1974 (as amended)

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account during recruitment. Guidance and criteria on the filtering of these cautions and convictions can be found using the following link.

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

- your application will be taken no further
- an offer of employment will be withdrawn
- disciplinary action leading to dismissal will be taken (if employment has commenced)

You are required to say whether you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Do you have anything to declare in relation to the above? Yes No

Have you ever been disqualified from working with children and /or included on the Childrens barred list (or its predecessor List 99) or subject to sanctions imposed by a regulatory body e.g TRA, DfE, DBS?
Yes No

If you answered yes to either of the above questions, please provide details below or submit written details in a sealed envelope addressed in confidence to the Headteacher or Chair of Governors:

--

6 References –

Please give details of two referees, the first of which must be from your current or most recent employer. References from relatives or friends will not be accepted. If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job. If you are not currently working with children but have done so in the past we will need a reference from the most recent employer with whom you were employed to work with children (this may include voluntary/unpaid work). We will ask referees for details of any child protection, performance and disciplinary concerns.

Please note references will be requested prior to interview in line with current statutory guidance contained in Keeping Children Safe in Education.

1.	Name:
	Job title:
	Address:
	Postcode:
	Email:
	Tel no:

2.	Name:
	Job title:
	Address:
	Postcode:
	Email:
	Tel no:

Any issues raised in the references may be discussed at interview

7 Pension

a) Are you currently paying into any other occupational or private pension scheme?

Yes No

If yes please provide brief details:

f) Are you in receipt of a pension from another pension scheme?

Yes No

If yes, please specify age/infirmity/premature retirement.

8 If you have a disability

Is there anything we need to know about a disability that you have in order to offer you a fair selection interview?

Yes

No

If yes, please give details of any adjustment required.

We may be able to make adjustments/adaptations to job requirements/environment etc

9 Safeguarding Children

Ealing schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

10 The data you provide to us on this form

We are required under the General Data Protection Regulations 2018 to confirm why we collect personal and/or sensitive information from you, what we use it for and how we will store it. The personal/sensitive information that you provide to us on this form will be used and retained as a part of our Human Resource Management process. This means that we will use the information provided by applicants to inform part of our assessment during the recruitment process and for successful candidates the information will be used as part of the contract of employment and be shared with the school's payroll service. We may contact other relevant organisations to check the information that you have given on this form, including for safeguarding purposes. The information will be stored manually and electronically and disposed of after 6 months if your application is unsuccessful.

The council and school are under a duty to protect the public funds they administer, and to this end, **should the school or Council employ you**, they may use the information you have provided on this form within this authority for the prevention and detection of fraud. They may also share this information with other bodies administering public funds solely for this purpose.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements I make on this form could result in my application being rejected or summary dismissal and possible referral to the teachers' regulation agency or the police if appropriate. I agree that the information I have provided on this application for employment may be stored and processed for the purposes set out above.

Date (dd/mm/yyyy)

Signed _____

If applying online you will be asked to sign your application at interview.

If you wish to be informed about the information that is held about you please contact the school you are applying to or are employed at, in the first instance.

9 Supporting Statement

Your supporting statement should cover the criteria for shortlisting in the person specification. In some instances this will be all of the criteria listed in the person specification, for others only certain criteria will require a response from you. Please read the person specification for further guidance.

If no instructions are given please answer all of the criteria. Please respond separately to each point explaining and giving examples of how you meet the criteria. If completing a paper application form you can attach extra sheets if required. Please note CVs will not be accepted.

Monitoring information

Ealing Council has adopted an Equality and Diversity Policy and is committed to ensuring equality of opportunity in employment and provision of services. To ensure that it is working properly, all applicants are requested to provide the following information.

I am Female Male (Please tick the appropriate box) date of birth (dd/mm/yyyy)

Ethnic background

Choose one section from (a) to (e) then tick the appropriate box to indicate your Ethnic Background.

A White

- 25 British
26 Irish
30 Any other white background, please specify

B Mixed

- 15 White and Black African
16 White and Black Caribbean
17 White and Asian
21 Any other mixed background, please specify

C Asian or Asian British

- 01 Indian
02 Pakistani
03 Bangladeshi
07 Any other Asian background, please specify

D Black or Black British

- 08 Caribbean
09 African
13 Any other black background, please specify

E Chinese or other ethnic group

- 22 Chinese
24 Any other ethnic group, please specify

The Equality Act 2010 defines a person as having a disability if s/he 'has a long physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'. Ealing Council is actively seeking to employ people with disabilities. We can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview, preferred type of seating etc.

Do you consider yourself to have a disability? Yes No

Advertising monitoring

How did you find out about this vacancy?
(Name of the newspaper/journal, council jobs list, web site, friend etc)

Application form produced by Schools' HR, Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL

Schools Policy Statement on the Recruitment of Ex-Offenders

Exemption from the Rehabilitation of Offenders Act 1974

Ex-offenders have to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974

How this affects school based jobs

All school based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Applicants for school based jobs must, therefore, disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found using the following link.

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

All applicants who are offered employment in a school will be subject to a Disclosure and Barring Service (DBS) check before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

The successful applicant will not be eligible to start work until the Council has received notification from the Bureau.

Having a criminal record will not necessarily bar someone from working in a school.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

Schools undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

When considering a criminal record the following factors will be taken into account:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered of the offending person.

There are, however particular offences that would automatically prevent an offer of employment in a school being confirmed. These include:

- Rape
- Incest
- Unlawful sexual intercourse
- Indecent assault
- Gross indecency
- Taking or distributing indecent photographs

Other offences which make it unlikely (although not automatic) for an offer of employment in a school to be confirmed include the following:

- Violent behaviour towards children or young people
- A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent)
- A sexual offence against someone over the age of 16
- Any offence involving serious violence
- Drug trafficking and other drug related offences
- Stealing school property or monies
- Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions
- Any conviction which results in a sentence of more than 12 months imprisonment
- Repeated misconduct or multiple convictions unless of a very minor nature.

If appropriate, applicants will be invited to discuss disclosure information before a final recruitment decision is made.

It may be necessary at times to update the records of existing employees. Existing employees who are found to have criminal records will not be dismissed as a matter of course. Each case will be considered on its merits, and an assessment of risk and relevance will be involved.

The school has adopted the Disclosure and Barring Service on the use and handling of Disclosure information and will adhere to it under all circumstances. A copy of the code is available from Schools HR or the DBS website.