



Application Pack

Date: **September 2020**

Those Responsible:
Miss B Raynard

To be reviewed: **July 2021**

APPLICATION AND RECRUITMENT PROCESS

EXPLANATORY NOTE

General

St John's School is committed to ensuring the best possible environment for the children and young people in their care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff who share and understand our commitment.

All queries on the application form and recruitment process must be directed to the contact name.

Application Form

Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for 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 complete a Disclosure form from the Criminal Records Bureau for the post.

From [Date] the successful applicant will need to be licensed by the Vetting & Barring Board. [Assistance in obtaining the Licence will be given.]

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.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and Referral to the police and/or DCSF Children's Safeguarding Operation Unit is also likely.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph or a passport or a full birth certificate;
2. A utility bill or financial statement showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary adjustments or arrangements to assist them in attending interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications;
3. A check of DFE List 99 and the Protection of Children Act List as appropriate;
4. A satisfactory enhanced DBS Disclosure;
5. Verification of professional status such as GTC registration, QTS Status (where required), NPQH;
6. Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
7. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance;
8. Satisfactory completion of the probationary period.
9. Verification of prohibition checks.

References

We will seek references for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us ASAP.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

Criminal Records Policy

The School applies for an Enhanced Disclosure from the Criminal Records Bureau for all members of staff and volunteers. An Enhanced Disclosure will give detail of cautions, reprimands or final warnings as well as convictions.

It may also contain non-conviction information from local police records which a chief police officer believes may be relevant.

The School will refer to the DFE document, 'Keeping Children Safe in Education' and any amended version.

The School complies with the provisions of the CRB Code of Practice, a copy of which may be obtained on request.



APPLICATION FORM

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

Contact details			
Home telephone: _____			
Mobile telephone: _____			
Work telephone: _____			
Email: _____			

FOR OFFICE ONLY : Prohibition check	Date :	Staff:
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2. General

Do you have Qualified Teacher Status? Yes ☐ No ☐

If yes , please indicate your Teacher Reference Number (TRN) _____

Do you have a current full UK driving licence Yes ☐ No ☐

Please provide full details of membership of any professional bodies _____

3. Academic and Vocational Qualifications			
Please provide details of all academic and vocational qualifications:			
Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

Please provide details of all academic and vocational qualifications:

Professional Development

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

Long Courses (Attended during the last 3 years)

Name of Course (and award if gained)	Provider	Ftime/Ptime or Seconded	From	To

Short Courses (Attended during the last 3 years)

Name of Course	Provider	Ftime/Ptime or Seconded	From	To

Outside Interests

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If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

4. Further Education and Career History

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

Please start with your current or most recent employer and in each case the reason for leaving employment.

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

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

Current Salary

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

Salary (basic) if appropriate (Please indicate spine point)	Additions (Please indicate responsibility points, London Allowance etc)
Total Salary	

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

5. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

If there is insufficient space, please continue on a separate sheet if necessary giving page number

6. Referees

Please provide at least two professional referees. **One referee should be your current or most recent employer.** *(If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.)*

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No.		Tel No.	
Email		Email	

7. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

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

We may check the information provided by you on this form with third parties. By signing the application form you consent to the processing of sensitive personal data.

Declaration

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

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 Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] 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)

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature: _____ Date: _____

Please return your completed application form to: Mr A Angeli (Head Teacher)
to email address: secretary@stjohnsschool.net

EQUAL OPPORTUNITIES MONITORING FORM

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

St Johns School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence.

Please complete the form as you feel is most appropriate for you.

Position applied for: _____

White:

☐ British

☐ Any other white background*

Mixed:

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any other mixed background*

Black or Black British:

☐ Caribbean

☐ African

☐ Any other Black background*

Asian or Asian British:

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Any other Asian background*

Chinese or other Ethnic Group:

☐ Chinese

☐ Other Ethnic Group*

*Please specify

Gender Please specify

Date of Birth

Do you consider yourself to have a disability:

☐Yes

☐No

If yes, please state nature of disability:

The Equality Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities"

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

Religion

Sexual orientation

How did you become aware of this vacancy?

Media:

Date:

Reference: