



## Application Form

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful.

**Position applied for:** PA to the Head

### Section 1: Personal details

|   |   |                             |
|---|---|-----------------------------|
| Title:<br>Dr/Mr/Mrs/Miss/Ms                         | Forenames:  | Surname:                    |
| Date of birth:                                      | Former name:  | Preferred name:             |
| Teacher registration number (if applicable):        | National Insurance number:  |                             |
| Address:  | Telephone number(s):<br>Home:<br>Work:<br>Mobile:<br><br>Email address: |                             |
| Are you eligible for employment in the UK?          | Yes <input type="checkbox"/>  | No <input type="checkbox"/> |
| Please provide details:                             |   |                             |
| Do you have Qualified Teacher status?               | Yes <input type="checkbox"/>  | No <input type="checkbox"/> |
| Have you read the School's child protection policy? | Yes <input type="checkbox"/>  | No <input type="checkbox"/> |

## Section 2: Sanctions, restrictions and prohibitions

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership ( <b>NCTL</b> )), any equivalent body in the UK or a regulator of the teaching profession in any other country? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**If answering "Yes" to any of the questions in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.**

## Section 3: Education

Please start with most recent

| Name of school/college/university | Dates of attendance  | Examinations |        |      |               |
|-----------------------------------|--|--------------|--------|------|---------------|
|                                   |  | Subject      | Result | Date | Awarding body |
|                                   | From:<br>dd / mm / yy<br><input type="text"/> / <input type="text"/> / <input type="text"/><br>To:<br>dd / mm / yy<br><input type="text"/> / <input type="text"/> / <input type="text"/> |              |        |      |               |
|                                   | From:<br>dd / mm / yy<br><input type="text"/> / <input type="text"/> / <input type="text"/><br>To:<br>dd / mm / yy<br><input type="text"/> / <input type="text"/> / <input type="text"/> |              |        |      |               |

### Section 3: Education

Please start with most recent

|  |                      |  |  |  |  |                      |                      |  |
|--|----------------------|--|--|--|--|----------------------|----------------------|--|
|  | From<br>dd / mm / yy |  |  |  |  |                      |                      |  |
|  | <input type="text"/> |  |  |  |  | <input type="text"/> | <input type="text"/> |  |
|  | To:<br>dd / mm / yy  |  |  |  |  |                      |                      |  |
|  | <input type="text"/> |  |  |  |  |                      |                      |  |
|  | From<br>dd / mm / yy |  |  |  |  |                      |                      |  |
|  | <input type="text"/> |  |  |  |  | <input type="text"/> | <input type="text"/> |  |
|  | To:<br>dd / mm / yy  |  |  |  |  |                      |                      |  |
|  | <input type="text"/> |  |  |  |  |                      |                      |  |

### Section 4: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

|  |
|--|
|  |
|--|

## Section 5: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended  
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any employee benefits?

Yes

No

If so, please provide details of these:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

## Section 6: Previous employment and / or activities since leaving secondary education

Please continue on a separate sheet if necessary

| Dates                | Name and address of employer | Position held and / or duties | Reason for leaving |
|----------------------|------------------------------|-------------------------------|--------------------|
| From:                |                              |                               |                    |
| dd / mm / yy         |                              |                               |                    |
| <input type="text"/> |                              |                               |                    |
| To:                  |                              |                               |                    |
| dd / mm / yy         |                              |                               |                    |
| <input type="text"/> |                              |                               |                    |

**Section 6: Previous employment and / or activities since leaving secondary education**

Please continue on a separate sheet if necessary

|                           |  |  |  |
|---------------------------|--|--|--|
| From:<br>dd / mm / yy<br> |  |  |  |
| To:<br>dd / mm / yy<br>   |  |  |  |
| From:<br>dd / mm / yy<br> |  |  |  |
| To:<br>dd / mm / yy<br>   |  |  |  |
| From:<br>dd / mm / yy<br> |  |  |  |
| To:<br>dd / mm / yy<br>   |  |  |  |

**Section 7: Gaps in your employment**

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

**Section 8: Interests**

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity.

**Section 9: Suitability**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

## Section 10: Criminal record

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children's Barred List check, for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent") in order to assess their suitability to work with children. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form).** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.

It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.**

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1).**

Yes

No

Is there any relevant court action pending against you?

Yes

No

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

## Section 11: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

The School may also telephone your referees in order to verify the reference they have provided.

| Referee 1  | Referee 2  |
|--|--|
| Name:  | Name:  |
| Organisation:  | Organisation:  |
| Address:   | Address:   |
| Telephone number:  | Telephone number:  |
| Email contact:   | Email contact:   |
| Occupation:  | Occupation:  |
| May we contact prior to Interview?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | May we contact prior to interview?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |

## Section 12: Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

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.

A copy of the School's Recruitment Policy and Safeguarding Policy is available for download from the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please refer to the Schools retention of records policy for further detail on how such information is retained by the School.



## How we use your information

We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

### Section 13: Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.

Signed:

.....

Date:

.....

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13.

## Appendix 1 Spent convictions and the DBS filtering rules

### Spent convictions

| Sentence  | Rehabilitation period<br>(in all cases the period commences from the date of the conviction) |   |
|---|--|---|
|   | Aged over 18 at the time of the conviction   | Aged under 18 at the time of the conviction |
| <p>Prison sentence of more than 4 years</p> <p>Sentence of imprisonment, youth custody, detention in a young offender institution or corrective training of over four years</p> <p>Sentence of preventive detention</p> <p>Sentence of detention at Her Majesty's Pleasure</p> <p>Sentence of custody for life</p> <p>Public protection sentences* (imprisonment for public protection, detention for public protection, extended sentences of imprisonment or detention for public protection and extended determinate sentences for dangerous offenders)</p> <p>A public protection sentence (the provisions for which are set out in Part 12 of the Criminal Justice Act 2003 and Part 8 of the Armed Forces Act 2006 means a sentence of imprisonment or detention, as detailed above, imposed for specified sexual and violent offences.</p> | Never  | Never                                       |
| Prison sentence of more than 30 months but less than or equal to 4 years  | Length of sentence + 7 years   | Length of sentence + 3.5 years              |
| Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months  | Length of sentence + 4 years   | Length of sentence + 2 years                |
| Prison sentence, or sentence of detention, of less than or equal to 6 months  | Length of sentence + 2 years   | Length of sentence + 18 months              |
| Removal from HM Service   | 1 year   | 6 months                                    |
| Service detention   | 1 year   | 6 months                                    |
| Community order or youth rehabilitation order   | 1 year   | 6 months                                    |
| Fine  | 1 year   | 6 months                                    |
| Compensation order  | Once paid in full  | Once paid in full                           |
| Absolute discharge  | Spent immediately  | Spent immediately                           |
| Driving disqualification  | End of the disqualification  | End of the disqualification                 |

|  |  |  |
|--|--|--|
| Driving endorsement  | 5 years from the date of conviction  | 30 months from the date of conviction  |
| Relevant order (include conditional discharge orders, restraining orders, hospital orders, bind overs, referral orders, care orders and any order imposing a disqualification, disability, prohibition or other penalty not mentioned in this table) | End of the order or, if no date given, 2 years from the date of conviction – unless the order states ‘unlimited’, ‘indefinitely’ or ‘until further order’ as in these cases it will remain unspent | End of the order or, if no date given, 2 years from the date of conviction – unless the order states ‘unlimited’, ‘indefinitely’ or ‘until further order’ as in these cases it will remain unspent |
| Simple caution, youth caution  | Spent immediately  | Spent immediately  |
| Conditional cautions   | Once conditions end  | Once conditions end  |

### Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>