

CONFIDENTIAL



OCKBROOK SCHOOL

APPLICATION FORM

(Before completing this form please read section entitled Notes to Applicants)

Application for the position of:

1. PERSONAL DETAILS

Surname Title

Christian/First Names Known as

Any former name(s) (first/surnames)

Address

If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates – continue on a separate sheet if necessary.

Telephone Numbers: Home Mobile Work.....

Email Address

How do you prefer to be contacted?

National Insurance Number

Work permit details and expiry date, if appropriate

2. DETAILS OF PRESENT POST

Present Post

At

Address

Tel No

Permanent or temporary Full / Part Time / Job Share *(Cross as appropriate)*

Notice required

Current Salary

3. POST-11 EDUCATION AND TRAINING

Please give information about education received in this country or abroad, academic and vocational qualifications obtained including degrees, with class and division, in chronological order starting with the most recent. Please include any professional qualifications if relevant. Please note that you will be required to produce evidence of qualifications attained.

Establishment Attended Full Name & Address	Full or Part Time	Qualifications, Date award made and Awarding Body	Dates Attended incl Month/Year	
			From	To

4. PROFESSIONAL BODIES

Do you have Qualified Teacher Status Yes No.....

Please give details of any professional body of which you are a member

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5. DRIVING LICENCE DETAILS

Do you hold a full current UK licence? YES ☐ NO ☐

If yes, what type of licence: private/light goods ☐ HGV ☐ Class ☐

6. WORK EXPERIENCE

Please give further details of work experience in chronological order, starting with the most recent. If you are employed, this should include details of your present post.

Employer	Post held and responsibilities	Dates Employed Month / Year		Reason for Leaving
		From	To	

7. OTHER EXPERIENCE

Please give details of all other employment which may be relevant to your application (for example family duties, voluntary work etc).

Employment / Experience	Employer / Location	Responsibilities	Dates from / to		Reason for leaving
			Month	Year	

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16; please ensure there are no gaps in the history of your employment and other experience.

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8. INTERESTS / HOBBIES

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9. REFERENCES

If you are in employment, one referee should be your present employer. References will not be accepted from those writing solely in the capacity of friends or from relatives. References will be taken up before interview unless requested not to do so.

1. Name Position / Relationship

Address

E-Mail.....Telephone

2. Name Position / Relationship

Address

E-Mail.....Telephone

Notes: (i) We reserve the right to take up references with any previous employer.
(ii) If any of your referees knew you by another name, please write that name(s) in space below.

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Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the School?

YES ☐ NO ☐

If so, please give their name & state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice:

10. CRIMINAL RECORD

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 the 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, subject to the DBS filtering rules referred to in the Notes To Applicants for 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 (a copy of which is available from the School on request).

Before answering these questions please see the information on spent convictions and the DBS filtering rules in the Notes To Applicants.

Have you been convicted by the courts of any criminal offence?

YES ☐ NO ☐

Is there any relevant court action pending against you?

YES ☐ NO ☐

Have you ever received a caution, reprimand or final warning from the police?

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.

11. DATA PROTECTION ACT 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature

12. ASYLUM AND IMMIGRATION ACT 1996

In accordance with the Asylum and Immigration Act 1996, the Governing Body will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the **Notes for Applicants**.

13. 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, gender, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period. 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 six months.

14. 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 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 in order to verify the reference.

Signature Date

NOTES TO APPLICANTS

1. Before signing this form, please ensure that every section has been completed.
2. The form should be returned as instructed in the details of the post.
3. Applicants should attach a separate statement in support.
4. 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 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 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 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>

5. Asylum and Immigration Act 1996: Upon taking a post applicants should provide one of the following from the list of official documents:

- a) A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, a pay slip, a P60, a National Insurance card or a letter issued by one of the Government bodies concerned.
- b) A passport describing you as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom.
- c) A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom.
- d) A certificate of registration or naturalisation as a British citizen.
- e) A birth certificate issued in the United Kingdom or in the Republic of Ireland.
- f) A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State.
- g) A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status.
- h) A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
- i) A United Kingdom residence permit issued to you as a national of a State which is a party to the European Economic Area Agreement.
- j) A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as the family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
- k) A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment.
- l) A work permit or other approval to take employment issued by Work Permits (UK) or, in Northern Ireland, by the Training and Employment Agency.
- m) A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar.

**OCKBROOK SCHOOL
RECRUITMENT MONITORING INFORMATION**

Post title School

Last name(s) Christian/First name(s)

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

THE INFORMATION PROVIDED WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING.

The categories below are in line with the Commission for Racial Equality guidance

1. Ethnic origin

I would describe my ethnic group as (please circle):

1. **White**
British
English
Scottish
Welsh
Irish
Any other White background
Please specify

4. **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh**
Bangladeshi
Indian
Pakistani
Any other Asian background
Please specify

2. **Black, Black British, Black English, Black Scottish or Black Welsh**
African
Caribbean
Any other Black background
Please specify

5. **Chinese, Chinese British, Chinese English Chinese Scottish or Chinese Welsh**
Chinese
Please specify

3. **Mixed**
White & Asian
White & Black African
White & Black Caribbean
Any other Mixed background

6. **Other ethnic group**
Other ethnic group
Please specify

2. Gender

Female

☐

Male

☐

THE INFORMATION CONTAINED ON THIS FORM WILL BE HELD ON A COMPUTER FILE

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed

Date