



**WOKINGHAM
BOROUGH COUNCIL**

SUPPORT STAFF APPLICATION FORM COMPLETION GUIDE

PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM

Thank you for your interest in working at St Paul's C of E Junior School.

Please complete the application form in full and return no later than midnight on the closing date specified in the job advertisement.

Once complete, please email your application form to: Zahida Deen, School Business Manager finance@stpauls.wokingham.sch.uk

SELECTION PROCESS / EQUAL OPPORTUNITIES:

The School is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. The School will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, disability, age, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.

REFERENCES:

Unless you have otherwise stated, references will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience or qualifications before interview. If your previous posts have involved working with children on either a paid or voluntary basis, questions will be asked about disciplinary offences related to children, including any which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns (unless these were considered to be false, unsubstantiated or malicious) and if so the outcome of any enquiry or disciplinary procedure.

St Paul's C of E Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to a variety of checks including: eligibility to work in the UK, overseas criminal records check, an enhanced DBS disclosure, and full references including one from your most recent employer. Compliant with KCSIE (Keeping Children Safe in Education), St Paul's C of E Junior School will also conduct an explicit social media check.