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| FOR OFFICE USE ONLY: | |
|---|---|
| APPLICANT No: | NAME: |

Godolphin&Latymer

# APPLICATION FORM

# FOR TEACHING STAFF

FRANCHA LEALE TOGE

# APPLICATION FORM

| **Position applied for:** |
|---|

| **Section 1 – Personal details** | | |
|---|---|---|
| Title: | Forename(s): | Surname: |
| Date of birth: | | Former name:<br>Preferred name: |
| Address: | | National Insurance number:<br>Are you currently eligible for employment in the UK?<br>Yes ◯ No ◯<br>Please provide details, including any restrictions on your right to work in the UK: |
| Telephone number(s):<br>Home:<br>Work:<br>Mobile:<br>Email address: | | Teacher's RP number (if applicable):<br>Do you have Qualified Teacher status?<br>Yes ◯ No ◯<br>Have you read the School's Safeguarding (Child Protection) and Recruitment Policy?<br>Yes ◯ No ◯ |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, pupil, Governor or Trustee of the School? If so, please provide details. | | |

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## Section 2 – Education

Please start with the most recent. Please continue on an official continuation sheet if necessary.

| Dates (From/To) | Name of Institution | PGCE | Result | Date | Awarding Body |
|---|---|---|---|---|---|
| | | | | | |
| **Dates (From/To)** | **Name of University** | **Masters/PhD** | **Result** | **Date** | **Awarding Body** |
| | | | | | |
| **Dates (From/To)** | **Name of University** | **Degree** | **Result** | **Date** | **Awarding Body** |
| | | | | | |
| **Dates (From/To)** | **Name of School/College** | **A Level/ AS Level or equivalent** | **Result** | **Date** | **Awarding Body** |
| | | | | | |

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| Section 2 – Education - continued | | | | | |
|---|---|---|---|---|---|
| **Dates (From/To)** | **Name of School** | **GCSE Level or equivalent** | **Result** | **Date** | **Awarding Body** |
| | | | | | |

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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: |
| Brief description of responsibilities: | Date employment ended (if applicable): |

| | |
|---|---|
| Current salary/salary on leaving: | 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:

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## Section 5 – Previous employment and/or activities since leaving secondary education

Please continue on an official continuation sheet if necessary.

| Dates | Name and address of employer | Position held and/or duties | Reason for leaving |
|---|---|---|---|
| From: | | | |
| To: | | | |
| From: | | | |
| To: | | | |
| From: | | | |
| To: | | | |
| From: | | | |
| To: | | | |
| From: | | | |
| To: | | | |

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## Section 6 – Gaps in your employment

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

## Section 7 – Interests

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

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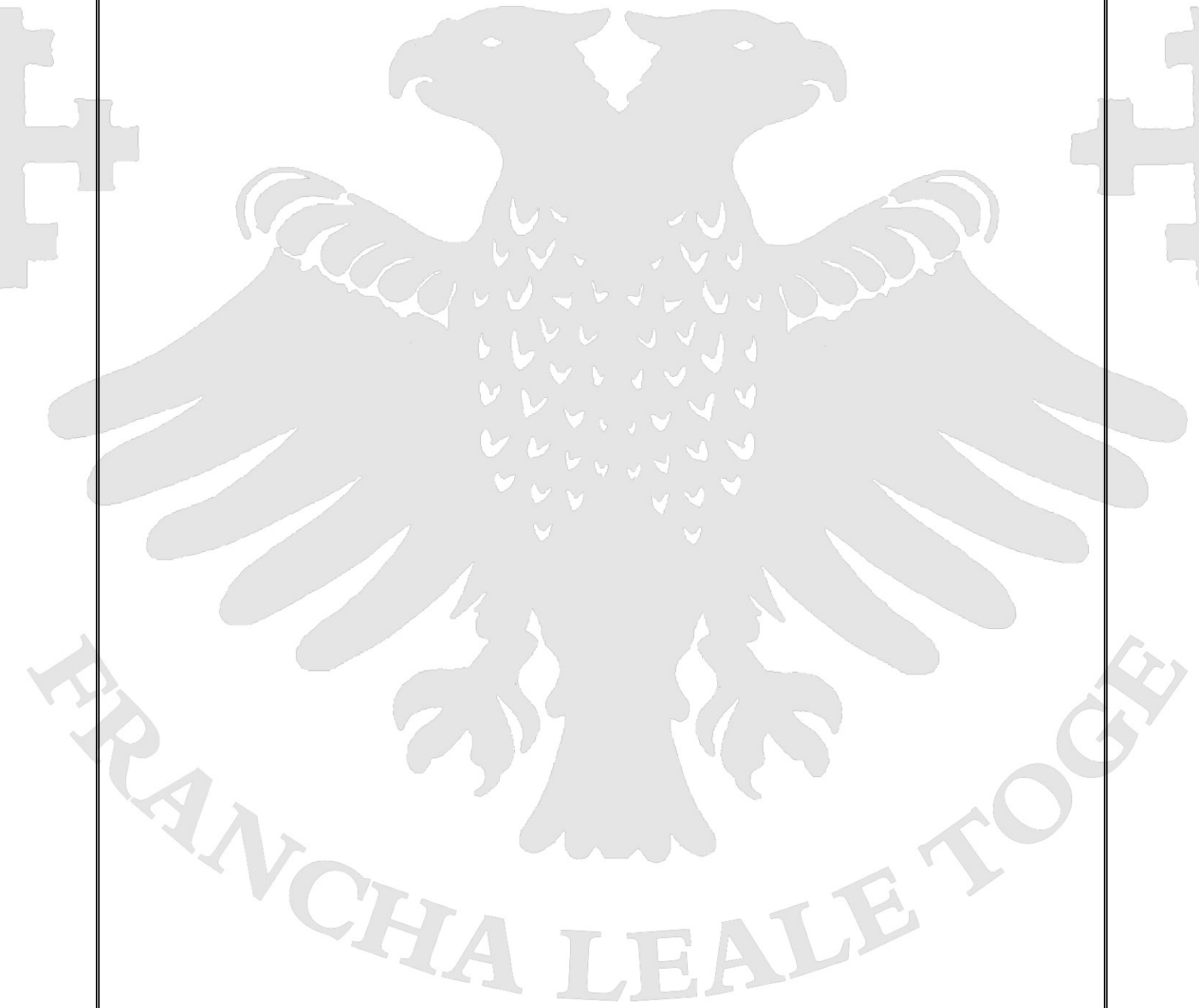
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## Section 9 – Sanctions, Restrictions and Prohibitions

| | |
|---|---|
| Have you ever been referred to, or are you the subject of, a sanction, restriction or prohibition issued by the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country? | YES ☐<br>NO ☐ |
| 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 ☐<br>NO ☐ |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | YES ☐<br>NO ☐ |

## Section 10 – Criminal records

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 the summary at 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 as set out in the School's Safeguarding (Child Protection) and Recruitment Policy.

**It is a condition of your application that you answer the questions below.** Before doing so please read the information at 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 Disclosure and Barring Service 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 from all short-listed candidates before interview. The School reserves the right to take up references from any previous employer.

| **Referee 1(Must be current Head of School)** | **Referee 2** |
|---|---|
| Name: | Name: |
| Occupation: | Occupation: |
| Organisation: | Organisation: |
| Address: | Address: |
| Email Address: | Email Address: |
| Telephone number: | Telephone number: |

## 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 Safeguarding (Child Protection) and Recruitment Policy is enclosed with this application form and available on the School's website. Please take the time to read it.

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 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 on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body, whether of the UK or any other country.**
- **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.**
- **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 my reference.**

Signature …….. 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.

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## Appendix 1 Spent convictions and the DBS filtering rules

**Spent convictions**

| **Sentence** | **Rehabilitation period (in all cases the period commences from the date of the conviction)** | |
|---|---|---|
| | **Aged over 18 at time of the conviction** | **Aged under 18 at the time of the conviction** |
| Prison sentence of more than 4 years | 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 | 1 year | 6 months |
| Fine | 1 year | 6 months |
| Youth rehabilitation order | N/A | 6 months |
| Compensation order | Once paid in full | Once paid in full |
| Hospital order | At the end of the order | At the end of the order |
| Conditional discharge, binding over, care order, supervision order, reception order | At the end of the order | At the end of the order |
| Absolute discharge | Spent immediately | Spent immediately |

| | | |
|---|---|---|
| Disqualification | End of the disqualification | End of the disqualification |
| Relevant order | End of the order | End of the order |
| Conditional cautions | Once conditions end | Once conditions end |
| Caution, warning, reprimand | No period | No period |

**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

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