

Glendower Application Form

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Closing Date for Applications: Monday 7th November Interview Dates: TBC

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| Position applied for: Admin Assistant | | | | | | | | | | | |
| Section 1: Personal Details | | | | | | | | | | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | | | Forenames: | Surname: | | | | | | | |
| Date of birth: | | | | Former Name: | | | | | | | |
| Preferred Name: | | | | | | | |
| Teacher’s R P Number (if applicable) | | | | National Insurance Number: | | | | | | | |
| Address: | | | | Telephone number(s)  Home:  Work:  Mobile:  Email Address: | | | | | | | |
| Are you eligible for employment in the UK? | | | | Yes | | | | | No | | |
| Please provide details: | | | | | | | | | | | |
| Do you have Qualified Teachers Status? | | | | Yes | | | | | No | | |
| Section 2: Education  (Please start with the most recent) | | | | | | | | | | | |
| **Name of school/college/university** | | **Dates of attendance** | | **Examinations** | | | | | | | |
| Subject | Result | | | Date | | | Awarding Body |
|  | | From:  To: | |  |  | | |  | | |  |
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| 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.) | | | | | | | | | | | |
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| Section 4: 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 5: Previous employment and/or activities since leaving secondary education  (Please continue on separate sheet if necessary) | | | | | | | | | | | |
| Dates | Name and address if employer | | | Position held and / or duties | | | Reason for leaving | | | | |
| From:  To: |  | | |  | | |  | | | | |
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| Section 6: Gaps in your employment  (If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.) | | | | | | | | | | | |
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| Section 7: Interests  (Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the school for the purpose of enriching its extracurricular activity.) | | | | | | | | | | | |
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| Section 8: 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 separate sheet if necessary.) | | | | | | | | | | | |
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| Section 9: Criminal records and childcare disqualification | | | | | | | | | | | |
| An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of 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. 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 therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **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 Safer Recruiting Policy (a copy of which is available from the school’s website.)  In addition the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 state that it is an offence for the School to employ anyone in connection with our early years or later years provisions with children under the age of eight who is disqualified. This applies to normal School activities and any before or after School clubs or activities. It is also a criminal offence for a disqualified person to provide early or later years provision or to be directly concerned in its management. **For further details please see Appendix 2 to this form.**  It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1 and Appendix 2 to this form**. | | | | | | | | | | | |
| 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 Disclosure and Barring Service filtering rules (see Appendix 1** | | | | | | Yes | | | | No | |
| Is there any relevant action pending against you? | | | | | | Yes | | | | No | |
| If answering ‘yes’ to any of the above, please provide the following information on a separate sheet and send this in a sealed envelope marked ‘confidential’ with your application form.   * Details of the order, restriction, conviction or caution and the date that this was made * The relevant court or body and the sentence, if any, which was imposed * A copy of the relevant order or conviction | | | | | | | | | | | |
| Section 10: 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 from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.) | | | | | | | | | | | |
| **Referee 1**  Name:  Organisation:  Address:  Telephone Number:  Occupation: | | | | **Referee 2**  Name:  Organisation:  Address:  Telephone Number:  Occupation: | | | | | | | |
| May we contact prior to Interview? | | | | May we contact prior to Interview? | | | | | | | |
| Yes | No | | | Yes | | | No | | | | |
| Section 11: 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 child protection 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 after six months. | | | | | | | | | | | |
| Section 12: 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 on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. * I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school. * 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 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. | | | | | | | | | | | |
| Signed: | | | | | | | | | | | |
| Dated: | | | | | | | | | | | |
| 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 12. | | | | | | | | | | | |

# Appendix 1

# Spent convictions and the DBS filtering rules

## Spent convictions

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| --- | --- | --- |
| Sentence | Rehabilitation period  (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 |
| Prison sentence for a term exceeding 6 months but less than 2.5 years | 10 years | 5 years |
| Prison sentence for a term of 6 months or less | 7 years | 3.5 years |
| Fines, probation, compensation, community service, reparation orders, curfew orders | 5 years | 2.5 years |
| Absolute discharge | 6 months | 6 months |

Prison sentences of more than two and a half years are never considered spent.

## 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>.

**Appendix 2**

**Childcare disqualification requirements**

The Childcare Act 2006 (the Act) and the Childcare (Disqualification) Regulations 2009 (the Regulations) state that it is an offence for the School to employ anyone in connection with our early years or later years provisions with children under the age eight who is disqualified. This applies to normal School activities and any before or after School clubs or activities. It is also a criminal offence for a disqualified person to provide early or later years provision or to be directly concerned in its management.

The criteria for which a person will be disqualified from working in connection with early or later years provision are set out in the Regulations. They are not only that a person is barred from working with children (by inclusion on the Children's Barred List) but also include:

• having been cautioned for, or convicted of certain criminal offences including violent and sexual criminal offences against children and adults;

• various grounds relating to the care of children, including where an order is made in respect of a child under the person's care;

• having had registration refused or cancelled in relation to childcare or children's homes;

• having been disqualified from private fostering; or

• living in the same household as another person who is disqualified from registration for early or later years provision, or living in a household where a disqualified person is employed (disqualification by association). A person does not, however, commit an offence if they do not know, or have no reasonable grounds for believing, that they live in the same household as a disqualified person, or in a household where a disqualified person is employed. Initial advice from the DfE is that a household will be deemed as anyone sharing "living space", including the use of a shared kitchen. The responsibility on individuals is to provide the School with information about people in their household "to the best of their knowledge". This means that a person who lives in a shared house, renting with others, will not be expected to request this information from those with whom they are not overly familiar.

As a School we take great pride in the pastoral care we provide and we consider it necessary that all staff are available to support all of our children. The School therefore asks all job applicants who are invited for interview to complete a Self-Declaration Form confirming whether they meet any of the criteria for disqualification. The School will consider any information disclosed before deciding whether to proceed with an interview. The School reserves the right to reject the application of any person who is disqualified from working in connection with early or later years provision. An interview will not proceed if the School has not received a completed Self-Declaration Form in advance.

Applicants to the School who have any criminal records information to disclose about themselves, or anyone in their household, must also provide the following information:

• details of the order, restriction, conviction or caution and the date that this was made;

• the relevant court or body and the sentence, if any, which was imposed; and

• a copy of the relevant order or conviction.

**Applicants 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)**. A person who discloses information which appears to disqualify them from working in early or later years provision may apply to Ofsted for a waiver of the disqualification. However, the School cannot appoint any person who is currently disqualified.