**Please complete all sections of the form using black ink or type.**

Please read and refer to Appendix 1, Application and Recruitment Explanatory Note prior to completing this form.

All information given will be treated in strictest confidence. Continuation sheets may be added if necessary. The application form must be fully completed and **CVs will not be considered.**

The School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo screening including checks with past employers and the Disclosure and Barring Service.

# POSITION APPLIED FOR:

# Personal Details

|  |  |
| --- | --- |
| Surname: | First Name(s): |
| Title: | Preferred Name: |
| Any Former Name(s): | DOB: |
| Address:  Postcode: | Tel No (Mobile): |
| Tel No (Home/Work): |
| Email Address: | Can we contact you at work?  YES / NO |
| National Insurance No: |

|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the UK?  If applicable please provide Visa number, date of issue and expiry: | Yes | No |
| Do you have a clean, current driving licence? | Yes | No |

# Letter of Application

You are required to submit a letter of application in which you should explain why you are applying for the job. Please concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

# Referees

Please give the names of three people who are able to comment on your suitability for this post. One must be your present or last Head or employer (if you have not previously been employed, please provide details of another referee). The employing body reserves the right to seek any further references it deems appropriate.

Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted.

References cannot be accepted from relatives or from people writing solely in the capacity of friends or employees at Swanbourne House School.

|  |  |
| --- | --- |
| **Referee One:** | **Referee Two:** |
| Name | Name |
| Position | Position |
| Organisation | Organisation |
| Address:  Telephone No.  Email: | Address:  Telephone No.  Email: |
| Nature of relationship | Nature of relationship |
| **Referee Three:** | Address:  Telephone No:  Email: |
| Name: |
| Position: |
| Organisation |
| Nature of relationship: |

# Recruitment Monitoring

Please indicate where you first saw the advertisement for this vacancy:

# Educational Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Type of School (i.e. Grammar/ Secondary) | Examinations Taken and Qualifications Gained (Specify Grades) |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

Qualifications, Skill or Training (please start with most recent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Provider | Course Title | From | To | Result or qualification gained |
|  |  |  |  |  |
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Membership of professional organisations

|  |  |  |
| --- | --- | --- |
| Date Joined | Institute/ Organisation | Grade of Membership (Where appropriate) |
|  |  |  |

# In-Service Training

Please give details of In-Service training relevant to your application and undertaken in the last three years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates | | Course Length | Course Title | Qualification obtained and date of Award | Course Provider |
| From | To |
|  |  |  |  |  |  |
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# Current Employment Details

|  |  |
| --- | --- |
| Job title and summary of main duties of current role: | |
| Name, address and type of school/establishment: | |
| Telephone No: |  |
| Date appointed: | Date left: |
| Age range: | Number on roll: |
| Permanent/temporary: | Part/full time: |
| Salary details (please give details of all allowances) | |
| Basic salary: | Allowances//bonuses: |
| Reasons for leaving:  If selected, when could you start?  Do you require special arrangements to be made to attend an interview? |  |

# Past Employment

Please list chronologically, starting with current or last employer. Please give a brief reason for leaving each post and an explanation for any gaps in employment. (Continue on additional sheet(s) if required)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title of post/type of experience | Name and address of employer | Numbers on roll | Age range taught | Dates | |
| From | To |
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# Interests and activites (PLEASE LIST ANY RELEVANT TO THIS APPLICATION)

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|  |

# Personal Statement

Please give your reasons for applying for this post and say why you believe that you are suitable for the position. Refer to the Job Description 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.

|  |
| --- |
|  |

# Relationship to Governors or Employees of the School

|  |
| --- |
| If you have any personal relationship to any Governor of the School or employee, please give their name and relationship. This does not stop a Governor or employee giving a reference. (Any approach to Governors or other employees to influence a selection decision will disqualify you)  **If Governor:**  Name: Relationship:  **If Employee:**  Name Relationship Work Location Their present job |

# Health: Disability Discrimination Act 1995

|  |
| --- |
| Section 1 of this Act describes a disabled person as a person with a physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities.  Using this definition, would you consider yourself to be disabled? Yes No  *(please tick as appropriate)*  If yes, do you require any special arrangements to be made to assist you if called for interview?  Please provide details: |

# Criminal Records: Rehabilitation of Offenders Act (1974)

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 the Business Manager.  If you would like to discuss this beforehand, please telephone in confidence to the Business Manager 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 for short listing with the Disclosure and Barring Service.

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\*

(\*please delete as appropriate)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. | | | | |
| Have you been convicted by the courts of any criminal offence? | **Yes** |  | **No** |  |
| Is there any relevant court action pending against you? | **Yes** |  | **No** |  |
| Have you ever received a caution, reprimand or final warning from the police? | **Yes** |  | **No** |  |
| If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | | | | |

I confirm that this information is, to the best of my knowledge, true and complete. Any false statement will result in rejection as a candidate or dismissal if employment has started and possible referral to the police. I have not been placed on List 99; disqualified from work with children or vulnerable adults or subject to sanctions imposed by a regulatory body e.g. GTC and have no convictions, cautions or bind overs.

**The school is authorised to obtain references to support this application. I release the school and referees from any liability caused by giving and receiving information. I agree that the organisation may use the information contained on this form for the purpose of processing my job application, for ethnic and gender monitoring, and for any other legitimate purpose of the business.**

# **Signature of Applicant Date**

# Ex-Offender’s Policy

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicant’s suitability for positions of trust Swanbourne House School Trust Limited complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Swanbourne House School Trust Limited is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical / mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to Mrs Hart, Bursar or Mrs Thorpe, Head within Swanbourne House School Trust Limited, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Swanbourne House School Trust Limited to ask questions about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Swanbourne House School Trust Limited who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Appendix 1: APPLICATION AND RECRUITMENT EXPLANATORY NOTE

1. Swanbourne House School recruits all staff in line with statutory guidance from the Department for Education Keeping Children Safe in Education, datedMarch 2015.

2. **Child Protection Policy.** The child protection policy applies to all staff and pupils at Swanbourne House School. This may inevitably also mean the involvement of parents, siblings etc. of pupils and other parties whose actions may affect the pupils and staff at the School.

3. **The School aims to:**

* Prevent unsuitable people working with, or coming into contact with, children and young people;
* Promote safe practice and challenge poor or unsafe practice;
* Identify instances in which there are grounds for concern about a child / young person’s welfare and take appropriate action to keep children / young people safe;
* Contribute to effective partnership working between all those involved with providing services for children.

4. **Application Form**

* Applications will only be accepted from candidates completing the Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
* Candidates should be aware that all posts at the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
* Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared.
* The successful applicant will be required to undergo an enhanced level check from the Disclosure and Barring Service (DBS).
* We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.
* If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.
* You should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

5. **Invitation to Interview**

* If you are invited to interview, this will be conducted in person and the areas explored will include suitability to work with children.
* All candidates invited to attend interview must bring the following information (original documents or certified copies only) to allow the school to carry out the necessary checks:
  + Proof of relevant professional qualifications
  + Proof of identity (e.g. passport, photo card driving licence)
  + Proof of right to work in UK (e.g. passport, birth certificate)
  + Proof of current address in UK (utility bill or financial statement within last three months)
  + List of previous addresses in previous five years
  + Where appropriate any documentation evidencing a change of name
  + Evidence of any previous surnames.
* Where originals or certified copies of certificates are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

6. **Conditional Offer of Appointment: Pre-Appointment Checks.** Any offer to a successful candidate will be conditional upon:

* + Receipt of at least two satisfactory references (if these have not already been received)
  + Verification of identity and qualifications
  + A satisfactory enhanced DBS disclosure
  + Verification of professional status, where required
  + For teachers, confirmation that the person is not subject to a prohibition order issued by the Secretary of State

**WARNING**

Where a candidate is:

* Found to be on the DBS barring list or if the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
* Found to have provided false information in, or in support of, his/her application; or
* The subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police.