

**Post: Assistant to the Head**

**Required for: January 2022**

**Application Form**

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| Section 1: Personal details | | | | | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | Forenames: | Surname: | | | | |
| Date of birth: | | Former name: | | | | |
| Preferred name: | | | | |
| Teacher registration number (if applicable): | | National Insurance number: | | | | |
| Address: | | Telephone number(s):  Home:  Work:  Mobile:  Email address: | | | | |
| Are you eligible for employment in the UK? | | | Yes |  | No |  |
| Please provide details (e.g. UK Passport):  If not a UK passport holder please provide details of your Right to Work in the UK: | | | | | | |
| Have you lived outside the UK for more than three months in the past five years? Please provide details: | | | Yes |  | No |  |
| Do you have Qualified Teacher status? | | | Yes |  | No |  |
| Please state where you saw this position advertised: | | | | | | |

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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 Teaching Regulation Agency [previously known as 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 |  |
| Are you, or have you ever been, the subject of any proceedings before a professional conduct panel in the UK or an equivalent body 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 |  |
| Are you, or have you ever been, the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration was given to imposing a direction under section 128 of the Education and Skills Act 208? | Yes |  | No |  |
| Are you, or have you ever been, the subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children? | 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.** | | | | |

| Section 3: Education - Please start with most recent and continue on a separate sheet if necessary | | | | | |
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| Name of  school/college/university | Dates of attendance to and from (month and year) | Examinations | | | |
|  |  | Qualification / Subject | Result | Date | Awarding body |
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| Section 4: Other vocational qualifications, skills or training, professional development and membership of professional bodies. 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. |
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| Vocational qualifications, skills or training: |
| Professional Development relevant to post: |
| Please provide full details of membership of any professional bodies: |

| Section 5: Employment | | | | | | |
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| Current / most recent employer: | |  | | | | |
| Current / most recent employer's address: | | | | | | |
| Current / most recent job title | | | | | | |
| Brief Description of responsibilities: | |  | | | | |
| Date started: | Date employment ended (if applicable): | | Current salary / salary on leaving: | | | |
| Do you / did you receive any employee benefits? | | | Yes |  | No |  |
| 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 6: Previous employment and / or activities since leaving secondary education  Please continue on a separate sheet if necessary | | | | |
| --- | --- | --- | --- | --- |
| Dates (month and year) | | Name and address of employer | Position held and / or duties | Reason for leaving |
| From | To |  |  |  |
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| Section 7: 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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| **Dates of gap (month and year)** | | **Reason for gap** | |
| From | To | |  |
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| Section 8: Interests  Please give details of your interests, hobbies or skills in particular any of which could be of benefit to the School for the purposes of enriching its extra-curricular activity. |
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| Section 9: Suitability (maximum 1000 words)  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. Continue on a separate sheet if necessary. |
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| Section 10: Conflicts of Interest  Please confirm if you know any existing employee, volunteer or Governor at the School, and if so, please provide details of how you know them. |
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| Section 11: 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 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 that would normally be considered ‘spent’ under the Act) must be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. 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)  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. | | | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)? | Yes |  | No |  |
| Is there any relevant court action pending against you? | Yes |  | No |  |
| This role involves regulated activity with children. Are you on the Children’s Barred List? | Yes |  | No |  |
| If answering "YES" to any of the above, please provide details on a separate sheet with offence dates, dates of conviction/caution, offence types and sentences received and send this in a separate sealed envelope marked "confidential - disclosure", signed and dated with your application form. If your applications is successful this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | | | | |

| Section 12: 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 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 intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | | | | | | | |
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| Referee 1 | | | | Referee 2 | | | |
| Name: | | | | Name: | | | |
| Email Address: | | | | Email Address: | | | |
| Organisation: | | | | Organisation: | | | |
| Address: | | | | Address: | | | |
| Telephone number: | | | | Telephone number: | | | |
| Occupation: | | | | Occupation: | | | |
| May we contact prior to Interview? | | | | May we contact prior to interview? | | | |
| Yes |  | No |  | Yes |  | No |  |

| Section 13: Recruitment | | | | |
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| 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. All new appointments are subject to a probationary period.  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 Child Protection Safeguarding Policy and Staff Code of Conduct are enclosed with this application form. The School's Safer Recruitment Policy is also available to read on the School's website. Please take the 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 six months. | | | | |
| Have you read the School's Safeguarding Policy? | Yes |  | No |  |
| Have you read the Staff Code of Conduct? | Yes |  | No |  |

| Section 14: Declaration |
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| * 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 cautioned or sanctioned in this regard, by a regulatory body, whether of the UK or any other country. * 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 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. * 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. |
| Please tell us where you saw this job advertised:  TES website 🞏 Indeed website 🞏 School website 🞏 Other website 🞏 please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Newspaper 🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please specify  Other – please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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 14. |

Please return this form to:

[hr@stchristophers.london](mailto:hr@stchristophers.london)

HR and Compliance Officer  
St Christopher’s School  
32 Belsize Lane  
London  
NW3 5AE

**Appendix 1**

## 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".

If a person has more than one offence, then details of all their convictions will always be included.

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.

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>

**Full guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website under DBS Filtering Guidance.**

**Explanatory Notes**

## Application Form

* Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Applications Form in the absence of good reason.
* 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. Please see 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.
* Where appropriate the successful applicant will be required to complete a Disclosure from the DBS at the appropriate level for the post.
* We will seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications, 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), 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, although it 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 DfE’s Children’s Safeguarding Operation Unit.

## Invitation to Interview

* If you are invited to interview this 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 from the awarding body.
* All candidates invited to interview must also bring with them:
  + a current driving licence including a photograph or a passport or a full birth certificate
  + a utility bill or financial statement showing the candidate’s current name and address
  + where appropriate any documentation evidencing a change in name
  + professional qualifications documentation

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:

* receipt of at least two satisfactory references (if these have not already been received)
* verification of identity and qualifications and evidence of the right to work in the UK
* 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
* a satisfactory DBS check and if appropriate, a check of the Barred List maintained by the DBS
* 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;
* For a candidate who has lived or worked outside the UK a check using the Teaching Regulation Agency Employer Secure Access System that a candidate is not subject to any teacher sanction or restriction
* (For a leadership role) Prohibition from Management (Section 128, Education and Skills Act 2008, DfE)
* Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. OR receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009
* (for teaching posts) verification of professional status such as GTC registration, 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)
* Satisfactory medical fitness
* satisfactory completion of the probationary period

### WARNING

Where a candidate is:

* found to be the Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows s/he 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 DfE Children’s Safeguarding Operation Unit.