

# APPLICATION FORM

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- Application Form
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- Application and Recruitment Process Explanatory Note



**PARKSIDE**  
SCHOOL

Courage | Confidence | Character

**Position applied for:** \_\_\_\_\_

## 1. Personal Details

Title:	Forename(s):	Surname:
Former name(s) (including maiden name)		Preferred name:
Address:		
		Postcode:
How long have you lived at this address:		
If less than 5 years please provide all previous addresses for past 5 years.		
Previous address 1:		
		Postcode:
Length of time at this address:		
Previous address 2:		
		Postcode:
Length of time at this address:		

## Contact details

Home No:	Mobile No:
Work No:	Email:

## 2. General (click on box to select)

Do you have Qualified Teacher Status?	Yes	No
Teacher Reference Number (if applicable).		
Do you have a current full UK driving licence?	Yes	No
Please provide full details of membership of any professional bodies		

## 3. Academic and Vocational Qualifications

Please provide details of all academic and vocational qualifications:

Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

## 4. Professional Development

Name of Course (and award if gained)	Provider	Full time/Part time or Seconded	From	To

## 5. Outside Interests

## 6. Further Education and Career History

Please provide full details of all positions held and of all training/further education, employment, self employment and unpaid work since leaving secondary education.

Please provide explanations for any periods not in employment, further education or training.

Employer/Training Establishment (including dates)	Position held (including subject taught and at which level)	Reason for leaving

## 7. Current Employment

Please provide full details of present position held

Employer	Position held	Reason for leaving

## 8. Current Salary

Salary (basic) if appropriate (Please indicate spine point as applicable)	
Additions (Please indicate responsibility points, London Allowance etc.)	
Total Salary	
Current notice period	

## 9. Suitability For The Role

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

Space for additional information is provided in section 13: Additional Information

Please confirm if you know any existing employee, Governor or volunteer at the School and if so, please provide full details of how you know them.	Yes	No
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## 10. Referees

Please provide at least two professional referees. One referee should be your current or most recent employer.

### Referee 1.

Name:

Address:

Postcode:

Position:

Tel No:

Email:

### Referee 2.

Name:

Address:

Postcode:

Position:

Tel No:

Email:

We will seek the references for all shortlisted candidates, including internal 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.**

For internal candidates, formal written references may be sought from a senior person with appropriate authority. 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.

## 11. Data Protection

The information that you provide on this form will be used to process your application for employment.

The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this Form with third parties.

How did you become aware of this vacancy? Please tick relevant box

- School website     
  Times education supplement     
  Eteach.com     
  Attain  
 Search engine     
  Local newspaper     
  Recommendation  
 Other (please specify) \_\_\_\_\_

## 12. Declaration

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.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).

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**I declare that the information I have given in this Application Form is accurate and true.**

**I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.**

Signature:	Date:
Printed Signature Option:	Date:

Please return your completed Application Form to: [head.pa@parkside-school.co.uk](mailto:head.pa@parkside-school.co.uk)

**13. Additional Information**

# EQUAL OPPORTUNITIES MONITORING FORM



**Position applied for:** \_\_\_\_\_

This section of the Form will be detached from your application and will be used solely for equality monitoring purposes. This Form will be kept separately from your application.

Parkside School 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.

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.

\* Please specify

**White:**

British  Any other white background\*

**Mixed:**

White and black Caribbean  White and black African  White and Asian  
 Any other mixed background\*

**Black or black British**

Caribbean  African  Any other black background\*

**Asian or Asian British:**

Indian  Pakistani  Bangladeshi  
 Any other mixed background\*

**Chinese or other Ethnic Group:**

Chinese  Other ethnic group\*

Gender:*	Date of birth:	
Do you consider yourself to have a disability:	Yes	No

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 yes, please state nature of disability:

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

Religion

Sexual orientation

# APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE



## 1. General

Parkside School (“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 Head or 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. The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. 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 Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare. 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 immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or Bursar for more details. 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.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

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.

# APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE

## 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.

Shortlisted candidates will be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview. The School will obtain references prior to interview. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview.

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 and paper counterpart or a passport and a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where applicable, proof of entitlement to work and reside in the UK.
5. Completed Staff Suitability questionnaire
6. Professional qualification certificates including, where applicable, any award of Qualified Teacher Status

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), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the School;
2. Verification of identity and qualifications including 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 any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012;
5. Verification of professional qualifications including, where applicable, any award of Qualified Teacher Status;
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. [This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked];
8. Evidence of satisfactory medical fitness.
9. For a candidate to be employed into a senior management position as set out within the School's Recruitment, Selection and Disclosures Policy and Procedure, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
10. If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload; extra-curricular activities and layout of the School.

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.

# APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE



## 5. 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>.

## 6. Retention and Security of Records and Data Protection

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 Storage and Retention of Records Policy. Copies of DBS certificates will not be retained for longer than 6 months. Details of how we use candidates’ data is explained in the Recruitment Privacy Notice and Data Protection Policy.

## 7. Policy on the recruitment of ex-offenders

Please refer to the School’s Recruitment and Selection Policy, Appendix 1.