



THE SCHOOLS AT SOMERHILL

All sections must be completed fully. You may also include a CV with your application form, but only in addition to this form. Please note candidates will be required to provide certificates to authenticate qualifications. Please include a covering letter giving your reasons for applying for this post. Include any information that you consider relevant to this application, addressing the key areas in the person specification and/or vacancy advertisement.

Please send your letter and application form via email to recruitment@somerhill.org or by post to Recruitment, The Schools at Somerhill, Somerhill, Tonbridge, Kent TN11 0NJ. Please write in the top left hand corner of the envelope the post applied for.

The Schools at Somerhill are committed to the welfare and safeguarding of children and young people. Child protection screening will apply to this post. Some of the information requested on this form is for this purpose.

Section One: Personal Details			
Full Name		Title	
Previous Surnames If applicable		E-Mail Address	
Contact Number	Preferred time to contact		
Home Address			
National Insurance No.		DfES Ref No.	
Do you have Qualified Teacher Status?		YES	NO
Are you legally entitled to live and work in the UK?		YES	NO
Can you provide documentation (i.e. passport or work visa) to confirm this?		YES	NO
If you are not a UK or EU National, please give your work permit number			
Do you have a full driving licence?		YES	NO
And if so do you have a D1 entitlement to drive a minibus on your driving licence?		YES	NO

Section Two: Present Employment (or most recent)

Post held				
Role and responsibilities				
Employer's name and address				
Number on roll				
Age range taught				
Date of appointment				
Consent to contact employer	Before long list interview	YES NO	Before short list interview	YES NO
Current salary				
Notice period				
Reasons for wanting to leave present job				

Section Three: Education

EDUCATION: HIGHER

University/College attended (please give address)	Date		Qualification obtained	Standard/Grade obtained
	from	to		
1st Degree				
Postgraduate qualifications				

SECONDARY/FURTHER

Schools/Colleges attended from age 11 (please give address)	Date from		to	
	month	year	month	year
Examinations passed	Date		Subjects and grades	
A Level, IB or equivalent				
Other (please specify)				

Section Four: Professional Development				
"Threshold" Assessment:				
Please list all threshold assessments:				Date awarded
Training/Development Courses (in the last five years):				
Course Title	Course Provider	Date		Award
		from	to	

Section Five: Previous Employment/Career History				
Please provide full details of all employment, self-employment and unpaid work since leaving secondary education, starting with the most recent. Please provide explanations for any periods not in employment, further education or training. (Continue on a separate sheet if required)				
Date started (month/year)	Date left (month/year)	Employer's name and address	Post held	Reason for leaving
Please give details of any time since leaving school not already accounted for (including unemployment).				
Start date (month/year)	End date (month/year)	Details		

Section Six: Other relevant experience. Interests, Skills, and Qualifications (e.g. First Aid, Coaching)

Section Seven: Referees

Please provide at least two professional referees. One of your referees must be your current or last employer or, if you have not been employed before, your college tutor. If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives, those writing solely in the capacity of a friend or Supply Agencies.

	Referee 1	Referee 2
Title and Name		
Address and postcode		
Contact number		
Email address		
Job Title		
In what capacity and how long have you known this referee?		
May we contact this referee without further authority from you?	YES NO	YES NO
Do you have any family members or a close relationship with anyone in the schools, including Governors? If yes, please give details on a separate sheet.	YES NO	

DECLARATION:

I declare that the information I have given on this form is accurate and true. I understand that providing false information is an offence and could result in my application being rejected, or summary dismissal if already appointed, and possible referral to the Teachers Misconduct Team, or the police if appropriate. I give my permission for my previous employer(s) to be contacted.

Signed by Applicant

Date

Consent under the Data Protection Act 2018 – the information given to The Schools at Somerhill in this form will be processed only by The Schools at Somerhill for considering your application for employment. If you are successful in your application, this form and the information in it will be retained in your personnel file for such time as you are an employee of The Schools at Somerhill and for up to 6 years after the end of your employment. If unsuccessful this form will be retained by The Schools at Somerhill for a maximum of 6 months and then it will be destroyed. The school may check the information provided by you on this form with third parties.

By signing this you give us your express consent to retain and process all the information contained in this form.

Signed by Applicant

Date

Checks with Disclosure and Barring Services (DBS) and declaration

The Schools at Somerhill are committed to the welfare and safeguarding of children and young people. As this is a school, I am aware that if I am selected for this job I shall be required to give The Schools at Somerhill consent to institute a Disclosure check with the DBS. All employees at The Schools at Somerhill are required to be checked to the Enhanced Level. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' except those that are 'protected' as defined by the amendments to the Exceptions Order 1975 (2013), must be declared. Guidance and criteria on the filtering of protected cautions and convictions can be found at the DBS's website www.gov.uk/dbs.

I declare that I have not been disqualified from working with children, not named on the DBS Children's Barred List (formerly List 99 and the Protection of Children Act List), not subject to any sanctions imposed by a regulatory body (e.g. the Department for Education Prohibition List).

*I have no convictions, cautions or bind-overs /I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential and addressed to The Bursar. Selection for employment will be dependent on satisfactory references, DBS check and medical if required.

Failure to declare any convictions (that are no subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Signed by Applicant

Date

THE SCHOOLS AT SOMERHILL

Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Application and Recruitment Process Explanatory Note

1. General

The schools at Somerhill ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's Application Form and recruitment process must be directed to the Bursar.

2. Application Form

Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Applicants will receive a Job Description and Person Specification for the role applied for.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify [the school/their manager] immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the school immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

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), and whether you have been the subject of any 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 previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

3. Invitation to Interview

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by the Head or another designated senior member of staff. The Chair of Governors should chair the panel for the Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should therefore withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

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 by you from the awarding body.

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph or a passport;
2. Where appropriate any documentation evidencing a change of name;
3. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

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

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

4. Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or within the European Economic Area (EEA);
5. Verification of professional qualifications;
6. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
7. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered; and
8. Satisfactory medical fitness.
9. If you are undertaking a leadership role, Section 128 check to ensure that you have not been prohibited from participating in the management of independent schools.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

5. References

We will seek the references referred to in section 4 above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

6. Criminal Records Policy

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

7. Retention and Security of Records

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.