

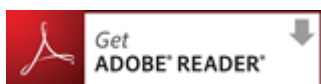
Instructions for completing online Teaching Application Form

1. Download Application Form
2. When this opens, save into your documents area.
3. Please complete form, saving regularly.
Please note: The amount of information you enter should fit the size of the boxes and although lines should automatically flow, in some cases, depending on which device you are using, this may not happen. In these circumstances, please do this manually.
4. When you have completed the form, please email as an attachment to DeputyHeadsPA@nlcs.org.uk

IMPORTANT – APPLE MAC USERS

If you have an Apple Mac, please use Adobe Reader instead of Preview to enter your details in the form.

This application form can be saved and edited. If you cannot save or you see a blank page, please download PDF Reader (click on the link below).



[Get Adobe Reader](#)

CONFIDENTIAL

NORTH LONDON COLLEGIATE SCHOOL

Application Form (Teaching Staff)

Position applied for:

Section 1 – Personal details

Title:

Forename(s):

Surname:

Date of birth:

Former name:

Preferred name:

Address:

National Insurance number:

Are you currently eligible for employment in the UK?

Yes ☐ No ☐

If you have answered no please provide details:

Telephone number(s):

Teachers R P number (if Applicable):

Home:

Work:

Mobile:

Do you have Qualified Teacher Status?

Yes ☐ No ☐

Email address:

Are you related to or do you maintain a close relationship with an existing employee, volunteer, student, or Governor of North London Collegiate School? If so, please provide details.

Section 2 – Education & Professional Qualifications

Please start with the most recent and continue on a separate sheet if necessary.

Name of school/college/university	Dates of attendance From / To	Examinations			
		Subject	Result	Date	Awarding Body

Section 3 – Current 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:			

Section 4 – Previous employment since leaving secondary education

Please continue on a separate sheet if necessary

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

Section 5 – Gaps in your Employment: Please provide details and dates of any gaps in your employment history, eg looking after children or sabbatical year.**Section 6 – Professional Development: 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 7 – Interests/Extra Curricular Activities. Please provide details of any interests/extra-curricular activities in which you have been involved.**

Section 8 – Criminal Records

An offer of employment is conditional upon the School receiving a satisfactory 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, except for those to which the DBS Filtering Rules apply (see Appendix A). 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 (a copy of which is available from the School on request).

- Have you received a conviction (or a caution, reprimand or final warning from the police) for any criminal offence within the last 11 years (or the last 5½ years if the offence was committed when you were aged under 18 years)? Yes ☐ No ☐
- Do you hold two or more criminal convictions or cautions, reprimands or final warnings from the police Yes ☐ No ☐
- Have you ever served a custodial sentence for any criminal offence? Yes ☐ No ☐
- Have you ever been convicted of (or received a caution, reprimand or final warning from the Police for) a "specified offence" (see Appendix A)? Yes ☐ No ☐
- Is there any relevant court action pending against you? Yes ☐ No ☐

Overseas police checks or certificates of good conduct may be required for successful applicants that have resided or worked overseas.

- Have you been convicted by an overseas court of any criminal offence? Yes ☐ No ☐

If 'YES' to any of the above, please provide details on a separate sheet in a sealed envelope marked "confidential" and forward to the Headmistress with your Application Form.

Section 9 – 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 both of your references are schools or other educational establishments, please give the details of the Head of each establishment. 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 reserves the right to seek other references in addition to the referees given below. The School intends to take up references from all shortlisted candidates before interview.

Name:

Organisation:

Occupation:

Address:

Postcode:

Tel No:

Email:

Name:

Organisation:

Occupation:

Address:

Postcode:

Tel No:

Email:

Section 10 – Recruitment Policy

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.

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 is enclosed with this Application Form. 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 12 months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes No

Section 11 – 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 DBS Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.**
- **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 references.**

Signature

Date

APPENDIX A

DBS filtering rules and Spent Convictions

Filtering rules

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

- 11 years have elapsed since the date of conviction; **and**
- it is your only offence; **and**
- 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 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; **and**
- it is your only offence; **and**
- 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>

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 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 never become spent