

# Heartlands Community Trust

## Recruitment and Selection Policy and Procedure

Circulated for consultation:	Employees: 18 – 29/11/19	Unions: 18 – 29/11/19
Ratified by:	HCT Board: 11/12/19	
Signed:		
	Simon Garrill, Executive Headteacher	Jeff Twentyman, Chair of Directors

# Recruitment and Selection Policy and Procedure

## 1. Introduction

- 1.1. We are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our schools. We require all employees and volunteers to demonstrate this commitment in every aspect of their work.
- 1.2. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Equality and Diversity policy.
- 1.3. We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4. We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.
- 1.5. We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment Privacy Statement provides specific details in accordance with the GDPR principles and can be found in our Data Protection Policy <http://www.heartlands.haringey.sch.uk/about-us/policies/>.
- 1.6. Definitions:
- 1.7. 'Headteacher' also refers to any other title used to identify the Headteacher.

## 2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1. The power to offer employment for all posts below the level of Deputy Head is delegated to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.
- 2.2. The Headteacher is expected to involve at least one governor in the appointment of Deputy Headteacher roles.
- 2.3. Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training.

## 3. Advertising

- 3.1. All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement

externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or employees are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

#### 4. Information for Applicants

4.1. All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school.
- A person specification may also be provided. This will include a statement on behalf of the trustees of their commitment to safeguarding and promoting the welfare of children and young people.
- An application form. CVs **will not** be accepted.
- An Information pack containing:
  - A description of the school relevant to the vacant post.
  - Reference to the school's policy on equality and diversity.
  - Reference to the child protection/safeguarding policy.
  - DBS and other pre-employment checks required.
  - Copy of reference request template.
  - A statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
  - The closing date for the receipt of applications.
  - An outline of the terms of employment including salary.
  - Reference to the school's policy on recruitment and selection.

#### 5. Short Listing and Reference Requests

5.1. The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.

5.2. The selection panel will take up at least two references on each short listed candidate. These will be sought prior to interview. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.

5.3. Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate.



- Details of the applicant's current post and salary.
- Performance history.
- All formal time-limited capability warnings which have not passed the expiration date.
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns.
- Details of any substantiated allegations or concerns relating to the safety and welfare of children.
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

5.4. References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified and any discrepancies will be discussed with the candidate at interview.

5.5. HR will check references against information on the application; any discrepancy/issue of concern noted to take up with applicant at interview, or as soon as they are received if post interview. If post interview the information gathered will be passed on to the Headteacher.

5.6. On receipt, equality monitoring information must be separated from applications.

5.7. If the field of applicants is felt to be weak the post may be re-advertised.

## 6. Interviews

6.1. The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any trustees involved in the process but the following will be adhered to:

### 6.1.1. Briefing:

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.



#### 6.1.2. The formal interview:

Before the interviews the selection panel will agree on the interview format including any other assessment methods. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

6.2. The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

### 7. Offer of Employment by the Selection Panel

7.1. The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:

- Verification of identify
- Verification of right to work in the UK
- Proof of relevant qualifications
- Satisfactory DBS Enhanced Disclosure
- A certificate of good conduct (if applicable) which may include EEA sanctions and restrictions
- Barred list check
- Teacher prohibition (if applicable)
- Section 128 check (if applicable)
- Pre-employment medical screening
- Satisfactory references
- Disqualification under the Childcare Disqualification Act 2006, as amended.

The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

7.2. Candidates who have attended interview but were unsuccessful will be notified.

## 8. Personnel File and Single Central Record

- 8.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the school including:
- Application form – signed by the applicant
  - Interview notes – including explanation of any gaps in the employment history
  - References – minimum of 2
  - Proof of identity
  - Proof of right to work in the UK
  - Proof of relevant qualifications
  - Certificate of Good Conduct (where applicable) which may include EEA sanctions and restrictions
  - Evidence of medical clearance from the Occupational Health service
  - Evidence of DBS clearance and barred list check
  - Teacher prohibition checks
  - Evidence of a Section 128 direction (where applicable)
  - Offer of employment letter and signed contract of employment
  - Disqualification under the Childcare Disqualification Act 2006, as amended.
- 8.2. Retention of personal information for the successful candidate following the end of their employment will be in accordance with the school's data retention policy, which is compliant with relevant Data Protection Act. When retained documents have reached their data retention limit they will be securely destroyed.
- 8.3. The school will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.
- 8.4. The school will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with/involving you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The school will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.
- 8.5. You have the right to withdraw your consent at any time and can do so by informing the school's Data Protection Officer, with the exception of documents that are required for a statutory requirement.
- 8.6. The school will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

## 9. Start of Employment and Induction

9.1. The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

9.2. All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children.

## 10. Internal candidates

For all internal candidates a reference will be sought from their current line manager, as long as their line manager is not part of the recruitment panel. Where the line manager is part of the recruitment panel another appropriate senior manager will provide the reference.

## 11. Initial Teacher Training (ITT) Process

School will inform Trust HR of any ITT candidates and their contact details as soon as they know their intake. Trust's HR will send ITT candidates an application form for them to complete and all pre-employment checks will be carried out prior to starting employment. See Section 7 onwards.

## 12. Trust's Sponsorship License

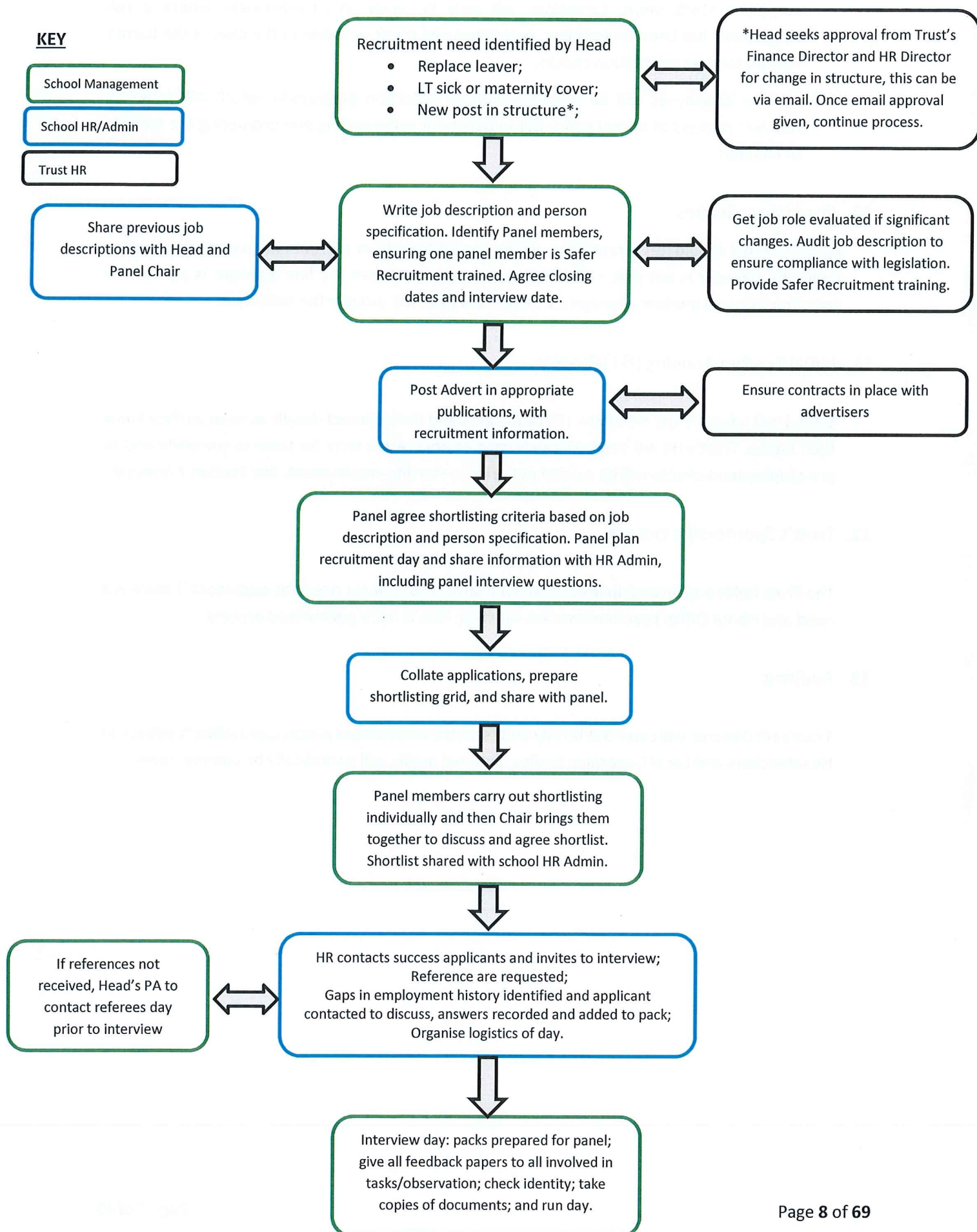
The Trust holds a sponsorship license which enable it to sponsor overseas applicants if there is a need and Home Office requirements are satisfied. This is not a guaranteed process.

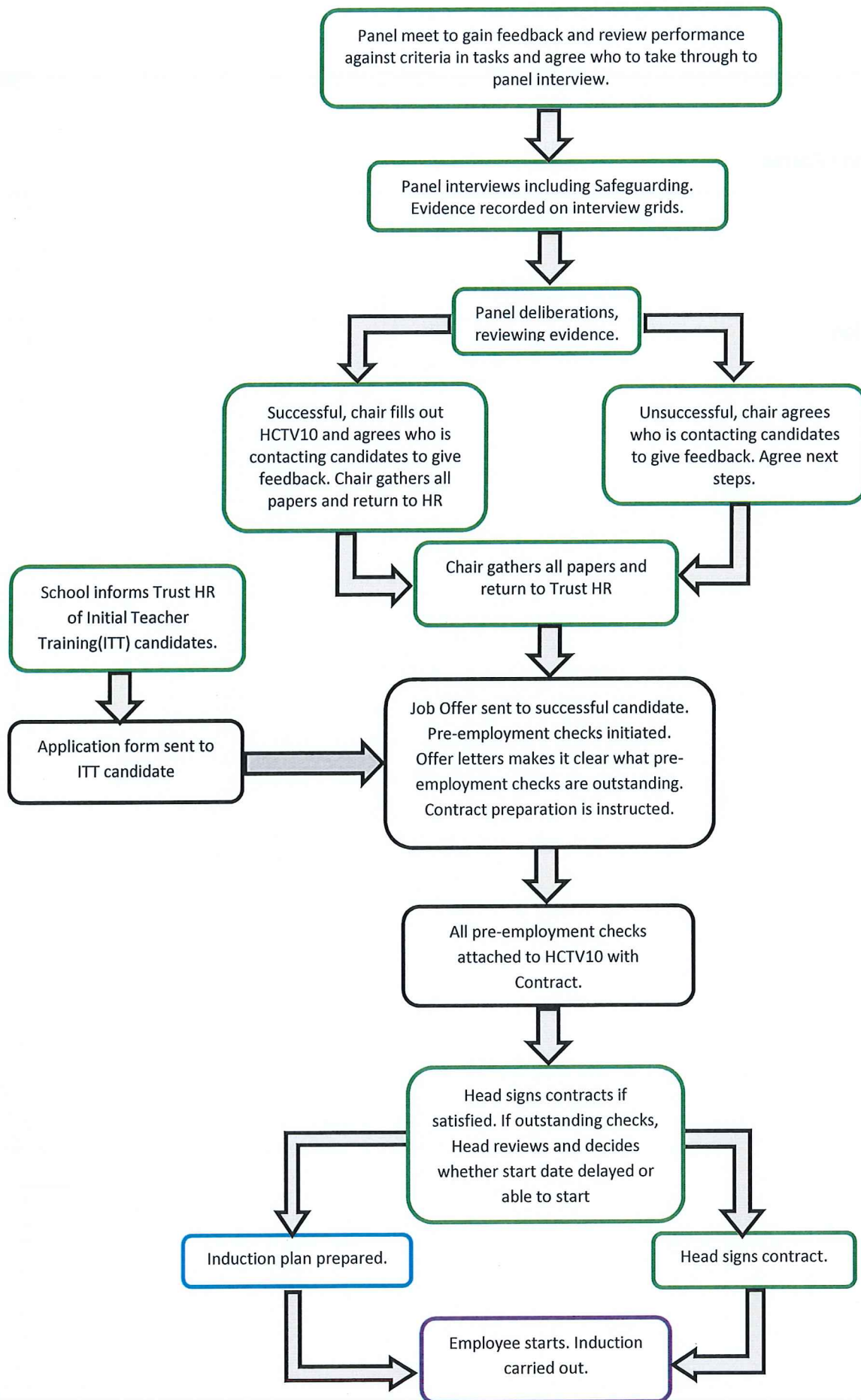
## 13. Auditing

Trust's HR Director will carry out termly audits on the recruitment process, providing feedback to Headteachers and Local Governing Bodies. External audits will periodically be commissioned.



## Appendix A: Recruitment Process





## Appendix B: Application Forms

- Headteacher
- Teacher
- Support Staff
- Internal Position



## Employment Application Form: Headteacher

*We are committed to safeguarding and protecting the children and young people that we work with and expect all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practices across our schools.*

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy Job Title	
-------------------	--

### Part 1: Information for Shortlisting and Interviewing

Initials: \_\_\_\_\_ Surname or Family Name: \_\_\_\_\_

#### Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

#### Current/Most Recent Employment: If Teaching

Name, address and telephone number of school:			
Type of school:	Boys: <input type="checkbox"/>	Girls: <input type="checkbox"/>	Mixed: <input type="checkbox"/>
	Age range:	Number on Roll:	
Type of school: (E.g. Community, Aided, Academy, Foundation, Free School, Independent, etc.)			
Job title: Please enclose a copy of the job description			
Subjects/age groups taught:			
Date appointed to this post:			
Salary:			
Date available to begin new job:			

---

---

---

---

at first, since leaving secondary education, including periods of part time and voluntary work as well as full time employment, periods not in employment or education/training, and reasons for

[illegible]

## Secondary Education and Qualifications

Examinations passed	From	To	Subjects and grades
'A' level or equivalent			
Other (please specify)			

## Higher Education

Name and address of university, college and/or university education department	Dates		Full or part-time	Courses/subjects taken and passed	Date of examination and qualifications obtained	Age groups for which trained
	From	To				



## Professional Courses Attended and/or Delivered

Please list relevant courses attended/delivered in the past 3 years.

Subject and organising body	Trainer or trainee	Date(s)	Duration

## National Professional Qualification for Headship (Please give details)

From 8th February 2012 the NPQH became optional for an appointment as a Headteacher in a school. Nevertheless, prospective employers are entitled to prefer candidates with NPQH.



## Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. In the case of serving Headteachers this may be the Director of Children's Services, Chair of Governors or Trustees. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

### First Referee

Title and name:	
Address and post code:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes: ☐

No: ☐

### Second Referee

Title and name:	
Address and post code:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes: ☐

No: ☐



## Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below I consent to my named referees being contacted in accordance with the above.

Sign:	
Print:	
Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

THIS PAGE IS INTENTIONALLY BLANK

## Part 2

Internal Ref. No. \_\_\_\_\_

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

### Personal Information

Surname or family name:	
Forenames:	
Title:	
Current address:	
Postcode:	
Home telephone number:	
Mobile telephone number:	
Email address:	
DfE reference number:	
Do you have a current full clean driving licence? Only applicable for posts that require driving	Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>
Have you lived in another country for more than 3 months?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If YES please provide details under separate cover.
Do you require sponsorship (previously a work permit)?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If YES please provide details under separate cover.

### Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions **except** those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.



In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

### Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

### Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

If you apply to the Trust we will use the information you provide to assist in the recruitment and selection process.

Under the Data Protection Act 2018, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is called 'special category data'. We will process (e.g. record and use) your personal/special category data in the context of advancing your application and equal opportunity monitoring, the bases being legitimate interest/consent. The information may be disclosed, as appropriate, to third parties such as Occupational Health, the Teachers' Pension Agency, Department for Education, to pension, payroll and personnel providers and other relevant statutory bodies. Checks may also be made to verify the information provided and may also be used to prevent and /or detect fraud.

This form will be kept strictly confidential but may be copied and securely transmitted electronically for use by authorised staff and/or organisations as part of the recruitment/monitoring process. Your personal information will be retained only for as long as necessary, as per the Trust's data retention policy to fulfil the purposes for which the information was collected, or as required by law.

If you have any queries or requests at any time concerning your personal information held by us or our practices in this regard, please write to; The Data Protection Officer, Heartlands Community Trust, Station Road, Wood Green, London N22 7ST or email [office@heartlands.haringey.sch.uk](mailto:office@heartlands.haringey.sch.uk). By submitting your application you will be giving your consent to the Trust to process your personal/special category data as outlined above.

### Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

## Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 14 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant:	
Print name:	
Date:	





### Part 3: Equality and Diversity Monitoring

This section will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section 15.

Ethnicity	Workforce census code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy / Roma	
	WOTH	Any other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Any other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Any other Asian background	
Black or Black British	BCRB	Black – Caribbean	
	BAFR	Black – African	
	BOTH	Any other Black background	
Other ethnic group	ARAB	Arab	
	CHNE	Chinese	
	REFU	Refused/Prefer Not to Say	
	OOTH	Any other ethnic group	

Sexual orientation	Please tick
Bi-sexual	
Gay Man	
Gay Woman	
Heterosexual	
Other	
Prefer not to say	

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Religion or belief	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Write in)	
Prefer not to say	

Disability	Please tick
Do you consider that you have a disability?	
Yes - Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

## Employment Application Form: Teacher

*The Board of Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy job title:	
Trust School:	

### Part 1: Information for Shortlisting and Interviewing

Initials: \_\_\_\_\_ Surname or Family Name: \_\_\_\_\_

#### 1. Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

#### 2. Current/Most Recent Employment: If Teaching

Name, address and telephone number of school:			
Type of school:	Boys: <input type="checkbox"/>	Girls: <input type="checkbox"/>	Mixed: <input type="checkbox"/>
	Age range:      Number on Roll:		
Type of school: (E.g. Community, Aided, Academy, Foundation, Free School, Independent, etc.)			
Job title: Please enclose a copy of the job description			
Subjects/age groups taught:			
Date appointed to this post:			
Salary:			
Date available to begin new job:			

### 3. Current/Most Recent Employment: If Non-Teaching

Name, address and telephone number of employer:	
Job title: Please enclose a copy of the job description	
Date appointed to this post:	
Salary:	
Date available to begin new job:	

#### 4. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

[illegible]

Please enclose a continuation sheet if necessary.

## 5. Secondary Education and Qualifications

Name of school/college	From	To	Examination passed (i.e. A Level, GCSE), subject and grade

## 6. Higher Education

Name and address of university, college and/or university education department	Dates		Full or part-time	Courses/subjects taken and passed	Date of examination and qualifications obtained	Age groups for which trained
	From	To				



## 7. Professional Courses Attended as a Teacher

Subject	Organising body	Date(s)	Duration

## 8. Other Relevant Experience, Interests and Skills

--

## 9. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

### First Referee

Title and name:

Address and postcode:

Telephone number:

Email address:

Job title:

Relationship to applicant:

I consent to this reference being requested before interview. Yes: ☐

No: ☐

### Second Referee

Title and name:

Address and postcode:

Telephone number:

Email address:

Job title:

Relationship to applicant:

I consent to this reference being requested before interview. Yes: ☐

No: ☐

## 10. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate.
- Details of the applicant's current post and salary.
- Performance history.
- All formal time-limited capability warnings which have not passed the expiration date.
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns.
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below I consent to my named referees being contacted in accordance with the above.

Sign:	
Print:	
Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

THIS PAGE IS INTENTIONALLY BLANK



This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

### 11. Personal Information

Surname or family name:			
All forenames:			
Title:			
Current address:			
Postcode:			
Home telephone number:			
Mobile telephone number:			
Email address:			
DfE reference number:			
Do you have a current full clean driving licence? Only applicable for posts that require driving	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
Have you lived in another country for more than 3 months?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	If YES please provide details under separate cover.
Do you require sponsorship (previously a work permit)?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	If YES please provide details under separate cover.

### 12. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

### 13. Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

### 14. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

If you apply to the Trust we will use the information you provide to assist in the recruitment and selection process.

Under the Data Protection Act 2018, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is called 'special category data'. We will process (e.g. record and use) your personal/special category data in the context of advancing your application and equal opportunity monitoring, the bases being legitimate interest/consent. The information may be disclosed, as appropriate, to third parties such as Occupational Health, the Teachers' Pension Agency, Department for Education, to pension, payroll and personnel providers and other relevant statutory bodies. Checks may also be made to verify the information provided and may also be used to prevent and/or detect fraud.

This form will be kept strictly confidential but may be copied and securely transmitted electronically for use by authorised staff and/or organisations as part of the recruitment/monitoring process. Your personal information will be retained only for as long as necessary, as per the Trust's data retention policy to fulfil the purposes for which the information was collected, or as required by law.

If you have any queries or requests at any time concerning your personal information held by us or our practices in this regard, please write to; The Data Protection Officer, Heartlands Community Trust, Station Road, Wood Green, London N22 7ST or email [office@heartlands.haringey.sch.uk](mailto:office@heartlands.haringey.sch.uk). By submitting your application you will be giving your consent to the Trust to process your personal/special category data as outlined above.

### 15. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.



## 16. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant:	
Print name:	
Date:	



THIS PAGE IS INTENTIONALLY BLANK

### Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR) as outlined in section 13.

Ethnicity	Workforce census code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy / Roma	
	WOTH	Any other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Any other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Any other Asian background	
Black or Black British	BCRB	Black – Caribbean	
	BAFR	Black – African	
	BOTH	Any other Black background	
Other ethnic group	ARAB	Arab	
	CHNE	Chinese	
	REFU	Refused/Prefer Not to Say	
	OOTH	Any other ethnic group	

Sexual orientation	Please tick
Bi-sexual	
Gay man	
Gay woman	
Heterosexual	
Other	
Prefer not to say	

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Religion or belief	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Write in)	
Prefer not to say	

Disability	Please tick
Do you consider that you have a disability?	
Yes - Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	



## Employment: Application Form

This form is to be completed by the applicant and submitted to the employer.

The information provided on this form will be used to determine the applicant's eligibility for employment.

The applicant must provide the following information:

- 1. Name (Last, First, Middle Initial)
- 2. Address (Street, City, State, Zip)
- 3. Phone Number (Home, Office, Cell)
- 4. Email Address
- 5. Social Security Number
- 6. Date of Birth
- 7. Current Employer (Name, Address, Phone Number)
- 8. Previous Employers (Name, Address, Phone Number, Dates Employed)
- 9. Education (Degree, Institution, Dates Attended)
- 10. Training (Course, Institution, Dates Attended)
- 11. References (Name, Address, Phone Number, Relationship)

Signature of Applicant

Date of Application

Signature of Employer

Date of Application

Signature of Applicant

This form is to be completed by the applicant and submitted to the employer.

Signature of Applicant

Signature of Employer

Date of Application

Signature of Applicant

Date of Application

Signature of Employer

Date of Application

Signature of Applicant



## Employment Application Form: Support

*The Board of Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

<b>Vacancy Job Title</b>	
--------------------------	--

### Part 1: Information for Shortlisting and Interviewing

Initials: \_\_\_\_\_ Surname or Family Name: \_\_\_\_\_

#### Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

#### Current/Most Recent Employment:

<b>Name, and address of employer:</b>	
<b>Job title:</b> Please enclose a copy of the job description, if possible	
<b>Date appointed to this post:</b>	
<b>Current salary:</b>	
<b>Date available to begin new job:</b>	

## Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

[illegible]

Please enclose a continuation sheet if necessary.

## Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

Name of FE college, university or awarding body	Dates		Full or part-time	Qualifications obtained
	From	To		





## Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

### First Referee

Title and name:	
Address and post code:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes: ☐ No: ☐

### Second Referee

Title and name:	
Address and post code:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes: ☐ No: ☐

## Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below I consent to my named referees being contacted in accordance with the above.

Sign:	
Print:	
Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

THIS PAGE IS INTENTIONALLY BLANK

## Part 2

Internal Ref. No. \_\_\_\_\_

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

### Personal Information

Surname or family name:	
Forenames:	
Title:	
Current address:	
Postcode:	
Home telephone number:	
Mobile telephone number:	
Email address:	
DfE reference number:	
Do you have a current full clean driving licence? Only applicable for posts that require driving	Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>
Have you lived in another country for more than 3 months?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If YES please provide details under separate cover.
Do you require sponsorship (previously a work permit)?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If YES please provide details under separate cover.

### Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions **except** those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.



In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

### Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

If you apply to the Trust we will use the information you provide to assist in the recruitment and selection process.

Under the Data Protection Act 2018, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is called 'special category data'. We will process (e.g. record and use) your personal/special category data in the context of advancing your application and equal opportunity monitoring, the bases being legitimate interest/consent. The information may be disclosed, as appropriate, to third parties such as Occupational Health, the Teachers' Pension Agency, Department for Education, to pension, payroll and personnel providers and other relevant statutory bodies. Checks may also be made to verify the information provided and may also be used to prevent and/or detect fraud.

This form will be kept strictly confidential but may be copied and securely transmitted electronically for use by authorised staff and/or organisations as part of the recruitment/monitoring process. Your personal information will be retained only for as long as necessary, as per the Trust's data retention policy to fulfil the purposes for which the information was collected, or as required by law.

If you have any queries or requests at any time concerning your personal information held by us or our practices in this regard, please write to; The Data Protection Officer, Heartlands Community Trust, Station Road, Wood Green, London N22 7ST or email [office@heartlands.haringey.sch.uk](mailto:office@heartlands.haringey.sch.uk). By submitting your application you will be giving your consent to the Trust to process your personal/special category data as outlined above.

### Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

## Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant:	
Print name:	
Date:	

THIS PAGE IS INTENTIONALLY BLANK



### Part 3: Equality and Diversity Monitoring

This section will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section 10.

Ethnicity	Workforce census code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy / Roma	
	WOTH	Any other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Any other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Any other Asian background	
Black or Black British	BCRB	Black – Caribbean	
	BAFR	Black – African	
	BOTH	Any other Black background	
Other ethnic group	ARAB	Arab	
	CHNE	Chinese	
	REFU	Refused/Prefer Not to Say	
	OOTH	Any other ethnic group	

Sexual orientation	Please tick
Bi-sexual	
Gay Man	
Gay Woman	
Heterosexual	
Other	
Prefer not to say	

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Religion or belief	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Write in)	
Prefer not to say	

Disability	Please tick
Do you consider that you have a disability?	
Yes - Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	



## Internal Application Form

*The Board of Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

Please ensure that you complete **all** sections of the application Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type..

Vacancy job title:	
Trust School:	

### Information for Shortlisting and Interviewing

Initials: \_\_\_\_\_ Surname or Family Name: \_\_\_\_\_

## 17. Application Statement

Please write an application statement in the space below. Please refer to the applicant information pack which may include instructions on how to complete the application statement.

[illegible]

If necessary please continue on an additional sheet.

## 18. Referees

Please provide details of your current line manager to whom reference may be made. Referees will be asked about your performance and suitability for the role.

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

Internal Referee:

Title and name:

Job title:

## 19. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- Performance history.
- Suitability for the role applied for.

By signing the below, I consent to my named referee being contacted in accordance with the above.

Sign:	
Print:	
Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

## Appendix C: Reference Requests

- Teacher
- Support Staff

[Headed paper]

[Date]

Dear [insert name]

Reference request for [name of applicant]

[Name of applicant] has recently made an application for the post of [job title] and has given your name as a referee. A copy of the job description is enclosed. I would be grateful if you could provide the information requested on the attached proforma via email to [hr@heartlands.haringey.sch.uk](mailto:hr@heartlands.haringey.sch.uk) at your earliest opportunity as interviews will take place on [date]. Please ensure that the reference is signed and stamped with a school stamp alternatively, you can attach a complimentary slip.

It would be appreciated if you would also post an original signed and stamped copy to the above address. In the absence of a stamp, please attach school / company complimentary slip.

I have included a copy of the declaration we have received from NAME OF APPLICANT confirming their consent for you to provide a reference.

I should like to thank you in advance for your co-operation.

Yours sincerely



## Reference Request Form: Teaching Staff

Applicant name:	
Post applied for:	
Name of referee:	
Job title of referee:	
Referee's employer:	

### Consent

I confirm that [employer name] has the explicit consent of the applicant to request the information detailed on this reference. Please refer to a copy of the signed consent included with the reference request.

Please respond to all questions indicating "none" or "not applicable" or "not known" where appropriate.

1. Your relationship to the applicant (e.g. employer, line manager, etc.).
2. In what capacity is/was the applicant employed? Please enclose a job description if possible.
3. What is the applicant's current pay (or pay at the time they left employment with you)?
4. If the applicant has left your employment, please give the reason.
5. This post is in "regulated activity" and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore, it is essential that you let us know if, for any reason, you have concerns about the employment of this person in a School setting where they will come into contact with children. Do you have any concerns?
No: <input type="checkbox"/> Yes: <input type="checkbox"/> (Please enclose details separately under confidential cover)

6. Was there any disciplinary action pending or any current disciplinary sanctions against the applicant when they left your employment?	
No: <input type="checkbox"/>	Yes: <input type="checkbox"/> (Please enclose details separately under confidential cover)
7. Are there any disciplinary procedures, allegations or concerns which the applicant has been the subject of, involving issues related to safety and welfare of children or young people, including anywhere the disciplinary sanction may have expired.	
Please provide details of the allegations investigated, the conclusion and how the matter was resolved.	
No: <input type="checkbox"/>	Yes: <input type="checkbox"/> (Please enclose details separately under confidential cover. Cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included).)
8. Has the applicant been subject to any capability proceedings in the last two years?	
No: <input type="checkbox"/>	Yes: <input type="checkbox"/> (Please enclose details separately under confidential cover)
9. Would you re-employ the applicant in the same job as they currently hold or held?	
No: <input type="checkbox"/>	Yes: <input type="checkbox"/>
10. Would you be prepared to appoint the applicant to a similar post in your organisation?	
No: <input type="checkbox"/>	Yes: <input type="checkbox"/>
11. Between what dates was the applicant employed by you?	

12. Assessment of applicant from your experience in their work. Please mark the relevant box.

Area	Outstanding	Good	Satisfactory	Poor	Not known/ applicable/ relevant
Reliability in meeting deadlines and completing a course of action					
Punctuality					
Working energetically and calmly with others, delegating appropriately					
Subject knowledge					
Positive relationships with and respect from pupils					
Maintaining and promoting positive behaviour among pupils in accordance with the school behaviour policy					
Planning and teaching lessons and achieving target levels of pupil attainment and progress					
Assessment, monitoring, and reporting on the learning needs, progress and achievements of pupils					
Setting and marking pupils' work in accordance with school policy					
Maintaining a well-managed and stimulating classroom/learning environment					
Showing initiative on curriculum and/or policy development in such a way as to support the school's values and vision					
Promoting the safety and well-being of pupils in accordance with the school's Child Protection Policy					
Knowledge of Safeguarding					

Managing support staff effectively					
Proactively reviewing own performance, positively accepting and acting on advice for improvement					
Seeking out learning opportunities and positively addressing own professional development					
Professional communication and relationships with pupils, parents, carers and colleagues in accordance with the school ethos, policies and practice					
Contribution to the wider life and ethos of the school					
Team work and contribution to implementing workplace policies and practice and to promoting collective responsibility for their implementation					

Include this section only if appropriate



Area	Outstanding	Good	Satisfactory	Poor	Not Known/ applicable/ relevant
Extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning for all learners to achieve their potential.					
Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum applicant teaches, including those related to public examinations and qualifications.					
More developed knowledge and understanding than a main pay range teacher of subjects/ curriculum areas and related pedagogy including how learning progresses within them.					
Sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.					
Flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/ curriculum knowledge.					
Providing coaching and mentoring to other teachers, giving advice to them and demonstrating to them effective teaching practice in order to help them develop their teaching practice.					



Playing a critical role in the life of the school.					
Making a distinctive contribution to the raising of pupil standards.					

It would be helpful if you would enclose a further statement giving your opinion of the applicant's suitability or otherwise for this post, including any other information about this applicant that you think would help the selection panel.

I understand that:

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.
- The content of the reference may be discussed with the applicant.
- The applicant may request and be granted access to the reference.

Signed:	
Name:	
Date:	
Official Stamp: Please also send a covering letter on headed paper	

[Insert confirmation of consent]

[Headed paper]

[Date]

Dear [insert name]

Reference request for [name of applicant]

[Name of applicant] has recently made an application for the post of [job title] and has given your name as a referee. A copy of the job description is enclosed. I would be grateful if you could provide the information requested on the attached proforma via email to [hr@heartlands.haringey.sch.uk](mailto:hr@heartlands.haringey.sch.uk) at your earliest opportunity as interviews will take place on [date]. Please ensure that the reference is signed and stamped with a school stamp alternatively, you can attach a complimentary slip.

It would be appreciated if you would also post an original signed and stamped copy to the above address. In the absence of a stamp, please attach school / company complimentary slip.

I have included a copy of the declaration we have received from NAME OF APPLICANT confirming their consent for you to provide a reference.

I should like to thank you in advance for your co-operation.

Yours sincerely

## Reference Request Form: Support Staff

Applicant name:	
Post applied for:	
Name of referee:	
Job title of referee:	
Referee's employer:	

### Consent

I confirm that [employer name] has the explicit consent of the applicant to request the information detailed on this reference. Please refer to a copy of the signed consent included with the reference request.

Please respond to all questions indicating "none" or "not applicable" or "not known" where appropriate.

13. Your relationship to the applicant (e.g. employer, line manager, etc.).
14. In what capacity is/was the applicant employed? Please enclose a job description if possible.
15. What is the applicant's current pay (or pay at the time they left employment with you)?
16. If the applicant has left your employment, please give the reason.
17. This post is in "regulated activity" and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore, it is essential that you let us know if, for any reason, you have concerns about the employment of this person in a School setting where they will come into contact with children. Do you have any concerns?
No: <input style="width: 30px; height: 20px; border: 1px solid red;" type="checkbox"/> Yes: <input style="width: 30px; height: 20px; border: 1px solid red;" type="checkbox"/> (Please enclose details separately under confidential cover)

18. Was there any disciplinary action pending or any current disciplinary sanctions against the applicant when they left your employment?	
No: <input type="checkbox"/>	Yes: <input type="checkbox"/> (Please enclose details separately under confidential cover)
19. Are there any disciplinary procedures, allegations or concerns which the applicant has been the subject of, involving issues related to safety and welfare of children or young people, including anywhere the disciplinary sanction may have expired.  Please provide details of the allegations investigated, the conclusion and how the matter was resolved.	
No: <input type="checkbox"/>	Yes: <input type="checkbox"/> (Please enclose details separately under confidential cover. Cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included).)
20. Has the applicant been subject to any capability proceedings in the last two years?	
No: <input type="checkbox"/>	Yes: <input type="checkbox"/> (Please enclose details separately under confidential cover)
21. Would you re-employ the applicant in the same job as they currently hold or held?	
No: <input type="checkbox"/>	Yes: <input type="checkbox"/>
22. Would you be prepared to appoint the applicant to a similar post in your organisation?	
No: <input type="checkbox"/>	Yes: <input type="checkbox"/>
23. Between what dates was the applicant employed by you?	



24. Assessment of applicant from your experience in their work. Please mark the relevant box.					
Area	Outstanding	Good	Satisfactory	Poor	Not known/ applicable/ relevant
Reliability in meeting deadlines and completing a course of action					
Punctuality					
Managing time effectively					
Knowledge, skills and level of competence					
Accuracy and appropriateness of written communication e.g. report and letter writing					
Working energetically and calmly with others, delegating and communicating appropriately					
Resilience when facing problems or difficulties					
Exercising responsibility and showing initiative					
Managing other staff effectively					
Showing initiative and taking positive action towards continuous improvement in job role and more widely					
Proactively reviewing own performance, positively accepting and acting on advice for improvement					
Positive relationships with children					
Behaviour management in accordance with School policy					
Understanding of child protection and safeguarding issues					

It would be helpful if you would enclose a further statement giving your opinion of the applicant's suitability or otherwise for this post, including any other information about this applicant that you think would help the selection panel.



I understand that:

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.
- The content of the reference may be discussed with the applicant.
- The applicant may request and be granted access to the reference.

Signed:	
Name:	
Date:	
Official Stamp: Please also send a covering letter on headed paper	

## Appendix D: HCTV10

NAME	
JOB TITLE	
SALARY	
SCHOOL	
START DATE	

## References

	REFEREE'S NAME & EMPLOYER	ANY INCONSISTENCIES WITH APPLICATION?	DATE SEEN BY HEAD	SATISFACTORY
1				YES/NO*
2				YES/NO*

\*If no any further action taken

--

## OTHER CHECKS

RIGHT TO WORK IN UK				YES/NO	
DOCUMENT		CHECKED BY		DATE	
BARRED LIST RECEIVED					
CLEAR	YES/NO	CHECKED BY		DATE	
*If no any further action taken					
ENHANCED DBS RECEIVED				YES/NO	
DBS No.		DBS ISSUE DATE			
CLEAR	YES/NO	CHECKED BY		DATE	
*If no any further action taken					
CERTIFICATE OF GOOD CONDUCT (OVERSEAS CHECK) REQUIRED				YES/NO	
CANDIDATE INFORMED ON					
COUNTRIES CERTIFICATES NEEDED FROM					
RECEIVED DATE		CHECKED BY			

PRE-EMPLOYMENT HEALTH CHECK RECEIVED					
SATISFACTORY	YES/NO	CHECKED BY		DATE	
*If NO, ANY FURTHER ACTION TAKEN					
EG. RISK ASSESSMENT COMPLETED.					
QUALIFICATIONS REQUIRED				YES/NO	
CERTIFICATE		CHECKED BY		DATE	
CERTIFICATE		CHECKED BY		DATE	
CERTIFICATE		CHECKED BY		DATE	
CERTIFICATE		CHECKED BY		DATE	
CRIMINAL CONVICTIONS DISCLOSURE FORM COMPLETED					
CLEAR	YES/NO	CHECKED BY		DATE	
*If NO, NOTES ON DISCUSSION WITH HEAD					
PROHIBITION ORDER (TEACHERS ONLY) REQUIRED					
CLEAR	YES/NO	CHECKED BY		DATE	
*If no any further action taken					
SECTION 128 DIRECTION REQUIRED				YES/NO	
CLEAR	YES/NO	CHECKED BY		DATE	
*If no, any further action taken					

**Trust HR Check**

Signed: ..... Date: .....

Position: .....

To Headteacher

All documentation is attached to this form, please review and sign to confirm the following:

- ☐ Contract to be issued;
- ☐ Offer of employment to be withdrawn;
- ☐ Other, please stipulate .....

Signed: ..... Date: .....

Position: .....

