


#### Application for post of – SCHOOL SUPPORT STAFF

#### CONFIDENTIAL

**Please return this application form to the email or postal address as requested in the advertisement /recruitment pack.**

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| POST DETAILS |
| Post Title       | School       |
| Grade       | Advert Reference No.       | Closing Date       |
| PERSONAL DETAILS |
| Surname/Family name       | First Name(s)       |
| Preferred Title(Mr/Mrs/Miss/Ms/Other) | Do you have the right to work in the UK? YES NO  | National Insurance No       |
| Do you require a Certificate of Sponsorship? YES NO  | Visa Expiry Date       |
| Permanent Private Address       |
|       |
|       | Postcode       |
| Telephone (Day)       | Telephone (Evening)       |
| Mobile       | E-Mail       |
| Do you speak any other languages? - if so which? |
| PRESENT EMPLOYMENT |
| Present post/ job title      |
| Name and address of employer       |
| Postcode       | Telephone       |
| Brief description of duties       |
| Salary       | Grade       | Date appointed.      | Full/Part time/Job Share       |
| Reason for leaving.       | Leaving Date/Notice Required      |

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| PREVIOUS EMPLOYMENT HISTORY please enter most recent first and continue on a separate sheet if necessary) Please give details of all previous jobs including temporary or voluntary work in chronological order ending with your present post. Ensure that there are no gaps in the history of your education and employment. Failure to provide a full account may lead to your application being rejected.  |
| Start Date | Leaving Date | Employer’s Name & Address | Position Held | Salary on Leaving | Reason for leaving |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
| EDUCATION Secondary School/College/University Please state qualifications gained for which you will need to provide evidence |
| **Name and Address of Institution** | **Courses Taken/Subjects** | **Dates (From – to)** | **Full/ Part-time** | **Qualifications/ Grade** |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
| Any other relevant qualifications or trainingIncluding membership and status of any relevant professional or technical association. |
|       |
| Supporting StatementHow do you meet the requirements of the job description and person specification? Please give us as much information as necessary to demonstrate the skills, experience, and knowledge you have gained. Pleas add additional sheets as required |
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| ADDITIONAL INFORMATION |
| Are you applying on a job share basis?  | Yes | No |
| If yes are you applying with a job share partner?  | Yes | No |
| If the job requires a driving licence: Have you a clean/full driving licence?  | Yes | No | Type of licence?       |
| Have you previously been employed by London Borough of Waltham Forest?  | Yes | No |
| Are you in a receipt of a London Borough of Waltham Forest or other Local Government Pension?  | Yes | No |
| Are you related to a Councillor or a Senior Officer of the London Borough of Waltham Forest?  | Yes | No |
| If yes state, the name and relationship.       |
| .NB. canvassing or failure to disclose relationship to a Councillor or Senior Officer of the Council will disqualify you. |

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| DISCLOSURE OF CRIMINAL BACKGROUND Please refer to WF Guidelines on Employing People with Criminal Records |
| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “spent”. 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 on the Disclosure and Barring Service website : <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf> Please complete the following questions, taking into account the DBS filtering guidance.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) **Yes** [ ]  **No** [ ]  If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)? **Yes** [ ]  **No** [ ] If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.**PLEASE NOTE**;• If your application is successful, prior to taking up your post, you will be required to undergo a Formal Disclosure process through the Disclosure and Barring Service (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.• Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.• Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.• It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.• Copies of the school‘s policy on the employment of ex-offenders, the DBS Code of Practice and the school’s policy on criminal records checks are available on request. • With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the Data Protection Act 1998. The Local Authority abides by the DBS Code of Practice and Keeping Children Safe in Education (DfE, 2014) which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Act. By signing this application form you give your consent to this.Have you ever been convicted by the courts or cautioned, reprimandedor given a final warning by the Police of a criminal offence?**Yes** [ ]  **No** [ ] If **YES**, please give brief details of the offence, including the date of the conviction.      Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? **Yes** [ ]  **No** [ ] If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.Do you have any criminal charges or summonses pending against you? **Yes** [ ]  **No** [ ] If **Yes**, please give details.      **NB***: Prior to employment Waltham Forest Council check your details provided in this application against the ISA ‘Children’s Barred’ List (a list of individuals who are barred from working with children). Once an offer has been made we will then request an enhanced Disclosure and Barring Check.*  |

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| REFERENCES One of these should be your present employer |
| Please note if you are currently working with children, one reference **must** be obtained from the employer relating to children. Once received, references will be reviewed. If there are any queries about the quality of the reference, we will discuss with you*.* NB: Please note that Waltham Forest Council requires two references prior to employment commencing.**External Applications**:If you are selected for interview, we will take up references. One referee should be a senior person in your present employment (or most recent employment or training provider) who has knowledge of your work. If an employer’s reference cannot be provided due to longevity with a previous employer or employment history etc, a suitable alternative shall be agreed.**Internal Applicants:** If you are selected for interview, we will seek references from your current Headteacher/Line Manager. |
| Name       | Name       |
| Address                Post Code       | Address                Post Code       |
| Tel Number       | Tel Number       |
| Position in organisation       | Position in organisation       |
| Email       | Email       |
| Relationship       | Relationship       |
| How long have they known you?       | How long have they known you?       |
| We reserve the right to take up references prior to interview. Please advise if you do not want us to do so at this stage and provide reasons. If any of your referees knew you by another name, please specify that name(s) here: |

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| DECLARATION |
| * I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and qualifications, medical clearance, prohibition check and the right to work in the UK.
* I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.
* I declare that the information I have given is, to the best of my knowledge, true and complete.
* I agree that the information given may be used for registered purposes under the Data Protection Act 1998.
 |
| Signed | Date |
| (Please note if you are applying on the web you will be required to sign this declaration at interview) |

**DATA PROTECTION ACT 1998**

In order to process your application and for no other reason, you are requested to complete and return this application form. Waltham Forest is fully committed to compliance with the Data Protection Act 1998 and the information given will not be revealed to any organisation other than those declared to the Office of the Information Commissioner.

***Please return this form to the email or postal address as requested in the advertisement/recruitment pack****.*

***Thank you for applying for this post.***

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| **MONITORING INFORMATION** |
| In order to monitor the effectiveness of Waltham Forest Councils Equal Opportunities Policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.**Appointment of: insert post title here** |
| **Monitoring Ethnic Origin** |
| **White**[ ]  White English/Welsh/Scottish/ Northern Irish/British[ ]  Irish[ ]  Any other White background (please specify below)      | **Black or Black British**[ ]  African[ ]  Caribbean[ ] Any other Black background (please specify below)      |
| **Asian or Asian British**[ ]  Bangladeshi[ ]  Indian[ ]  Pakistani[ ]  Any other Asian background (please specify below)      | **Dual or Multiple Heritage**[ ]  White and Asian[ ]  White and Black African[ ]  White and Black Caribbean[ ]  Any other dual or multiple heritage (please specify below)      |
| **Other Ethnic Group**[ ]  Gypsy or Irish Traveller **[ ]** Any other ethnic background please specify)      **[ ]** Do not wish to declare |
| **Monitoring Disability** |
| Do you consider yourself to have a disability as defined\* in the Disability Discrimination Act 1995.The Act defines disability as: “a physical or mental impairment which has substantial and long-term effect on a person’s ability to carry out normal day to day activities”.**[ ]**  YES **[ ]**  NO **[ ]** Do not wish to declare |
| Monitoring Gender - Please tick one box |
| [ ]  female [ ]  Male [ ]  Transgender [ ]  Do not wish to declare |
| **Age Group** |
| To which one of the following age groups do you belong? Please tick one box16-17 [ ]  18-24 [ ]  25-34 [ ]  35-44 [ ]  45-54 [ ]  55-64 [ ]  65-74 [ ] 75+ [ ]  Do not wish to declare [ ]  |
| What is your religion? Please tick one boxChristian [ ]  Buddhist [ ]  Hindu [ ]  Muslim [ ]  Sikh [ ]  Jewish [ ]  Other [ ]  None [ ] If “other” please specify Do not wish to declare [ ]       |
| Sexual Orientation Please tick one box only Heterosexual [ ]  Gay Man [ ]  Bisexual [ ]  Lesbian [ ]  Other Do not wish to declare [ ]  |

**Willowfield School - Child protection summary for all staff**

This summary sheet is for all staff working in the school including those on supply or other short contracts (even if for only a day). Ensuring such staff read this sheet and are aware of the action to be taken contributes to the school’s commitment to safeguarding and promoting the welfare of students.

As an adult working in this school,you have a duty of care towards all students. This means you should always act in a way that is consistent with their safety and welfare. If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead for Child Protection (Tim Naylor). In the absence of the Designated Safeguarding Lead, you should report to the Headteacher (Clive Rosewell) or any member of the Senior Leadership Team.

The following is not an exhaustive list, but you might become concerned as a result of

* seeing a physical injury which you believe to be non-accidental
* observing something in the appearance of a student which leads you to think his/her needs are being neglected
* witnessing behaviour which gives rise to concern
* a student telling you that s/he has been subjected to some form of abuse

In any of these circumstances you should write down what you observed or heard, date and sign the account and give it to the Designated Safeguarding Lead.

If a student talks to you about (discloses) abuse you should:

* listen carefully without interruption, particularly if s/he is freely recalling significant events
* only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not ‘lead’ the student in any way so should only ask ‘open’ questions
* make it clear you are obliged to pass the information on, but only to those who need to know
* tell the Designated Safeguarding Lead or any member of the Senior Leadership Team without delay
* write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the Designated Safeguarding Lead.

If a student talks to you about (discloses) abuse you must not:

* promise to keep it confidential
* ask the student to repeat the disclosure to anyone else in school
* press the student for revelations orask leading questions
* attempt to remove clothing
* suggest ways in which it might have happened
* suggest who may have caused an injury
* attempt a detailed physical examination
* inform parents.

You are not expected to make a judgement about whether the child is telling the truth.

If the behaviour of another adult in the school gives rise to concern you should report it to the Headteacher. Remember – share any concerns, don’t keep them to yourself.

This school has a safeguarding policy and more detailed procedures on child protection which are in the staff handbook on the “Intranet”, on the website or available from the Designated Safeguarding Lead

I have received and read a copy of the ‘Child Protection Summary for all staff’

Signed       Print name       Date:

**Equal Opportunities Policy**

**Overview**

**1.0 Equal Opportunities**

 Good government is important to the community and how we provide our services. In Waltham Forest we recognise the impact that the School activities can have on the quality of life of the people and communities that we serve. It’s our role (in partnership with others) to protect the environment; improve public health; support the vulnerable; educate for life; improve the quality of homes people live in; develop the economy of the area; promote and foster choice and democracy.

 What we do can make a real difference to the lives of the people that we serve. We are determined to be a modern School, working with the community for the community – and equality of opportunity is at the heart of our thinking and effort.

 **Equal opportunity in service delivery** means that we recognise the different and varied needs of the individuals and communities that we serve. We aim to meet these needs in a fair, objective and open way.

 **Equal opportunity in employment** means offering genuine equivalent treatment to our staff and job applicants across our employment and recruitment practices.

 Our aim is to enable all our employees to make their distinctive contributions to the service we provide for the benefit of the people of Waltham Forest.

 Therefore, the School is determined and dedicated about developing a working culture that is fair and inclusive. Sadly, prejudice, whether conscious or unconscious is still a matter of fact within today’s society. However, we must not underestimate the power that positive influences can have within the workplace which can promote equality of opportunity in organisations, institutions and for individuals.

 We believe that a commitment toward equality and diversity is right for society, right for the School, right for staff, right for customers, and right for our community as a whole. We will regularly review the effectiveness of our employment practices to ensure that they are appropriate and fair for all. We will encourage our staff and partners to welcome diversity, respect each person’s individuality and value their creativity. We expect our managers to champion our values, challenge prejudice and be an example of appropriate and positive behaviour.

 We will regularly assess our progress, using a variety of measures. We will ask our staff, customers, suppliers and partners what they think and as appropriate take the necessary actions to development positive outcomes. We are committed to improving our performance, and people’s perception of it, consistently over time.

2.0 Employment Initiatives for those applications with Disabilities

All information submitted on the School’s recruitment application, Monitoring Disability section will be assessed to see if the applicant has met the essential **minimum** requirements of the post. This is in line with the positive action, Disability Scheme that is fully supported by the School. This Job Interview Guarantee means that all applicants with disabilities who meet the **minimum** requirements for the post will be interviewed.

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| **APPLICANTS GUIDE TO THE PREVENTION OF ILLEGAL WORKING** |

**1.0 Introduction**

Under the Immigration, Asylum and Nationality Act 2006, the School is required to consider all new employees’ eligibility to work in the United Kingdom before they commence employment. Therefore, offers of employment are subject to the production of suitable documentation which indicates that applicants are allowed to work in the United Kingdom. All external applicants are required, upon a successful recruitment interview with the School, to provide documentation to support their right to work in the UK. Any offers of employment will be dependent on an applicant’s eligibility to work in the UK. An illegal worker is someone subject to immigration control, who is aged over 16 and who is not allowed to do the work in question and the law is in place to:

• make it harder for people with no right to work in the UK to unlawfully gain or keep employment

• make it easier for the School to ensure that we only employ people who are legally allowed to work

Employing someone who is not allowed to work in the UK is illegal. As an employer, the School has a duty under the 2006 Act to carry out documentation checks on people to make sure they have the right to work in the UK **before** employing them.

**2.0 Who can the School employ without restriction?**

The groups of people the School can employ without restriction are:

• British citizens;

• Commonwealth citizens with the right of abode;

• Nationals from the Common Travel Area

• Nationals from European Economic Area (EEA) countries and Switzerland,

• Family members of adult nationals from EEA countries and Switzerland, providing the EEA/Swiss national is lawfully residing in the UK.

The School cannot employ any individual purely on the basis that they claim to be a national of one of these groups.

**2.1 Employing European Economic Area (EEA) countries nationals**

Nationals from European Economic Area (EEA) countries and Switzerland can enter the UK without any restrictions.

Nationals from all EEA countries and Switzerland must produce a document showing their nationality. The legitimate documents are covered in List A. Please refer to section 5.1 List A: evidence of eligibility to work for further information.

Nationals from the following EEA countries can enter and work freely in the UK without restriction. Their immediate family members are also able to work freely in the UK while their adult EEA family member is legally residing and working here. However, the School must continue to check their documents to demonstrate this entitlement.

**Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland Ireland, Italy, Latvia, Lithuania Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Ireland and the UK**

Nationals from Switzerland and their family members also have the same free movement and employment rights as EEA nationals.

**2.2 Workers from A8 countries (Accession State Workers)**

The Worker Registration Scheme (A8 countries) closed on 30th April 2011 because under the terms of the Treaty of Accession, the UK cannot apply transitional restrictions on A8 nationals' access to the labour market for more than 7 years. This means that A8 nationals (countries listed below) are able to access the UK labour market on the same terms as other EU nationals and are no longer required to register their employment with the UK Visa and Immigration Service: **Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia**

**2.3 Workers from A2 countries (Bulgaria and Romania)**

Under the terms of the Treaty of Accession, the UK cannot apply transitional restrictions on A2 nationals' access to the labour market for more than 7 years. This means that A2 nationals (countries listed below) are able to access the UK labour market on the same terms as other EU nationals and are no longer required to register their employment with the UK Visa and Immigration Service. **Bulgaria and Romania**

**3.0 Sponsoring workers from outside the European Economic Area**

If the School wishes to employ workers from outside the European Economic Area (EEA), the School/Local Authority will need to sponsor them. There are various routes (known as tiers) under which a person can apply to work in the UK. Employers must have a licence before they can sponsor skilled or temporary workers.

Licensed sponsors are responsible for ensuring that migrants comply with their immigration conditions, by keeping records on them and reporting any changes (such as a failure to turn up for work). The Local Authority has dedicated employees who can undertake this arrangement.

**4.0 Employing asylum seekers, refugees and those granted humanitarian protection**

Asylum seekers have made an application to be recognised as a refugee under the Geneva Convention or have otherwise made an application for international protection. Asylum seekers do not normally have the right to work here and may only be lawfully employed if restrictions have been lifted on them taking employment.
If an asylum seeker is allowed to work they will hold a Home Office issued Application Registration Card stating one of the following:

• Allowed to Work

• Employment Permitted

• Work Restricted – SOL (Shortage Occupation List)

• Work Restricted – Student

• Work Restricted – Other

Some asylum seekers have restrictions on the type of work they can do. If an asylum seeker gives the School a card stating that work is restricted then the School must make sure that we do not employ them in breach of these restrictions. As well as checking and taking copies of a card stating that work is allowed, the School will only have an excuse against a civil penalty if we have received positive confirmation of the person’s right to work from the Nationality Checking Service. An asylum seeker whose claim is successful is granted refugee status. Where a person does not qualify for protection under the 1951 Geneva Convention but there are substantial grounds for believing that there is a real risk that if they were removed to their country of origin they would face serious harm, humanitarian protection is granted instead. Refugees and those who have been recognised as requiring humanitarian protection will have no restrictions on the type of work they can do in the UK, as long as they continue to hold this qualifying status.

 **5.0 Right to work documentation**

To confirm that a successful applicant has the legal right to work in the UK, the School must see one of the documents or combinations of documents specified in **List A** or one of the documents or combinations of documents specified in **List B**. No other documents or combinations of documents are acceptable. Please refer to section 5.1 List A: Evidence of eligibility to work and section 5.2 List B: Evidence of eligibility to work for further information. If a document or combination of documents is provided from List A there is no need to ask for documents from List B. All documents must be valid, current and original. However, following an amendment to policy, the School are able to accept evidence of indefinite leave to remain where it is produced in an expired (out of date) passport. This exception is only in relation to proof of indefinite leave to remain, the School must undertake the same checks to verify an expired passport as they would for a valid (in date) passport and copies of documentation will need to be kept on file to avoid a penalty notice. Photocopies as evidence will not be accepted. The documents must show that the holder, the successful candidate/employee, is entitled to undertake or to continue to undertake the type of work being offered.

**5.1 List A: Evidence of eligibility to work**

The School must see one of the original documents or combinations of documents specified in this list. If the individual cannot provide documents from this list, the School must ask for documents from **List B**. Please refer to section 5.2, List B: Evidence of eligibility to work for further information.

**List A**

**1.** A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and colonies having the right of abode in the UK

**2.** A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland

**3.** A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a national of a European Economic Area country or Switzerland

**4.** A permanent residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland

**5.** A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK

**6.** A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK

**7.** An Immigration Status Document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK **together with** an official document issued by a previous employer or Government agency with the person’s name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency

**8.** A **full** birth **or** adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents **together with** an official document issued by a previous employer or Government agency with the person’s name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

**9.** A birth **or** adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **together with** an official document issued by a previous employer or Government agency with the person’s name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

**10.** A certificate of registration or naturalization as a British citizen **together with** an official document issued by a previous employer or Government agency with the person’s name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

**11.** A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK **together with** an official document issued by a previous employer or Government agency with the person’s name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

 **5.2 List B: Evidence of eligibility to work**

The School will only use this list if the individual cannot provide documents from **List A**.

If the prospective employee shows the School one of these original documents, or combinations of documents, it indicates that they only have limited leave to work in the UK. The School must therefore carry out these checks at least once every 12 months and record the date on which we carried out these checks. At this point the employee must produce new documents from **List A** or **B** or the School will withdraw the offer of employment. Where the individual provides a document or documents from List A, no further checks are required for the duration of their employment.

**List B**

**1.** A passport or other travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work you are offering

**2.** A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the type of work you are offering

**3.** A residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland

**4.** A work permit or other approval or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency **together with either** a passport or travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work you are offering **or** a letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder or to you confirming the same

**5.** A Certificate of Application which is **less than 6 months old** issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for the family member of a national of a European Economic Area country or Switzerland stating the holder is allowed to take employment **together with** a positive verification letter from the UK Border Agency’s Employer Checking Service

**6.** An Application Registration Card (ARC) issued by the Home Office, the Border and Immigration Agency stating that the holder is ‘ALLOWED TO WORK’ or ‘EMPLOYMENT PERMITTED’ **together with** a positive verification letter from the Nationality Checking Service

**7.** An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named on it can stay in the UK and is allowed to do the type of work you are offering **together with** an official document issued by a previous employer or Government agency with the person’s name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

**8.** A letter issued by the Home Office, the Border and Immigration Agency, the UK Border Agency or UK Visa and Immigration Service to the holder or to you as the potential employer or employer, which indicates that the person named in it can stay in the UK and is allowed to do the type of work you are offering **together with** an official document issued by a previous employer or Government agency with the person’s name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

\*Lists A and B were correct at the time of publishing but may be subject to change.

**5.3 Refusing to provide documentation**

All offers of employment are subject to eligibility to work within the UK. If a successful applicant refuses to provide the appropriate information to confirm this, then the School’s offer of employment will be withdrawn.

1. **Verifying and recording the appropriate evidence**

The School/Council will be required to verify and retain any documentation.

**6.1 False Documentation**

If School/Council are presented with false documentation, the School/Council will only be required to pay a fine if the falseness of the documentation is reasonably apparent, meaning that the School/Council could not have been reasonably expected to realise that the document in question was not genuine. The School/Council will not have a ‘statutory excuse’ against a fine if it knew that the document, or documents, were false or did not rightfully belong to the holder.

1. **Reaching an employment decision**

**7.1 Applicant IS allowed to work in the UK**

If the successful applicant has provided the required documentation to confirm their eligibility to work in the UK, this applicant can commencement employment with the School, subject to meeting all other pre- employment vetting requirements.

**7.2 Applicant IS NOT allowed to work in the UK**

If the School has carried out the required checks and has found that a person is not allowed to work in the UK, then the School is entitled to refuse employment to that person. It is up to the person looking for work to show that they are allowed to do the work that the School is offering.

**8.0 Continuing eligibility to work**

Where an employee only has an entitlement to enter or remain in the UK for a limited period of time, the School must repeat the document checks at least every twelve months, unless the employee can demonstrate that they have an entitlement to remain indefinitely in the UK. The School must be satisfied that the documents checked are valid and relate to the employee. The School will not acquire or retain this statutory excuse if we know that the individual is not entitled to undertake the work in question.

Where a re-check is required on an employee, this must be undertaken by the School. The documentation along with photocopies of the evidence provided must be retained.

It will be a condition of employment with the School that employees continue to have the right to work in the UK, without any additional approvals. Employees are required to notify the School/Council immediately if this position changes at any time during their employment with the School and failure to comply with this condition may result in disciplinary action being taken up to and including dismissal.