



APPLICATION FORM

SAFER RECRUITMENT STATEMENT

Parkside School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.

The following are contained within this document:

- a) Application Form**
- b) Application and Recruitment Process Explanatory Note**

NAME:

Position applied for:

a) Application Form

Position applied for:

Section 1 – Personal details

<p>Title: Dr/Mr/Mrs/Miss/Ms/ Other (please state)</p>	<p>Forename(s):</p>	<p>Surname:</p>
<p>Date of birth: (for Safer Recruitment purposes only)</p>	<p>Former name:</p>	
	<p>Preferred name:</p>	
<p>Address:</p>	<p>Previous addresses: if there is insufficient space, please continue on a separate sheet.</p>	
<p>How long have you lived at this address? If less than 5 years, please provide all previous addresses for the last 5 years (include dates from/to).</p>	<p>Nationality:</p>	
<p>Contact details: Home telephone: Work telephone: Mobile number: Email address:</p>	<p>National Insurance number:</p>	
	<p>Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:</p>	
<p>Do you hold a current full driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/> Years held?</p>	<p>Do you have Qualified Teacher status? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Please provide details of membership of any professional bodies:</p>	<p>Teacher Reference Number (TRN) (if applicable):</p>	
<p>Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details. Please confirm if none.</p>		

Section 2 – Education & Qualifications

Please start with the most recent.

Name of school / college / university:	Dates attended: From/To	Exams / Qualifications:	Subject:	Grade / Award:

Section 3 – 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 4 – Employment

Please provide the name, address and telephone number of your current/most recent employer.

Current/most recent employer:

Brief description of responsibilities:

Current/most recent job title:

Date started:

Current salary/salary on leaving:

Date employment ended (if applicable):

Do you/did you receive any employee benefits? 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 5 – Previous employment and/or activities since leaving secondary education

Please continue on a separate sheet if necessary.

Name and address of employer:	Job Title and (for teaching posts only) subjects taught:	Dates: From/To	Reason for leaving:

Section 6 – Interests

Please give details of any interests, hobbies or skills that you could bring to the school for the purposes of extra-curricular activity.

--

Section 7 – 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.

Please continue on a separate sheet if necessary.

Section 8 – Health

If you are offered the post, you will be required to complete a detailed health questionnaire and your appointment will be conditional upon the completed questionnaire being satisfactory. Should we require further information about your state of health, we may wish to contact your doctor with a view to obtaining a medical report and you may be required to undergo a medical examination. If this is the case, we will advise you.

Do you authorise us to contact your G.P. or to ask the school doctor for a medical report if you are offered the post?

Yes No

Section 9 – Safer Recruitment checks etc

An offer of employment is conditional upon the school receiving a satisfactory Disclosure and Barring Service check. If you are successful in your application, you will be required to complete a DBS Application Form.

Where applicable (see below) it may also be subject to the provision of satisfactory international police check(s).

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers, and that any unspent convictions, cautions, reprimands and warnings **must be disclosed**. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013)?

Yes No

If your answer is 'Yes', please provide full details on a separate sheet and send this in a sealed envelope marked "Private & Confidential: for the attention of the Head" with your Application Form. If you would like to discuss this beforehand, please telephone in confidence the Head or Bursar for advice.

N.B. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Have you ever lived/worked/travelled abroad for more than six months?

Yes No

If your answer is 'Yes' please provide details of the country/countries and the dates that you were there on a separate sheet.

Section 10 – Data Protection

The information that you provide on this form will be used to process your application for employment as per our Data Protection Policy. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing the Application Form, you consent to the processing of sensitive personal data.

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.

Referee 1

Name:

Organisation:

Address:

Occupation:

Telephone number:

Email:

May we contact prior to interview? Yes No

Referee 2

Name:

Organisation:

Address:

Occupation:

Telephone number:

Email:

May we contact prior to interview? Yes No

Section 12 – Declaration

- I declare that the information I have given in this Application Form is accurate and true.
- I understand that providing any misleading false information will disqualify me from appointment or if appointed, may result in my dismissal.
- I confirm that I am not on a Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signature Date

PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO THE BURSAR.



b) Application and Recruitment Process Explanatory Note

To be read in conjunction with the School's Safer Recruitment Policy and Procedures.

1. General

Parkside School (the School) is committed to ensuring the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's Application Form and recruitment process must be directed to the Head or Bursar.

2. Safer Recruitment statement

Advertisements for all posts – whether in newspapers, journals or online – will include this statement:

SAFER RECRUITMENT STATEMENT: Parkside School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.

3. Recruitment & selection procedure

Applicants will receive the following:

- An Application Form
- A Job Description and a Person Specification for the role applied for,
- The School's Safeguarding Policy
- The School's Safer Recruitment Policy and Procedures

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will **not** be accepted in substitution for completed Application Forms.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or Bursar. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Head/Bursar for advice.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, the latest iteration of the Rehabilitation of Offenders Act (as amended) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position. Additionally, successful applicants should be aware that they are required to notify the School immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the School immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

The School has a legal duty under the latest iteration of Section 26 of the Counter-Terrorism and Security Act to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

Policy on the Recruitment of Ex-Offenders: The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in the Policy. Please refer to Appendix 1 on the Safer Recruitment Policy.

4. Invitation to Interview

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by the Head and/or Bursar. The Chair of Governors will chair the panel for the Bursar's/Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. There will always be at least one person on the appointment panel who has undertaken Safer Recruitment training. The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming:

1. Any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc).
2. A current driving licence including a photograph or a passport;
3. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
4. Documentation confirming their National Insurance Number (P45, P60 or National Insurance Card);
5. Where appropriate any documentation evidencing a change of name;
6. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.
7. The School asks for the date of birth of all applicants (and proof of this) as this is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate against applicants on the grounds of age.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

5. Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;

4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in the latest iteration of The Teachers' Disciplinary (England) Regulations to encompass: Planning and preparing lessons and courses for pupils; Delivering and preparing lessons to pupils; Assessing the development, progress and attainment of pupils, and Reporting on the development, progress and attainment of pupils;
5. Verification of professional qualifications, where appropriate;
6. Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);
7. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
8. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the latest iteration of the Disqualification under the Childcare Act;
9. Where the successful candidate will be taking part in the management of the School, a check will be carried out under the latest iteration of Section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations. This applies to all Governors, Senior Leadership Team and teaching heads of department;
10. For a candidate that has lived or worked outside the UK, an EEA check using the NCTL Teacher Services system for information about any teacher sanction or restriction.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

The School is aware of its duties under the latest iteration of the Equality Act. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

6. References

The School will seek the references referred to in section 5 above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees if the candidate is suitable to work with children. The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

The School will not accept or rely on references or testimonials provided by the applicant or on open references or testimonials. The School will telephone all referees to ask if there is any reason the applicant should not work with children.

7. Criminal Records checks

The School will refer to the latest iteration of KCSIE in carrying out the necessary required DBS checks. The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed via details on the Safer Recruitment Policy.

DBS Update Service: Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

If disclosure is delayed: A short period of work is allowed under controlled conditions, at the Head's discretion. Please refer to details on the Safer Recruitment Policy.

8. Retention and Security of Records

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.