**Application Form**

* Applications will only be accepted from candidates completing the enclosed application form in full and providing a letter of application.
* Candidates should be aware that all posts at the Academy involve some degree of responsibility for safeguarding children and young persons, although the extent of that responsibility will vary according to the nature of the post. Please refer to job description for the post.
* Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared.
* The successful applicant will be required to complete a Disclosure from the Criminal Records Bureau at the enhanced level.
* We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification, before interview.
* If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), whether you have been the subject of any Safeguarding (child protection) allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that has involved working with children, although he/she may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
* You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or the Independent Safeguarding Authority.

**Invitation to interview**

* If you are invited to interview this will be conducted in person and the areas which it will explore include suitability to work with children.
* In relation to teaching staff, in line with national teacher recruitment guidelines, all candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
* In the event that you are successful at interview, we will require further information, therefore please bring with you in a sealed envelope the following:
* Original copies of qualifications which you have declared as part of your application and which are an essential requirement for the role
* Relevant documentation to confirm your right to work in the UK
* Photogrpahic ID (either driving licence or passport)
* A recent utilities bill or other form of verification of your current address
* The completed Declaration of Disclosure of Criminal Offences form (copy below)
* Notification of any relationship with any pupil, employee or governor or trustee
* Details of any child protection investigation that you may have been subject to. Please include circumstances and the outcome including any orders or conditions.

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

**Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon the following:

* Receipt of at least two satisfactory references (if these have not already been received)
* Verification of identity and qualifications
* Checks at List 99 and the ISA Children’s Barred List as appropriate
* A satisfactory Enhanced DBS
* Verification of professional status such as QTS Status (where required), NPQH
* (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
* Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the school may require in accordance with statutory guidance
* Satisfactory completion of the probationary period

Where a candidate is:

* Found to be on ISA Children’s Barred List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
* Found to have provided false information in, or in support of, his/her application; or
* The subject of serious expressions of concern as to his/her suitability to work with children.

The facts will be reported to the Police and/or the Independent Safeguarding Authority.

***We welcome an opportunity to discuss any difficulty in meeting any of the above criteria and provide advice on arrangements. Tel. 01902 623111.***

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| **COMPLETING YOUR APPLICATION FORM**Applicants are requested to read carefully the following notes and any further particulars for the post before signing the declaration. * Complete the application form (use black ink if completing the form by hand). Alternative formats, such as CV’s or taped applications are acceptable if you have disability which prevents you from completing the standard application form.
* The recruitment monitoring must be completed in full.
* Add your initial and surname to any additional sheets.
* Return your completed application form and recruitment monitoring form by email or post to the address shown on the job advert by the stated closing date.

**Tips for completing Experience section*** The decision to select you for interview will be based on how closely you meet the **essential criteria** shown on the person specification. Use this as a guide to what skills and experience you need to have. These may have been gained from; paid work, voluntary or leisure activities, work in the home, training and education. If you feel you meet any of the **desirable criteria,** highlight these too.
* You might find it helpful to do a rough draft first.
* Try to organise your answer into clear concise points to demonstrate that you have the skills desired for the role.
* Accurate spelling, punctuation and grammar help to make a good impression.
* Highlight your transferrable skills. The tasks you have performed in the past may not be exactly the same as those in the job for which you are applying but the skills you use to carry out the tasks are likely to be the same.

**Recruitment Monitoring Form**The information you provide on the recruitment monitoring form is **confidential** and will **not be** **seen** by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes **only,** in order to measure the effectiveness of the Trust’s equal opportunities and recruitment policies. **Acknowledgement and Result of Applications.** Your application for the post will only be acknowledged if you enclose with it a stamped addressed envelope. Unless you are invited for interview no further communication will be sent to you. We look forward to receiving your application.  |
| **Rehabilitation of Offenders Act 1974**Certain posts, particularly those that involve working with children or other vulnerable groups, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including ‘spent convictions’ under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001. If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The Trust also reserves the right to contact previous employers of the successful candidate prior to the appointment to confirm employment history. **Data Protection Act 1998**Ormiston New Academy will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protect Act 1998. The Act gives you the right to see a copy of the information held about you. Further information relating to the Data Protection Act 1998 can be found on the Information Commissioner’s Office website at www.ico.gov.uk. |

**Declaration of Disclosure of Criminal Offences**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Post Code** |  |
| **DOB** |  |

All posts at the Academy are exempt from the Rehabilitation of Offenders Act 1974 and you must therefore disclose all police cautions or convictions for a criminal offense. This includes cautions or convictions you acquire whilst working for the Academy, which you must report immediately to the Principal.

In accordance with the Academy’s Code of Conduct, I hereby confirm my understanding that failure to declare any of the above information now or any future time during my employment with Ormiston NEW Academy may be regarded as an act of Gross Misconduct, which may lead to disciplinary action and potential dismissal from my employment.

**Signed…………………………………………………..**

**Date……………………………………………………..**

Please return to Natalie Preece, PA to the Principal.