

Putting the Community First



Vacancy title:	Office Manager
Closing date:	
Ref. number:	
School/ Establishment:	Chalgrove Primary School

Application Form

for non-teaching/support posts

Barnet Council is committed to protecting and safeguarding children and vulnerable adults. We apply stringent safer recruitment practices.

Please ensure that all sections are completed (using black ink or type), otherwise your application will not be considered. If you are attaching a C.V. in addition to your application form, please ensure that it relates to the Person Specification. All information that you provide will be treated as confidential. **The Declaration of Criminal Offences form must only be completed by shortlisted candidates.** If you require any reasonable adjustments as part of the application or selection process, please contact us. *Please see the privacy notices for Barnet Council and the individual setting that relates to your application (via websites). Personal data is processed in line with data protection legislation and does not compromise your data rights. Unsuccessful application forms are stored for 6 months (Information and Management Records Society retention periods).*

1. About you

I understand that it is an offence to apply for a position if I am barred from engaging in regulated activity relevant to children. (*Regulated activity -Refers to certain roles that involve working with children or vulnerable adults, such as teaching and providing care. Anyone who is on the Disclosure and Barring Service (DBS) barred lists cannot work in these roles.*)

Yes No

I have read the child protection policy that is provided on our school website.

Yes No

(Please contact the school for copies of printed policies)

You must complete the first and last pages of this form in full and in your **personal statement (in your own words, not using Artificial Intelligence or similar generative technology)** show how you meet the job requirements specified in the documentation provided. This must be done, even if you submit extracts from your printed CV in response to the remaining sections of this form. **The declaration of criminal offences form must only be completed if you are shortlisted for interview.** The equal opportunities monitoring form does not form part of the selection process, but completion allows us to monitor the effectiveness of our equal opportunities policies.

Title:

First names:

Previous names:

Surname:

Previous surnames:

National Insurance No.

Address:

Town:

Postcode:

Email:

Mobile:

May we contact you at work?

Where did you see this vacancy advertised?
(publication/website)

Please return
this form to:

Daytime telephone
number

Evening telephone
number

Yes

No

2. Employment history

Please list your current and all previous employers. Any gaps in employment must be explained and a continuation sheet used if required.

Employers' names, addresses and type of business	Job title, Key responsibilities, final salary and any allowances	Dates of employment		Reason for leaving
		From	To	

3. Other relevant experience

Please give details of any voluntary, unpaid or community work and also any experience/skills acquired outside of employment, including running your home and caring for dependants/family. Your experience should be related to the skills, abilities and knowledge outlined in the person specification and job description/role profile.

Type of experience	Dates

4. Education, qualifications and training – any gaps must be explained and a continuation sheet used if required.

Name of school, college, university etc.	Name of course	Dates		Qualification/grade achieved
		From	To	

5. Professional association membership

Name of professional association	Year of membership	Grade/level

6. Personal statement (In your own words, not using Artificial Intelligence or similar generative technology)

Relevant abilities, skills, knowledge and experience

Tell us how you meet all of the short listing criteria set out in the enclosed Person Specification, drawing on all aspects of your education and experience, including paid employment and unpaid work.

Are you applying with a job share partner? Yes No

Please specify hour/day arrangement

Are you required to have a UK work visa/permit? Yes No

If yes, do you have a valid visa/permit? Yes No

If yes, when does it expire? dd/mm/yyyy

Do you have a full current driving licence valid in the UK? Yes No

7. References

Please Please give details of two referees of whom confidential enquiries may be made. One referee must be from your current employer (or most recent employer) or your current educational establishment. We may ask you for further references. If your current employer is not a child centered/educational establishment, please provide details of previous child centered/educational establishments. *References are normally taken up prior to interview. We reserve the right to contact any of your previous employers.* Educational referees should only be given where this will be your first employment following qualification. If you are applying for a post which involves working with children or vulnerable adults you will be required to supply references which go back 5 years. Please attach these on a separate sheet.

Name of
referee:
Job title:

Name of
referee:
Job title:

Organisation:

Organisation:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

Capacity in
which known
to you:

Please indicate if you do not want your referee to
be contacted prior to offer

Capacity in
which known
to you:

Please indicate if you do not want your referee to
be contacted prior to offer

8. Declaration

All applicants are required to declare personal relationships with existing Council employees and Council members. Canvassing of elected councillors or officers involved in the selection process directly or indirectly will automatically disqualify the applicant.	Any financial interests that applicants may have in contracts with the Council or pending Council tenders must be declared.
Are you related to, or a close friend of, any elected councillor or member of staff employed by Barnet Council? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you or any of your relatives party to an existing Council contract or involved in any competitive tendering process? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state their name and your relationship with them:	If yes, specify the contract details:
Name:	
Relationship:	

I certify that, to the best of my knowledge, the information I have provided on this form, is true and accurate. I also certify that, the information I provide if I am shortlisted for the post, regarding the declaration of criminal offences, is also true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice. I give explicit consent that the information provided by me on this form may be processed in accordance with the Council's registration under the Data Protection Act 2018 and UK GDPR. I authorise the disclosure of personal data when references are taken up.

Signed – Applicant:

Date: dd/mm/yyyy

Please note that successful candidates will be required to sign their application form prior to appointment.

To be completed only by candidates shortlisted for interview

Declaration of criminal offences

For jobs involving substantial access to children and vulnerable people which are subject to Disclosure and Barring Service (DBS) disclosure

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes No

'Filtering' is similar to the rehabilitation periods under the Rehabilitation of Offenders Act 1974. However, instead of establishing what is 'spent' and doesn't get disclosed on a basic check, 'filtering' establishes what doesn't get disclosed on a standard or enhanced DBS check. Information that is filtered will be removed from a DBS check automatically at the point you apply for one. However, cautions and convictions do not get 'removed' or 'wiped' from the Police National Computer (PNC)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. See [DBS filtering guide](#)

DECLARATION OF CRIMINAL OFFENCES

Please list all your cautions and criminal offences that are not 'Protected' under filtering rules. Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no convictions please write none and sign the form.

1. Exemptions

If you are applying for a job in any of the following categories, you must inform us of all offences, convictions, bindovers or of any court cases pending in line with the [DBS filtering guide](#).

1. Work involving access to children

- a) Any post whose normal duties involve carrying out work of any sort in the following establishments
- a care or residential home exclusively or mainly for children
 - an educational institution (school, college, nursery)
 - a children's home
- b) A position whose normal duties include, caring for, training, supervising or being in sole charge of children (social workers, teachers, youth workers, leisure and recreation posts, care staff, staff responsible for accommodation)
- c) Day care premises during periods when children are present
- d) A position whose normal duties involve unsupervised contact with children under arrangements made by a parent/guardian
- e) A supervisor or manager of an individual in categories a-d.
- f) Senior posts responsible for education or social care functions of a local authority, e.g. a Chief Education Officer

2. Work involving access to vulnerable adults

Any employment concerned with the provision of care services to vulnerable adults which enables the employee access to vulnerable adults in the course of normal duties

A person aged 18 or over is considered vulnerable if she/he has any or a combination of the following factors:

- a substantial learning or physical disability
- a physical or mental illness, chronic or otherwise
- an addiction to alcohol or drugs
- a significant reduction in physical or mental capacity

3. Positions of trust

Specific posts relevant for local government are;

- solicitor
- accountant
- traffic warden/parking attendant

If you are offered a job in these categories, you will also be required to complete a further form to authorise the council to undertake a criminal record check.

4. Declaration of criminal offences (for shortlisted candidates)

Using the above guidelines, Please list all your cautions and criminal offences that are not 'Protected' under filtering rules [DBS filtering guide](#). Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no convictions, please write none and sign the form.

Nature of offence(s)	Details of offence(s)	Place and date of judgement(s)	Sentence(s)

5. SELF DECLARATION (for shortlisted candidates)

Are you included on the barred list Yes No

Are you prohibited from teaching Yes No

Are you prohibited from taking part in the management of an independent school Yes No

Are you aware of any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where you were convicted Yes No

Are you aware of any other overseas information Yes No

Are you known to the police and children's social care Yes No

Have you been disqualified from providing childcare Yes No

Please provide further information including dates, if you answered yes to any self declaration questions or if there is any other relevant information.

I understand I may be subject to an online check during the recruitment process. Keeping Children Safe in Education, statutory guidance, under S175 Education Act 2002 states, 'schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates'

All information given will be treated in the strictest confidence and will be used for this job application only.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to instant dismissal without notice.

Signed - Applicant:

Date (dd/mm/yyyy):

Name (please print)

Please note that successful candidates will be required to sign their application form prior to appointment.

Diversity Monitoring Form (Optional)

Barnet Council aims to have a workforce that reflects the diversity of talent, experiences and skills of our communities. We monitor the composition of our workforce to ensure that it is representative and that all staff are treated fairly as a provision of the Equality Act 2010 and the Public Sector Equality Duty, which applies to everything the Council does. The information you give on this form will remain strictly confidential, in accordance with the Data Protection Act 2018 UK GDPR (and any subsequent amendments and or applicable legislation), and will not affect any decision to employ you.

Name Job ref

Post applied for

Are you applying on a job share basis? Yes No

Are you applying with a job share partner? Yes No

Do you currently work for Barnet? Yes No

If Yes, what is your Payroll number?

Where did you see this job advertised? Date of Birth: dd/mm/yyyy

Age Under 20 20-29 30-39 40-49 50-59 60 and over

Disability (Optional Information)

Disability under the Equality Act 2010 defines a disability as, 'A physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities'. In this definition, long term is taken to mean more than 12 months and would cover long term illness such as cancer, a breathing condition that develops as a result of a lung infection or mental health problems.

Do you consider that you have a disability under the Equality Act definition?
 Yes No

If you have answered 'Yes', please select the definition/s from the list below that best describes your disability/disabilities:

Hearing (such as: deaf, partially deaf or hard of hearing)	<input type="checkbox"/>	Reduced physical capacity (such as inability to lift, carry or otherwise move everyday objects, debilitating pain and lack of strength, breath, energy or stamina, asthma, angina or diabetes)	<input type="checkbox"/>
Vision (such as blind or fractional/partial sight. Does not include people whose visual problems can be corrected by glasses/contact lenses)	<input type="checkbox"/>	Severe disfigurement	<input type="checkbox"/>
Speech (such as impairments that can cause communication problems)	<input type="checkbox"/>	Learning difficulties (such as dyslexia)	<input type="checkbox"/>
Mobility (such as wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis)	<input type="checkbox"/>	Mental illness (substantial and lasting more than a year, such as severe depression or psychoses)	<input type="checkbox"/>
Physical co-ordination (such as manual dexterity, muscular control, cerebral palsy)	<input type="checkbox"/>		
Other disability (please specify)	<input type="checkbox"/>		

Ethnicity (Optional Information)

Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Other

Black or Black British

- African
- Caribbean
- Other

Mixed

- White and Asian
- White and Black African
- White and Black Caribbean
- Other

Other

- Chinese
- Other

White

- British
- Greek
- Greek Cypriot
- Irish
- Turkish
- Turkish Cypriot
- Other

If you selected any of the 'Other' categories, please tell us how you would further describe yourself

Faith (Optional Information)

- Agnostic Atheist Baha'i Buddhist Christian
- Hindu Humanist Jain Jewish Muslim
- Sikh No religion Other faith (please specify)

Gender at Birth

- Female Male **Pronoun (Optional)** She/Her He/Him They/Them Prefer not to say

Sexuality (Optional Information)

- Bisexual Gay Heterosexual Lesbian

In addition, if you prefer to define your sexuality in terms other than those used above, please let us know.

Declaration:

I have completed the details required in this document and declare to the best of my knowledge the information given is correct. I consent to it being held on file under the terms of the Data Protection Act 2018 and UK GDPR.

Signed - Applicant:

Date (dd/mm/yyyy)

Please note that successful candidates will be required to sign their application form prior to appointment.

For office use only

Application withdrawn

Post withdrawn

Shortlisted Yes No

Appointed Yes No

IMPORTANT DETAILS TO REMEMBER

DECLARATION OF CRIMINAL OFFENCES

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. See [DBS filtering guide](#)

All applicants who are shortlisted must complete the declaration of criminal offences in line with the DBS filtering guide.

This job involves substantial access to children and vulnerable people and if you are provisionally offered the post, you will be required to apply for criminal record disclosure through the Disclosure and Barring Service (DBS).

A criminal record will not automatically disqualify you from the job, please see London Borough of Barnet policy on employing ex-offenders. You will also need to complete the '*Declaration of Criminal Offences*' in the application pack if you are shortlisted for the position.

The council fully complies with the [DBS Code of Practice](#) which is available on request.

EQUAL OPPORTUNITIES

The council is committed to equal opportunities in employment practices and in service delivery.

OUR AIMS

The Council's Equal Opportunities/Diversity Policy ensures that no person receives less favourable treatment on any grounds such as their: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and or sexual orientation. These are [Protected Characteristics](#) under the Equality Act 2010.

Schools have their own individual Equal Opportunity Policies, which comply with the council's Equal Opportunity Policy and the [Public Sector Equality Duty](#).