**Application form for Clerking Service Clerk**

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| **Please:** Complete this form in **black ink** or type script to facilitate photocopying. Return your application to [clerking@octavopartnership.org](mailto:clerking@octavopartnership.org) or via post to **Octavo Governance, Octavo Partnership, 4th Floor, Croydon Clocktower, Katharine Street, Croydon, CR9 1ET** | | | |
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| 1. **PERSONAL DETAILS** |  | |  |
| Mrs, Miss, Ms, Mr, Other | |  | |
| First Name(s) | |  | |
| Surname | |  | |
| All other names used | |  | |
| Home Address (including Postcode) | |  | |
| Telephone Number | |  | |
| Email Address | |  | |

1. **PRESENT OR MOST RECENT POST**

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| --- | --- | --- | --- | --- | --- |
| Post Held: |  | | | | |
| Date appointed: dd/mm/yyyy |  | Date left: dd/mm/yyyy | | |  |
| Name and Address of Employer: |  | | | | |
| Postcode: |  | Telephone Number | |  | |
| Current Salary + any additional payments: |  | Reason for Leaving: | |  | |
| Notice required to present Employer: |  | National Insurance  Number: | |  | |
| Can we contact you at work? | Yes | | No | | |

1. **SCHOOL CLERKING EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please give details in chronological order schools or other organisations where you have undertaken school clerking practice. | | | | |
| Name and Full Address of Employer. | Date | | Position held, types of school clerked for e.g. academy, maintained, free etc. and main duties – giving Grade and salary if known | Reason for Leaving |
| From | To |
|  |  |  |  |  |
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**4. DETAILS OF ALL PREVIOUS EMPLOYMENT/WORK EXPERIENCE**

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| --- | --- | --- | --- | --- |
| Please enter details of **all** your work experience including periods of non-employment, unpaid voluntary work and study, starting with your most recent first, highlighting any experience / activities which you consider relevant to the Clerking Service e.g. personal assistant roles, secretarial roles etc. Please add lines or continue on a separate piece of paper as necessary. | | | | |
| Name and Full Address of Employer. | Position held and main duties – giving Grade and salary if known | Dates | | Reason for Leaving |
| From | To |
|  |  |  |  |  |
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**5. EDUCATION AND QUALIFICATIONS**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please give details in chronological order of your education history and qualifications.** Please insert lines as necessary or continue on a separate piece of paper. | | | | | | | | |
| School/Place of Study (University, College, etc.) and address | Dates | | Qualification e.g. GCSE, A level, degree etc. | | | Subject | | Grade |
| From | To |
|  |  |  |  | | |  | |  |
|  |  |  |  | | |  | |  |
|  |  |  |  | | |  | |  |
| **Please give details in chronological order of other relevant training / qualifications.** Please insert lines as necessary or continue on a separate piece of paper. | | | | | | | | |
| Place of Study  (University, College, etc.) | Dates | | | Qualification | Title | | Grade | |
| From | To | |
|  |  |  | |  |  | |  | |
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**As part of the application process, you must also:**

* **provide a written statement demonstrating how you meet the criteria of the person specification**
* **submit the Self Disclosure Form**
* **submit the Equal Opportunities Monitoring Form**

**6. REFERENCES**

**DETAILS OF PEOPLE WHO MAY BE CONTACTED FOR REFERENCES – INCLUDING PRESENT EMPLOYER**

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Friends and relatives must not be used**.**

|  |  |
| --- | --- |
| Please give the name and address of two referees. One must be your current or most recent employer. | |
| **First Referee** Full Name of present or most recent employer: |  |
| Address: |  |
| Daytime Tel: |  |
| Email: |  |
| Capacity in which known to you |  |
| May we contact your present/most recent employer for a reference straight away? | Yes  No |
| **If NO**, it is our practice that references are sought once a candidate is shortlisted. Therefore, would you like us to notify you beforehand? | Yes  No |
| **Second Referee** Full Name: |  |
| Address: |  |
| Daytime Tel: |  |
| Email: |  |
| Capacity in which known to you |  |

*Please note that we reserve the right to approach any of your previous employers for references if necessary.*

**8. DISABILITY ADJUSTMENTS**

|  |  |
| --- | --- |
| Do you require any additional assistance from us in order to be able to attend the selection process (special parking, ground floor venue, sign language interpreter, large print, wheelchair access, etc.) | Yes  No |
| **If yes**, please give details |  |

**9. REHABILITATION OF OFFENDERS ACT 1974**

Please give details of any criminal convictions that you may have which are not excluded by the Rehabilitation of Offenders Act 1974 (date, conviction, sentence etc.) The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered ‘spent’ under the terms of the Act.

If you have been convicted of a disclosable criminal offence, the details must be disclosed on the document titled “Self Disclosure Form”, along with details of any cautions, warnings, reprimands or any criminal convictions/criminal actions /court hearings that are pending against you.

If you do not have any disclosable information then please complete the relevant section of the Self Disclosure Form.

The Self Disclosure Form must be submitted in a sealed envelope if applying in writing, or sent as a separate attachment to your application form if applying electronically. The envelope or attachment should be marked as “Confidential”.

**10. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

Octavo will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006. **By checking the box, you hereby confirm that you are legally entitled to work in the UK and that you will provide documentary evidence of this entitlement when requested.**

**11. PERSONAL RELATIONSHIPS**

|  |  |
| --- | --- |
| Do you have a personal/family relationship with anyone likely to be involved in the selection process for this post such as a Board member or Senior Officer of Octavo? | Yes No |
| **If Yes**, please give name(s) of relevant person(s) and the relationship(s). |  |

I understand that seeking to unfairly influence any Board member or employee of Octavo will make my application unacceptable.

**WHERE DID YOU SEE THIS POST ADVERTISED?**

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**12. DECLARATION**

**General Data Protection Regulation (2016/679EU) and Data Protection Act 2018:**

The personal information submitted by you on this application form and in any accompanying documents will be used by the Octavo Partnership and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend Octavo Partnership against a legal challenge to the fairness of the selection process from any interested party. If you are successful, all the data gathered in the recruitment process will be transferred to your personnel file, and retained during the time of your employment. If you are unsuccessful, we will destroy all the recruitment and selection data about you after a maximum period of 9 months. The only exception to this would occur were we to fill a post with a migrant worker, in which case, we will retain unsuccessful recruitment paperwork for the duration of the employment of the migrant worker. This is a statutory requirement under UK Visas and Immigration legislation.

The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described. Octavo is under a duty to protect the public funds and 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 administering public funds solely for these purposes.

**Please sign the statement below indicating your consent to the information being held, used and verified as described above.**

**If you decline to give your consent as requested above Octavo will be unable to consider your application for employment.**

I declare that to the best of my knowledge all parts of this form, attachments and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

|  |  |
| --- | --- |
| **Name** |  |
| **SIGNATURE** |  |
| **Date** |  |
| **Please return the completed form to:** | [clerking@octavopartnership.org](mailto:clerking@octavopartnership.org)  or via post to **Octavo Governance, Octavo Partnership, 4th Floor, Croydon Clocktower, Katharine Street, Croydon, CR9 1ET** |

**www.croydonlwb.org**