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**JOB APPLICATION FORM**

**The School and all staff are committed to safeguarding the welfare of children.**

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| **Position applied for:** | | | | |
| **How did you hear about the position?** | | | | |
| **Section 1: PERSONAL DETAILS:** | | | | |
| **Title:** | **Forenames**: | | **Surname:** | |
| **Known as: (if different name from above):** | | **Any previous surnames**:  e.g. maiden name or any previous change of name | |
| **Date of change of surname**: | |
| **Current address**: | | | **Telephone number(s)** | |
|  | | | **Home Telephone** |  |
| **Mobile** |  |
| **Work Telephone** |  |
| **E-mail**: | |
| **Date of Birth \*** | |
| **Postcode**: | | | **National Insurance Number:** | |
| **Previous address:**  (if resident at current address for less than five years please provide any previous addresses during this period together with dates) | | | **Teacher Reference Number (if applicable)** | |
| **Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?**  Yes ☐ No ☐  Please provide details | | | | |
| **Are you related to or do you maintain a close relationship with an existing pupil, employee, volunteer, Advisor of Dolphin School?**  Yes ☐ No ☐  Please provide details | | | | |
| **Do you hold a current First Aid at Work Certificate/ Paediatric First Aid?**  **Yes □ No □**  **If Yes, please give details and date of expiry?** | | **What Child Protection Training, if any have you attended and when?** | | |

**\* In line with the Safeguarding Children Guidance from Department for Children, Schools and Families we ask for your date of birth to ensure we can account for any gaps in employment.**

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| **Section 2: 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 | 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 | No |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | Yes | No |

**If answering “Yes” to any of the questions in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your application form.**

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| **Section 3: SECONDARY AND FURTHER EDUCATION (most recent first)** | | | |
| Give details of secondary schools, colleges and universities attended since the age of 16 with examination dates, results and qualifications obtained. There is no need to include any qualifications gained prior to ‘A’ levels or equivalent. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications may be requested. | | | |
| Name of School/University/College/Awarding Body | Subjects/Qualifications | Date obtained | Grade |
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| **OTHER VOCATIONAL QUALIFICATIONS, SKILLS & TRAINING (please include dates)**  Please provide details of any vocational qualifications or skills that you possess or training that have received which you consider to be relevant to the role for which you have applied | | | |
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| **Section 4: SUITABILITY** |
| In this section 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.  (Please continue on a separate sheet if necessary). |
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| **Section 5: EMPLOYMENT DETAILS – Current or most recent employment** | | | | | |
| **Name and address of current/most recent employer or college/school** | | **Job Title:** | |  | |
|  | | **Start Date:** | |  | |
| **Date employment ended:**  **(if applicable)** | |  | |
| **Current salary/salary on leaving:** | |  | |
| **Brief description of responsibilities:** | | | | | |
| **Please state when you would be able to take up employment if offered:** | | | | | |
| **Reason for leaving / wishing to leave:** | | | | | |
| **EMPLOYMENT DETAILS – previous employment**  Please start with your most recent employment first and also explain any breaks in employment from the end of your full time education. | | | | | |
| **Dates** | **Name and address of employer** | | **Position held and/or duties** | | **Reason for leaving** |
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| ***Please continue on separate sheet if necessary*** | | | | | |
| **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 | | | | | |
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| **SECTION 6: GENERAL INFORMATION** |
| Additional Skills, Experience and Interests: |
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| **SECTION 7: REFERENCES** | | | | | | | |
| Please give details below of two people who can provide information that will confirm your suitability for this position. **One person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. **Please mark ‘No’ against a referee you do not want us to contact at this stage.** | | | | | | | |
| **Referee 1** | | | | **Referee 2** | | | |
| **Name:** |  | | | **Name:** |  | | |
| **Organisation:** |  | | | **Organisation:** |  | | |
| **Address:** | | | | **Address:** | | | |
|  | | | |  | | | |
| **Job Title:** | |  | | **Job Title:** | |  | |
| **Telephone/mobile:** | |  | | **Telephone/mobile:** | |  | |
| **E-mail:** | |  | | **E-mail:** | |  | |
| **May we contact the referee before the interview?** | | | Yes/No | **May we contact the referee before the interview?** | | | Yes/No |

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| **SECTION 8: CRIMINAL RECORD** | |
| **All positions at Dolphin School are subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service (DBS) check.**  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 enhanced disclosure application. Any information disclosed will be handled in accordance with any guidance and/ or the Code of Practice published by the DBS (a copy of which is available on the DBS website).  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 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 set out in the School’s recruitment, selection and disclosure policy and procedure.  It is a condition of your application that you answer the questions below. Before doing so please read 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 to 1)** | Yes No |
| Is there any relevant court action pending against you? | Yes No |
| If ‘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 | |

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| **SECTION 9: RECRUITMENT** |
| It is the School’s policy to recruit the best qualified staff and to provide equal opportunity for the advancement of staff including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, gender reassignment, marital or civil partnership status, religion or belief, disability or age. All new positions within the School are subject to a probationary period.  The School is committed to safeguarding the welfare of children and expects all staff and volunteers to share this commitment.  A copy of the School’s recruitment policy and child protection policy is available for download from the School’s website. Please take time to read them.  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 6 months. |

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| **SECTION 10: 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 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 the reference. * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.   *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 10*. | | |
| Print Name: | Signature: | Date: |



**EQUAL OPPORTUNITIES MONITORING FORM**

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| This form is kept separately from your application and is an anonymous survey. Please do not identify yourself on this form.  Dolphin recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.  We welcome applications from all sections of the community.  To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. However, you do not have to complete the form if you choose not to, and this will not affect your application. The information supplied here will be treated as confidential and will not be used in any part of the selection process.You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.  All information provided will be treated in confidence and used as set out in the School’s Recruitment Privacy Notice and Data Protection Policy.  Please complete the form as you feel is most appropriate for you. |

**Position applied for:**

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| **White**: **□** British **□** Any other white background\* |

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| **Mixed**: **□** White and Black Caribbean **□** White and Black African **□** White and Asian  **□** Any other mixed background\* |

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| **Black or Black British**: **□** Caribbean **□** African **□** Any other Black background\* |

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| **Asian or Asian British**: **□** Indian **□** Pakistani **□** Bangladeshi  **□** Any other Asian background\* |

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| **Chinese or other Ethnic Group**: **□** Chinese **□** Other Ethnic Group\* |

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| \*Please specify |

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| **Gender** Please specify |

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| **Date of Birth** |

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| **Do you consider yourself to have a disability:**  **□** Yes **□** No  If yes, please state nature of disability: |
| The Equality Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities” |

If you wish, you may disclose information about yourself in this section about your:

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| Religion |
| Sexual orientation |

Appendix 1 Spent convictions and the DBS filtering rules

## Spent convictions

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| 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 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 |

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 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>