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EDGEBOROUGH SCHOOL

Safer Recruitment and Selection Policy

(including EYFS and Boarding)

UPDATE LOG

DATE	CHANGE	By Whom
April 2018	Update policy to comply with latest legislation	CC

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1. Aims

Recruiting people who are wrong for the School can lead to increased staff turnover, increased costs and lowering of morale in the existing workforce. Such people are likely to be discontented, unlikely to give of their best, and end up leaving voluntarily or involuntarily when their unsuitability becomes evident. They will not offer the flexibility and commitment that the School requires and seeks.

Adherence to this policy will ensure that the School recruits and selects the best applicants for employment who are engaged and are committed to the education and welfare of the pupils and are sympathetic and believe in the values and ethos of the School. Edgeborough aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people and creating a safe environment for them are integral factors in recruitment and selection.

2. Scope of the policy

The Safer Recruitment and Selection Policy applies to any individual working in any capacity at or visiting the school. This includes:

- Teaching and Non-Teaching staff
- Supply Teachers
- Early Years Foundation Stage

- VMTS and external coaches
- Contractors and other staff supplied by third parties
- Governors and other volunteers
- Visiting Speakers

The school recognises its commitments under:

- The Independent School Standard regulations
- The Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedom Act (2012)
- Working Together to Safeguard Children (2013) (WTSC)
- *Keeping Children Safe in Education (May/September 2016)* (KCSIE) and will comply with these regulations and statutory guidance.
- *The Prevent Order 2015*
- Prohibition from management of independent schools: checking for directions, (2015)

3. Legal Responsibilities and Equal Opportunities

The School and its representatives have a legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of sex, race, disability, age, sexual orientation, pregnancy, maternity, marriage and civil partnership, gender reassignment and religion or belief.

The Safer Recruitment policy is aimed at ensuring that the experience for all candidates is fair, non-discriminatory and that the chosen candidate is recruited on merit, ability and suitability for the post.

Selection decisions will be made in accordance with equality principles and the School will comply at all stages of the recruitment experience with its responsibilities under The Sex Discrimination Act 1975, the Race Relations Act 1976, the Employment Equality Regulations (covering sexual orientation, religion or belief, and age) and the Equality Act (2010) including the School's responsibility for making reasonable adjustment for a successful candidate with a disability to take up their appointment.

This policy will be reviewed as and when required and updated to adhere to appropriate legislative changes and/ or statutory requirements regarding recruiting and safer recruitment.

4. The Recruitment Personnel

The School recognises that its staff are its single most important resource. Therefore recruitment and selection of all levels of staff are activities of major importance. Recruitment is not an isolated task but rather the beginning of the employment relationship.

All Staff involved in any level of recruitment or any stage of the process should ensure that:

- They act in accordance with the School's Safer Recruitment Policy
- All appointments are made on merit, against objective criteria which are applied consistently across all candidates
- Confidentiality is maintained at all times regarding candidates' details
- The School attracts and retains a high calibre of staff

- The highest quality of teaching and support is provided to all children and young people
- A favourable and positive image of the School is promoted through its Safer Recruitment and Selection activities

The School prioritises the safeguarding and promotion of the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks. This commitment is embedded in all our procedures and pre-employment checks.

At least one person who is responsible for interviewing applicants must have completed the Safer Recruitment training. In addition, at least one member of the Governing Board must have Safer Recruitment Training. This means a recruitment panel must have at least one member who has completed the training. In addition, the person responsible for the school's recruitment processes must have completed this training.

5. The Recruitment Process

5.1 Decision to Recruit:

The school makes a decision that the school requires a further member of staff. Consideration is given to the Safer Recruitment Checklist (***Appendix A***) which details the process to be followed.

5.2 Advertising the Role:

All posts will be appropriately advertised, including reference to the fact that Edgeborough School is committed to equal opportunities, and a reference to safeguarding and promoting the welfare of children and young as well as the requirement for completion of a Disclosure and Barring Service (DBS) check.

An advert will reflect the title of the role, requirements of the role, closing date and personnel to contact for further information.

Adverts and all recruitment materials will make clear the school's commitment to Safer Recruiting.

5.3 Application Information:

On application, all candidates will receive an application form together with an outline of the requirements of the role, including a job description and person specification.

The School will consider both internal and external candidates for advertised roles and applicants will be treated fairly and equally through the recruitment stages in accordance with the principles of this policy.

5.4 Application Process:

All candidates are required to complete an application form and C.Vs will not be accepted as a replacement document.

The schools Application Form (**Appendix B**) will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, current address, NI number and evidence of eligibility to work in the UK.
- Full details of qualifications relevant to the position applied for including awarding body and date of award.
- Teachers will need to provide DfE number.
- Full employment history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Declaration of any family or close relationship to existing or potential employees or employers
- Details of two referees – one of whom must be the current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted.
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.
- A self-disclosure form which outlines, confidentially, any disclosures as below:

There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on the barred list, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs.

Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid-career moves from permanent to supply or temporary work. These will be documented on a covering sheet and discussed by all recruitment personnel to create the interview shortlist.

Shortlisted candidates will undergo a selection process to determine their suitability for employment, against objective criteria.

5.5 References:

Two written references are taken up before interview for shortlisted candidates (unless the candidate withholds permission on the application form) so that any issues of concern can be explored further with the referee and taken up with the candidate at interview. References will be sought on all short-listed candidates before interview, **directly from the referee and must be supplied on the school's standard reference form (Appendix C)** which requires answers to specific questions. Open references, for example in the form of 'to whom it may concern' testimonials are not acceptable.

All written references should be checked by the Head or Business Manager to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification where applicable and as deemed appropriate and notes documented and verified on the reference form (**Appendix C**). They will also be compared for consistency with the information provided by the candidate on their application form and any discrepancies will be taken up with the candidate.

Contact will always be made with the school (if applicable) at which the candidate last worked, if he or she is not currently working in a school, in order to obtain written information which confirms employment details and reasons for leaving.

References will specifically request reasons why the applicant should not be working with children. References also include a statement requesting if the candidate has been involved in extremism or active opposition to fundamental British values.

Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks referred to previously).

All notes written by interviewers will be kept with all paperwork for each recruitment exercise and feedback where agreed will be provided to unsuccessful candidates.

5.6 Assessing Self-Disclosures:

Self-disclosures should be considered immediately after shortlisting has been undertaken and should be conducted by two personnel involved in the recruitment process.

When assessing the self-disclosures the following should be considered:

- The relevance, nature and seriousness of the offence
- Timescale: when was the offence(s) committed
- Repetition: did they occur more than once?
- Any mitigating circumstances
- Changes and remorse
- Country of conviction
- Decriminalisation

The personnel should decide whether to continue with the recruitment process, whether further information needs to be gathered prior to interview and what needs to be tested at interview where applicable.

5.7 Interviews:

Teaching posts:

- For Senior Leadership posts, the panel will include the Head and at least one member of the Board of Governors.
- For all Academic staff it would be usual for the Head and at least one other senior member of staff to be involved in the selection process, at least one of whom will have undergone accredited Safer Recruitment training.
- In most cases candidates will be required to teach one pre-planned lesson
- All candidates will have an opportunity to tour the school, meet other members of staff and ask questions of their choice. Candidates will be informed in advance of what will be required and at what stage during the interview process this will take place.

Non-teaching posts:

- The interview panel will comprise of the Head and appropriate Line Manager, one of whom has undergone accredited Safer Recruitment training.
- Dependent on the post, there may be a separate assessment of ability/skills required for the role.
- All candidates will have an opportunity to tour the school, meet other members of staff and ask questions of their choice. Candidates will be informed in advance of what will be required and at what stage during the interview process this will take place. In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:
 - Safeguarding and suitability to work with children;
 - Previous working experience and motivation for applying for the role;
 - The candidate's attitude towards children and young people;
 - His/her ability to support the School's agenda for Safeguarding and promoting the welfare of children;
 - Any gaps in the candidate's employment history;
 - Concerns or discrepancies arising from the information provided by the candidate and/or a referee;
 - Whether the candidate wishes to declare anything in the light of the requirement for a DBS check e.g. their being subject to a prohibition order.

All reasonable travel expenses will be refunded, on request, within the UK unless the candidate refuses the post, if offered, without adequate reason. The School will not pay for travel to and from an interview from outside the UK unless express permission has been granted by the Head.

A written record of the interview will be kept on the staff member's file if successful. If the applicant is not successful their paperwork will be kept for 6 months and then destroyed.

Where possible, the successful candidate will be informed by telephone within 48 hours of the interview. After verbal acceptance of the post, a conditional letter of appointment is sent to the chosen candidate, along with a statement of the Terms and Conditions of Employment. The applicant will be required to accept the post and the related conditions in writing.

6. Conditions of Appointment

'Regulated Activity':

The appointment of the successful candidate will be provisional and subject to completion of pre-employment checks.

For most appointments the applicant will be engaged in a 'regulated activity' – that is if as a result of their work they:

- Will be responsible, on a regular basis, in any setting for the care or supervision of children; or
- Will work regularly in a school or college at times when children are on school or college premises (where the persons work requires interaction with children whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed by a contractor);

Regulated activity includes:

- Regular teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,
- work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;
- work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not.

This includes:

- relevant personal care, or health care provided by or provided under the supervision of a health care professional:
- personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Pre-employment checks:

The range of checks the school will carry out is listed below though some categories do not apply to supervised volunteers and others not engaged in a regulated activity.

- written and clear evidence of required and/or proof of relevant qualifications
- the receipt of at least two satisfactory references. If a reference is taken over the phone, detailed notes will be taken by the Head or Business Manager, dated and signed on the written reference forms (**Appendix C**). A written reference will be taken immediately following the verbal reference.
- evidence of name, address and date of birth
- proof of the right to work in the UK
- evidence of checks provided by another country for an applicant who has worked abroad (if applicable)
- for those individuals from countries in the European Economic Area (EEA) who will be carrying out teaching work, a check must be carried out to ensure no sanction or restriction imposed by another EEA professional regulating authority.
- a check of the Barred List and a satisfactory DBS enhanced disclosure, completed as close to the appointment as possible.
- where required, a check of the Barred List prior to appointment
- for teaching posts, verification of successful completion of statutory induction period (for those who obtained QTS after 7 May 1999) and
- for non-teaching posts, satisfactory completion of the probationary period
- if a candidate has changed his/her name by deed poll or any other mechanism – marriage, adoption, statutory declaration – he/she must provide documentary evidence of the change.
- a check of the DBS barred list and a satisfactory DBS enhanced disclosure being received and seen by the School immediately on receipt, normally prior to starting in post but in any event no later than 6 weeks from the DBS application date, unless otherwise agreed.

The School reserves the right to withdraw the offer of employment in cases where the DBS disclosure response is either not presented to the School by the successful candidate, or where there is an unresolved dispute with the DBS disclosure findings following DBS confirmation of its original findings.

As best practice, all staff when recruited to Edgeborough complete a Staff Suitability Declaration which is updated annually during the September INSET. A Disqualification by Association declaration for those staff who are employed and/or provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare.

This includes:

Early years provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and

Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

This means that staff employed who work in the following roles are not covered, i.e. staff who only provide education, childcare or supervised activity during school hours to children above reception age; or only provide childcare or supervised activities out of school hours for children who are aged 8 or over; and have no involvement in the management of relevant provision.

- for teaching posts and in some cases, Teaching Assistants and other support staff where they are deemed to be teaching children, a check to establish that the applicant is not the subject of a Prohibition Order
- a medical statement declaring fitness to undertake the role applied for, to confirm that the employee knows of no reason, on grounds of mental or physical health why they should not be able to discharge the responsibilities required by the post.
- for any staff who are to be involved in management, a s. 128 check to ensure the applicant is not barred from taking part in the management of an independent school. The following staff are considered to be in management positions for the purpose of these checks:
 - The Head;
 - All staff on the Senior leadership Team (including non-teaching staff)
 - Teaching positions with departmental leadership

When applying for a DBS in application box 61, the position applied for is to be 'Child Workforce Management of Independent School' .

For those not in regulated activity e.g. Governors, the prohibited list can be accessed via the NCTL using Secure Access.

Any concerns raised during the employment checks will be investigated and a written note kept on the employment file of the further investigation conducted and its conclusion.

All documentary evidence must be original and not a photocopy. Evidence of all checks is sought from supply agencies before any temporary member of staff commences employment.

Delayed Pre-employment checks:

Normally the successful candidate will not commence employment until all pre-employment checks have been completed and are satisfactory. In exceptional circumstances, employment may commence for a short period 'under supervision' based on business need and the completion of a risk assessment conducted by the Head and Business Manager.

The following conditions must be met for this to be permitted:

- The appointment is not confirmed
- The DBS application has been made
- Where a portable disclosure is used.
- A prohibition check or s.128 check if applicable
- Appropriate safeguarding and supervision arrangements have been documented and the person in question has signed to confirm their understanding of these (evidence of this will be retained)
- The safeguarding and supervision arrangements are reviewed at least every two weeks

Unsuccessful candidates will be informed by letter as soon as possible but in any case within 7 working days after interviews have taken place.

Internal Appointments:

Applications for externally advertised posts are encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up. For senior posts advertised within the School, the appointments procedure follows a similar pattern to that for external recruitment but minor internal appointments may be made without recourse to the interview procedure. Candidates successful in achieving an internal promotion to management level will be subject to a s.128 check.

7. Confirmation of appointment

When all pre-employment checks have been completed satisfactorily, the conditional offer of employment letter comes in to force.

Copies of identity documents, right to work in the UK, references and qualifications will be retained on the employee's file.

Candidates who are not able to satisfy the pre-employment checks will have their conditional offer of employment to the School withdrawn or will be subject to disciplinary action and potential dismissal for Gross Misconduct.

Any candidate who applies for a role in the school despite being on the Barred or Prohibited lists must be reported to the appropriate authorities at once.

8. Other Appointments

Agency and third-party staff, visiting professionals

The school will obtain written notification from any agency or third party organisation that supplies staff to the school that the organisation has carried out **all** the checks on an individual who will be working at the school that the school would otherwise perform. This must include, as necessary, a barred list check and, if applicable a check on prohibition orders, prior to appointing that individual. Where a DBS check has resulted in a disclosure the agency must provide a copy of this to the school.

Supply agencies are required to provide the school with the date that it or another agency received an enhanced disclosure for a member of staff it supplies and the date of that disclosure. If applicable the supply agency must also provide written notification of the contents of a disclosure. Supply agencies must undertake a fresh disclosure every three years or earlier if there are concerns or a break in service of three months or more.

Details of third party or supply agency notifications are to be kept on the SCR.

Contractors' Staff

Contractors working at the school on a long-term basis will be subject to the same checks as school staff with written confirmation supplied by the employing organisation. The school will carry out an identity check of such staff on arrival.

Where employees of contractors will have access to areas of the school where regular unsupervised contact with children is possible the school will require written confirmation that DBS checks have been undertaken by the contractor and will also carry out identity checks on arrival.

Where a contractor working regularly at the school is self-employed the school will obtain the appropriate level of DBS check.

Volunteers

The arrangements for volunteers will depend upon whether the volunteer is in regulated or unregulated activity.

Volunteers in a regulated activity must undergo the same checks as staff employed at the school. Volunteers in regulated activity will be required to complete an Application Form and two references will be taken. A DBS check will be completed but not a Barred List check. A full induction will be completed with specific focus on safeguarding.

Regular volunteers not engaged in a regulated activity, including those who are supervised at all times, will not require an enhanced DBS check.

'One-off' volunteers for day outings concerts etc. do not require vetting checks but must be supervised at all times by a suitably checked member of staff and may not undertake any kind of personal care of pupils.

Governors

Governors are volunteers and will be treated on the same basis as outlined above for other volunteers. The Chair of Governors will ensure that all governors are subject to an enhanced DBS check as part of the appointment process. If a governor will be engaged in a regulated activity a barred list check will also be requested.

The Chair of Governors

The Chair of Governors will be subject to the following checks by the Secretary of State for Education:

- Enhanced DBS check
- Confirmation of identity
- Check on the right to work in the UK
- Overseas and other checks as appropriate

Staff not in a regulated activity

Some staff may come onto the school staff on an infrequent basis to work under supervision – for example a visiting specialist running a workshop. Identity checks will be carried out when such staff arrive at the school.

Work Experience

A person supervising a child under 16 on a Work Experience placement will always be DBS checked as they will always be a member of staff.

Visiting Speakers

The school will act in accordance with The Prevent Duty 2015 and be mindful of the vulnerability of young people in relation to radicalization. All visiting speakers will be checked for suitability and appropriately supervised. **See Visitor Protocol Policy.**

9. Single Central Register

The school will maintain a Single Central Register which records whether or not the following checks have been carried out and the dates on which these were completed:

- Name of member of staff
- Address
- Date of birth
- Identity check
- Post and date of appointment
- Qualifications

- DBS checks
- Overseas check
- Induction status, sanctions and prohibition checks
- Disqualification by association
- Right to work in the UK
- References
- Completion of application form
- Medical fitness

The Single Central Register will include the following people:

- All staff including supply staff who work in the school; this means those providing education to children
- All others who work in regular contact with children in the school, including volunteers
- All members of the governing body
- Regular Contractors

10. Policy on Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink-driving.

11. Policy on Resident 16+ Adults

All resident 16+ adults who live on the same premises as boarders (defined for our purposes as the school estate) but who are not employed by the school will be required to have criminal record checks (DBS) at the enhanced level.

All resident 16+ adults who live on the same premises as boarders (defined for our purposes as the school estate) but who are not employed by the school must also enter into a occupation agreement with the school to ensure they may be removed from contact with boarders in case of any issues or allegations.

Appendix A: Safer Recruitment Checklist

Appendix B: Application Form

Appendix C: Written Reference Forms

Appendix A: Safer Recruitment Checklist

NAME:

Application	Information		Date	
	Application Form Received	GD		
	Interview date set and advised	GD		
	Applicant asked to bring in Certificates/Passport/CRB	GD		
	Reference Paperwork Sent	GD		
Interview	Schedule Set	GD		
	Qualifications/Passport/CRB photocopied and passed to DJT	GD/DJT		
	Gaps in CV checked	CD		
	Interview notes to GD	CD		
	Expense form to interviewee	GD		
Pre-start	DBS organised – requirements sent	GD		
	DBS Completed and Date Seen	GD		
	References received	GD	1. 2.	Verbally checked
	Child Protection Training Booked + KCSIE Forms	GD		
	Teacher Reference No check	CC		
Staff File	Offer Letter Sent	GD		
	Acceptance Letter Received and Filed	GD		
	TRN Teacher Check/Management Prohibition check	CC		
	Both References Filed	GD		
	Job Description	GD		
	Contract	GD		
	IT User Policy	GD		
	KCSIE Form returned	GD		
	Medical & Allergies Form	GD		
	Pre-Employment Health Questionnaire	GD		
	Equal Opportunities Form	GD		
	Staff Handbook	GD		
	Staff Privately Owned Digital Technology Letter	GD		
	Details to DL for ISAMS	GD		
	Staff Suitability Declaration	GD		
	NQT Staff to be registered	CH/GD		
Central Register	All information on Central Register	GD		

Order in files: 1) Contract 2) Job Desc, Reply, Letter of appointment, Med Forms, all forms, Interview notes, CV, Original Letter, Certificates, ID. 3) Appraisal 4) DBS and supporting docs 5) Salary Letters 6) References GD – 28/9/15



Edgeborough

Application Form

Position Applied For:
Where did you see this post advertised? Eg. TES Online, TES Supplement:

Section 1 – Personal Details

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Address: Postcode:	Former names:	
	Preferred name:	
	National Insurance Number:	
	Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:	
Telephone Number(s): Home: Work: Mobile: E-mail Address:	Teacher's R P Number (if applicable):	
	Do you have Qualified Teacher status? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Edgeborough? If so, please provide details.		

Section 1 – Personal Details continued

Do you hold a current Driving Licence?	<input type="checkbox"/> Provisional <input type="checkbox"/> Full <input type="checkbox"/> HGV <input type="checkbox"/> No
Do you have any current penalty points on your Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide details:
Does your current driving licence entitle you to drive any class of minibus (indicated by a D1 on your Licence)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If necessary, would you be prepared to attend a minibus driving training course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold a current First Aid at Work Certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the date of expiry:

Section 2 – Education

Please start with the most recent

Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body

Section 3 – Other Vocational Qualifications, Skills or Training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4 – Employment

Current/most recent employer:

Current/most recent employer's address:

Current/most recent job title:

Date started:

Brief description of responsibilities:

Date employment ended (if applicable):

Current salary/salary on leaving:

Do you/did you receive any employee benefits? If so, please provide details of these.

Reasons for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5 – Previous Employment and/or Activities since leaving secondary education

Any previous employers may be contacted during the appointment procedure to verify the applicant’s given reasons for leaving.

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving

Section 6 – Interests

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity.

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Section 7 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 8 - Health

The School is an equal opportunities employer and complies with the Disability Discrimination Act 1995 (“the Act”). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. You will have an opportunity to give full details after an appointment is made.

Are there any special arrangements you might require to attend an interview? Yes No

If yes, please give details here

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In accordance with the guidance published by the DfES any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role.

Section 9 – Criminal Records

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the DBS. If you are successful in your application you will be required to complete a DBS disclosure application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure & Barring Service.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by either the Headmaster or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that 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 at the Disclosure and Barring Service website. www.gov.uk/dbs

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service before employment is confirmed.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have nothing to declare

I enclose a confidential statement

Section 10 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current and most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.

Referee 1	Referee 2
<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation:</p> <p>Telephone Number:</p> <p>May we contact prior to interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation:</p> <p>Telephone Number:</p> <p>May we contact prior to interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Section 11 - Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

Edgeborough is committed to the safeguarding and promotion of the welfare of children and all staff and volunteers must share this commitment.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes No

Section 12 – Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature Date

Edgeborough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Dear Sir/Madam,

One of your current or previous employees has applied for a post at Edgeborough School. We have a statutory requirement to obtain independent references as part of our employee recruitment procedures. The main aim of such checks is to verify the suitability of candidates to work in a school environment. Our children's safety is paramount to us and I hope that you are able to assist us by completing this form as fully as possible.

Confidential Once Completed

Name of Applicant:	
Application for the post of:	

In what capacity do you know the candidate i.e. working relationship?	
How long have you known the candidate?	
Dates of employment:	
Candidate's post or role:	
Child Protection. Are you aware of any disciplinary offences or concerns regarding the candidate working closely with children? (see note)	Yes/No If yes please continue on separate sheet.
Are you satisfied, to the best of your knowledge, that the Applicant is not involved in "extremism" being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas.	
YES/NO (If yes, please detail below or on a separate sheet)	

Child Protection Note: In writing your reference, please note that, in order to protect children, the post for which the application is made is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions)(Amendment) Order 1986. It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions/bindovers/cautions which may otherwise be considered 'spent' in relation to this application and which you consider relevant to the applicant's suitability for

employment. Any such information will be kept in strict confidence and only used in consideration of his/her suitability.

General comments about the candidate's suitability for the post:

General comments about the candidate's performance in your organisation:

Your name and post title:

Reference Verbally Verified:

Signed:

Signed:

Date:

Date:

Please ensure that the information you provide is accurate and does not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the applicant. Opinions and recommendations will remain strictly confidential. Thank you for your cooperation.

Yours sincerely

*Mrs Cheryl Connelly
Business Manager*

PRIVATE & CONFIDENTIAL

Reference Form

Application for the Post of:	
Name of Applicant:	

In what capacity do you know the candidate i.e. working relationship?	
How long have you known this candidate?	
Dates of Employment:	
Candidate's current post and salary:	

Please complete each section according to the following criteria:

4 = Outstanding (top 5%)	3 = very good	2 = average	1 = weak	0= unable to comment
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Effective teaching		Classroom discipline	
Relationship with students		Use of ICT with pupils	
Relationships with staff		Coping with pressure	
Enthusiasm as a teacher		Positive approach	
Level of Examination results		Hardworking	
Attendance		Planning/organisation	
Punctuality		Flexibility	
Willingness to contribute to extra curricular activities		Potential	
Number of days of sickness during the past 12 months		Performance against Professional Standards for Teachers	

Are you aware of any disciplinary offences/child protection concerns as laid out in the Safer Recruitment guidelines relating to children, current and/or expired in respect of this candidate and, if so, the outcome of these investigations?
YES/NO (If yes, please detail below or on a separate sheet)
Are you satisfied, to the best of your knowledge, that the Applicant is not involved in "extremism" being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas.
YES/NO (If yes, please detail below or on a separate sheet)

General comments about the candidate's suitability for the post:

If you were looking to fill a similar post would you please tick the appropriate box:

• Be keen to appoint or retain this candidate	
• Appointment this candidate if there was no better after advertising	
• Definitely not appoint or retain this candidate	

In writing your reference, please note that, in order to protect children, the post for which application is made is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 1986. It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions/bindovers/cautions which may otherwise be considered as 'spent' in relation to this application and which you consider relevant to the applicant's suitability for employment. Any such information will be kept in strict confidence and only used in consideration of his/her suitability.

Please ensure that the information you provide is accurate and does not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the applicant. Thank you for your cooperation.

Reference Verbally Verified:

Signature

Signature

Date

Date