

# Support Staff Application Form



Promoting equal opportunities and celebrating diversity

**School:** John Perry Primary School

**Job applied for:** Mid-Day Assistant

**Scale:** 1b

Hours: 7.5 per week  
(Term time only)

**Job Reference No:**

## A: Personal Details

Title (e.g. Mr, Mrs, Miss, Ms, Other:  
if 'Other' please state):

First Name(s):

Last Name:

Address and  
postcode:

Home phone number:

Work phone number:

Mobile phone number:

E-mail address:

## B: Current or most recent employment

Employer's name and  
full address:

Job Title:

Salary information:

Salary Point:

Current Salary (£):

Other allowances you are currently receiving (e.g. SEN):

Dates Employed:

Start Date:

End Date:

Reason for Leaving:

Notice you need to give:



**Dii) Professional Courses attended within the last five years:** (Please continue on a separate sheet if necessary)

Brief Description and Course Title	Start Date	End Date	Qualification/Outcome

**E. Personal Statement**

Please use this section to tell us how your knowledge, skills and experience match the requirements of the job set out in the person specification (please continue on a separate sheet). The selection panel will use the information based in the evidence you provide in support of your application, assessed against the person specification for the post, to support the appointment decision made.

## F. References

Please give details of two employers who can provide us with a reference, one of whom must be your current or most recent employer. In the case of a first appointment, one referee should be from your school or college. You should only give personal references if employment references are not available.

1. Name:

Address:

Daytime phone number:

E-mail address:

Position or relationship:

2. Name:

Address:

Daytime phone number:

E-mail address:

Position or relationship:

We may contact your referees if you are short listed for an interview, do you have any objections to this ?

We are looking for someone who will support the safeguarding and welfare of children in our school. Please note that, in line with DfE Safeguarding Children and Safer Recruitment guidelines, reference will be taken on all shortlisted candidates prior to interview.

## G. Disclosure of Criminal Convictions and Safer Recruitment

### Gi) Disclosure of Criminal Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. In the event of a successful application, you will be required to apply for an enhanced DBS disclosure.

A conviction/caution/reprimand will not necessarily be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

You must disclose all offences, convictions or bindovers you have or any court cases that you have pending.

Are you declaring a criminal offence ?

Yes

No

If 'Yes', please give details:

### Gii) Safer Recruitment and Childcare Disqualification Checks

I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

### Giii) Safety and Welfare of children

Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated ?

Yes

No

If 'Yes', you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.

## H. Legal Right to Work

Can you provide evidence of your legal right to work in the UK (e.g. passport, birth certificate) ?

Yes

No

## I. Disciplinary Proceedings

**li)** Have you been subject to disciplinary proceedings (excluding sickness absence)

Yes

No

If 'Yes', please give details (please continue on a separate sheet if necessary):

**lii)** Are you (or have you been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations ?

Yes

No

If 'Yes', please give details (please continue on a separate sheet if necessary):

**liii)** Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this application ?

Yes

No

If 'Yes', please give details (please continue on a separate sheet if necessary):

## J. Working Relationships

Are you related to an employee, councillor, school governor or someone who works for the local authority or one of the Borough's schools ?

Yes

No

If 'Yes', please give details:

Note: Canvassing or failure to disclose a relationship regarding the above could disqualify the candidate.

## K. Declaration

### Data Protection

I acknowledge that by completing this application form the School will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the School will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with GDPR/Data Protection legislation.

If I am the successful applicant I acknowledge that this information will be retained in line with the School's retention schedule. If I am not the successful candidate I acknowledge this information will be retained by the School in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the School in line with their data protection policy.

### Statement

I confirm that I have read this Form and the information I have given on this Form is true and correct and can be treated as part of any future contract of employment. I understand that if I do not provide complete and correct information, you may withdraw an offer of employment or, if I am already employed, dismiss me immediately. I also give you permission to use my personal information for monitoring and management purposes.

Signature:

Date:

Please return this form **by the closing date shown in the advertisement**, to [office@johnperry.bardaglea.org.uk](mailto:office@johnperry.bardaglea.org.uk) or the address or e-mail address given on the advertisement.

The London Borough of Barking and Dagenham are positive about employing people with disability and have a commitment to employ, keep and develop the abilities of those staff. All applicants with disability who show on their application form that they meet the minimum criteria for the vacant job will be guaranteed an interview.

The School is committed to equality and diversity in employment practice and service delivery and expects employees to comply with our values of promoting equality and diversity, treating colleagues and service users with dignity and respect at all times. This commitment must be evidenced in practice. Any behaviour that falls below these standards is unacceptable to the School and potentially constitutes misconduct.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the School.

The School is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

## Equal Opportunity Policy

We are committed to ensuring equal opportunities in employment, and by law must monitor the racial diversity of people applying to us for employment. You must fill this section of this form as it will help us to monitor the effectiveness of our Equal Opportunity in Employment Policy.

The information requested below is for statistical purposes only and will not be available to people responsible for selection. This information is covered by the Data Protection legislation, so we can only use the information for the purpose given (that is, as statistical information for monitoring purposes).

Thank you for your co-operation.

## Personal details

**Status:** (tick only one)

Single

Divorced

Legally separated

Prefer not to say

Married / Civil partnership

**Name:**

**Post applied for:**

**Reference number:**

**Where did you see the post advertised?** *(if in a newspaper/journal or on a website, please state name)*

**Sex:** Are you (tick only one)

Female?

Male?

**Age:** (tick only one):

16 to 19

50 to 59

20 to 29

60 to 65

30 to 39

66 to 74

40 to 49

75+

**Where do you live**

Do you live in the Borough of Barking & Dagenham? (Tick only one)

Yes

No

**Employment**

Are you currently employed by the London Borough of Barking & Dagenham

Yes

No

**Ethnic origin**

I would describe my ethnic origin as the following:  
(please highlight or tick one).

**White**

- British (WB)
- Irish (WI)
- Any other white background  
(please specify below) (WO)

**Black**

- British (BB)
- African (BA)
- Caribbean (BC)
- Any other black background  
(please specify below) (BO)

**Asian**

- British (ABR)
- Bangladeshi (AB)
- Indian (AI)
- Pakistani (AP)
- Any other black background  
(please specify below) (AO)

**Mixed**

- White and black Caribbean (MWBC)
- White and black African (MWBA)
- White and Asian (MWA)
- Black and Asian (MBA)
- Any other black background  
(please specify below) (MO)

**Chinese**

- British (BC)
- Chinese (C)
- Any other black background  
(please specify below) (CO)

**Other ethnic group**

(Please specify below (O))

**Traveller**

- Irish Traveler (IT)
- Romany (R)
- English Gypsy (EG)
- Other  
(Please specify) (TO)

**Sexual Orientation**

This information will help us to monitor workforce and the effectiveness of our Equalities Policy. Which one of these best describe your sexual orientation?

- Bisexual
- Lesbian
- Gay Man
- Heterosexual ("straight")
- I prefer not to say
- Other  
(please specify below)

**Faith / Religion**

- Buddhist
- Christian
- Hindu
- Sikh
- Muslim
- Jewish
- I prefer not to say
- I don't know
- I do not identify with any religious groups
- Other  
(please specify below)

**Caring Responsibilities**

Do you have any caring responsibilities?

- Yes  No

**A carer is defined as some who:**

"...cares for, or expects to care for, husband, wife or partner, a relative such a relative such as a child, uncle, sister, parent-in-law, son-in-law or grandparent, or someone who falls into neither category but lives at the same address as the carer".