

Application form for a non-teaching post at Sundon Park Junior School



Application forms must be completed in full and returned by the closing date. CVs will not be accepted. Incomplete or late application forms may be rejected. Please ensure that any gaps in employment or qualifications history are explained.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applications must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Criminal Records Bureau and the Independent Safeguarding Authority (ISA).

If completing this form electronically, please double click on a tick box and choose the appropriate option from the menu to check it.

Job details	
Position	Closing Date
Return to Carol Outlaw either via post or email to school@sundonpark.luton.sch.uk	

Personal details																						
Title (Mr/Mrs/Ms/Miss etc)	First name(s)	Family name(s)																				
State any previous names(s) you have been known by e.g. maiden name, changed by deed poll																						
Current home address	National insurance number																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>																					
	Are you currently registered with the DfE in England?																					
	Yes <input type="checkbox"/> No <input type="checkbox"/>																					
Telephone number (including code)	Are you ISA registered to work with children?																					
	Yes <input type="checkbox"/> No <input type="checkbox"/>																					
	If yes, please give your registration number																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>																					
Mobile number	Date of birth																					
Email address																						

If you are not a British or European Union National, are you entitled to take up employment in the UK?

Yes No

Please state clearly if you require a Certificate of Sponsorship (CoS) or give details of the terms of your visa and expiry date

A new work permit or leave to remain is required when you change employer. The school/council can apply on your behalf if your application is successful

Current employment

If you are not currently employed, please give details of your most recent employment, We reserve the right to seek verification.

Employer's name and address	Post title and main duties	Date of employment from/to dd/mm/yyyy)	Salary	Notice required	Reason for leaving

Previous employment

Please put the most recent first - *please use additional sheets if needed.* We reserve the right to seek verification.

Employer's name and address and type of business	Post title and main duties	Date of employment from/to dd/mm/yyyy)	Salary	Reason for leaving

Please fully explain any periods of non-employment during your career. We reserve the right to seek verification.

Reason for non-employment	Date from/to (dd/mm/yyyy)

Education and qualifications

Please provide your full education and qualifications history as indicated below. You will be asked to provide proof of qualifications relevant to the post. Please use additional sheet if needed.

Name and address of school/college	Date from/to (dd/mm/yyyy)	Full/Part time	Qualifications obtained	Date Qualification Obtained	Awarding Body	Subjects passed and standard gained

Training courses				
Please give details of all in-service training and relevant experience in chronological order since leaving secondary education, including voluntary training, practical, in-house, commercial and special training courses. Include any apprenticeships, training schemes, evening classes and adult education. Please use additional sheets if required.				
Training/Course title (and subjects)	Organising body and address	Full/Part time	Date from/to MM/YYYY	Qualifications and dates obtained if applicable

Please explain any gaps in your education history which have not been covered in your work history. We reserve the right to seek verification

Experience and relevant skills

In the space below, please write a supporting statement describing how you meet the criteria set out in the person specification. Please outline any qualities or experiences you believe to be relevant to the post which have not already been stated in your application. Please do not include a CV or testimonials.

It is extremely important that you give as many clear examples as you can detailing how you specifically meet the requirements of the job and describe the impact of any examples you use.

Please do not exceed two pages. Minimum font size 10.

References

The school has to undertake certain enquiries relating to the appointment of staff working with children. You must be prepared to accept that if short listed, your present employer and/or immediate past employer will be contacted. Will you please, therefore, indicate the full name and address of your present employer and/or past employer, as well as the other referee you nominate. Applications will not be considered if this information is not given.

Please provide details of two professional referees who can verify your employment record. One referee should be from your last employer where you were engaged in a role that involved working with children (where possible). If you have not been in paid employment, please give details of two heads of any education or training establishment or managers of any voluntary group (or both) that you have worked for (where possible).

Please note that references from a relative or friend are not acceptable.

If you are short listed for interview, we reserve the right to contact your referees at the time unless you indicate otherwise.

Please ensure your referees are happy for us to contact them.

Current/most recent head teacher/employer	Second referee
Name	Name
Job title	Job title
Capacity in which known to you	Capacity in which known to you
Professional address (including post code)	Professional address (including post code)
Telephone number (with code)	Telephone number (with code)
Email address	Email address

Please tick this box If you DO NOT wish us to contact your referees without your permission

Relationships	
Canvassing of or failure to disclose relationship to councillors, senior officers of the council or school governors may disqualify the candidate.	
Are you a friend or relative of, or do you have other links with any councillors, senior officers of the council or school governors?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'yes', please provide their name, position and the nature of the relationship:	
If appointed, do you have business/financial interests that may conflict with the duties of this job?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'yes', please give brief details	

Declaration <i>Canvassing of councillors, senior officers or school governors in relation to this post will disqualify you</i>			
Please sign this declaration and the following disclosure of criminal convictions and equal opportunities form. If you are submitting this application electronically you will be asked to sign the application form should you be invited to attend for interview.			
I declare that the information given is correct. I understand that canvassing or giving false information will disqualify my application or may result in summary dismissal if I am selected for the post. I understand that this may also result in information being passed to the police. I give my explicit consent for this information to be used for monitoring purposes and for my registration to be checked with the Independent Safeguarding Authority.			
Signature		Date	

Where did you see this post advertised?	
Publication	

Confidential

Equal opportunities monitoring
Job details
<p>The school is committed to best employment equality practice in our efforts to eliminate discrimination and create working environments where all are treated fairly and with respect.</p> <p>We take action to ensure that anyone who works for us or who applies for a job with us, is not treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, sex, responsibility for dependents, disability, age, marital status, sexuality or trade union activity.</p> <p>To ensure that our employment equality policies are having an effect, we need to monitor candidates and employees, particularly in relation to ethnic origin, sex and disability.</p> <p>All candidates must therefore give the information required on this form.</p> <p>This information is used only to monitor our progress on equality matters, is treated confidentially and is not revealed outside the school. Unsuccessful candidates' application forms are destroyed after 12 months.</p>
Title of post applied for:
School:
Candidate's surname:
Candidate's forenames:
Date of birth
Male <input type="checkbox"/> Female <input type="checkbox"/>
Do you need a work permit?
No <input type="checkbox"/> Yes, and I already have it <input type="checkbox"/> Yes, but I do not have it <input type="checkbox"/>

Ethnic classification - I would describe myself as:				
Asian or Asian British	Black or Black British	Chinese or Other Ethnic Group	Mixed	White
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	British <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>		White and Black African <input type="checkbox"/>	Irish <input type="checkbox"/>
Kashmiri <input type="checkbox"/>			White and Asian <input type="checkbox"/>	
Bangladeshi <input type="checkbox"/>				
Any other Asian background (please specify)	Any other Black background (please specify)	Other (please specify)	Any other mixed background (please specify)	Any other White background (please specify)

Disability	
Do you consider yourself to be disabled under the Disability Discrimination Act 1995?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, how would you describe your disability? (please select)	
Physical impairment, such as using wheelchair to get around and/or difficulty using arms <input type="checkbox"/>	Mental health conditions, such as depression or schizophrenia <input type="checkbox"/>
Sensory impairment, such as being blind/having a serious visual impairment or deaf/having a serious hearing impairment <input type="checkbox"/>	Learning disability (such as Down's syndrome or dyslexia or cognitive impairment (such as autism or head-injury) <input type="checkbox"/>
Long standing illness or health condition <input type="checkbox"/>	Other <input type="checkbox"/>
Please specify.	

Sexuality - I would describe myself as:	
Lesbian - <i>A woman who is sexually and emotionally attracted to women.</i> <input type="checkbox"/>	Bisexual - <i>A person who is sexually and emotionally attracted to people of either sex.</i> <input type="checkbox"/>
Gay man - <i>A man who is sexually and emotionally attracted to men.</i> <input type="checkbox"/>	Heterosexual - <i>A person who is sexually and emotionally attracted to people of the opposite sex.</i> <input type="checkbox"/>
Prefer not to say <input type="checkbox"/>	

Religion/faith/belief - I would describe myself as:					
Christian <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>
None <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Other (<i>please specify</i>)			

Disclosure of criminal convictions

This form must be completed and returned by all applicants or we cannot consider your application

To apply for a job you must tell us about any unspent criminal convictions you have - in line with the Rehabilitation of Offenders Act 1974. When applying for certain jobs, you will also need to declare spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands. (See item 2 below.) Disclosure checks with the Criminal Records Bureau (CRB) are undertaken in compliance with the CRB code of practice, a copy of which can be obtained from the Children and Learning Department, Luton Borough Council, or the Disclosure website: www.disclosure.gov.uk (click 'code of practice').

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it does not necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for.

The school has a policy on disclosure and the rehabilitation of offenders which can be obtained from the school.

1 Please read carefully the notes below and then enter any unspent convictions below.

2 **You must also state spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands if you are applying for a job in a school** or, if the job means that you are likely to be in regular contact with the following groups of people:

- Under 18 year-olds this will be all of the jobs in a school
- Those with a mental impairment
- Over 65 year-olds
- Those with a sight, hearing or speech impairment

Name	Address
Position applied for	

If you have no convictions, please enter 'none' in the space below

Offence/none	Date of conviction/none	Sentence/none

Further information in relation to any conviction may be required at interview.

I declare that I have provided all the information required and that the information I have given is correct. I understand that, should I be appointed, failing to declare or falsification of information will result in my dismissal without notice. Furthermore, I confirm that I am not barred from working with children or subject to sanctions imposed by any regulatory body, for examples the GTC or ISA.

Signature		Date	
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You must disclose all ‘unspent’ convictions and ‘spent’ convictions in certain jobs (item 2, previous page)

If you have ever been convicted of an offence for which a **sentence of more than 2 and a half years was imposed** (regardless of the amount of time you actually spent in prison) this conviction can never become ‘spent’. It’s an ‘unspent’ conviction which you must disclose when asked about your criminal convictions (such as when applying for a job).

The table below shows details when convictions become ‘spent’ under the Rehabilitation of Offenders Act 1974

Type of sentence imposed on adults aged 18 years and over	Number of years from date of conviction before conviction becomes ‘spent’
Imprisonment or detention in a young offender institution (previously known as youth custody) between 6 months and 2 and a half years	10 years
Imprisonment or detention in a young offender institution (previously known as youth custody) of 6 months or less	7 years
A fine or any other sentence for which a different rehabilitation period is not provided (e.g. compensation or community service order, or a probation order received on or after February 1995).	5 years
An absolute discharge	6 months
A probation order, conditional discharge, bind over, fit person order, supervision order or care orders under the Children and Young Persons Acts (and equivalent in Scotland)	1 year or until the order expires (whichever is the longer), or 5 years if a probation order was made on or after 3 February 1995

Except an absolute discharge, all of the periods above are **halved** if the person convicted was **under 18** at the time. If the offender was under 18 and received a probation order on or after 3 February 1995, the rehabilitation period is 2 and a half years or until the order expires - whichever is the longer.

Rehabilitation periods for imprisonment in the Services are the same as in civilian life. For specific Service offences, the periods are as follows:

Type of sentence imposed on adults aged 18 years and over	Number of years from date of conviction before conviction becomes ‘spent’
A sentence of cashiering, discharge with ignominy or dismissal with disgrace from Her Majesty’s Service	10 years
A sentence of dismissal from Her Majesty’s Service	7 years
A custodial order under the relevant schedules and sections of the Army, Air Force and Naval Discipline Acts - where the maximum period of detention specified in the order is more than 6 months	7 years
A sentence of detention in respect of conviction in Service disciplinary proceedings	5 years
A custodial order under the relevant Schedules and sections of the Army, Air Force and Naval Discipline Acts - where the maximum period of detention specified in order is 6 months or less	3 years

The periods above are **halved** if the offender was under 18 at the time.