

**APPLICATION FORM**

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment policy. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the School may carry out online searches on shortlisted candidates (see the School's Recruitment policy for further information).

<b>Post Applied for:</b>	
<b>How did you hear about this job vacancy? Please specify exact website or publication</b>	

<b>Surname:</b>	<b>Title:</b>
<b>First Name:</b> <b>Middle Name(s):</b> <b>Which name would you like to be known as:</b> <b>Previous name(s):</b>	
<b>(Teaching posts only)</b> <b>DfES reference No:</b>	
<b>Do you have Qualified Teacher Status?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Have you read the School's Safeguarding and child protection policy and procedure?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

<b>Date of birth:</b>	<b>Nationality:</b>
<b>Place of birth: Town/City County</b>	<b>National insurance number:</b>
<b>Do you have a current driving licence?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

Are you eligible for employment in the UK? YES ☐ NO ☐

Please provide details:

Email Address:

Telephone Numbers:

Daytime:

Evening:

Mobile:

Current Address:

At current address since (month and year):

Previous address/es (if resident at current address for less than five years, please provide any previous addresses during that period - use an additional separate sheet of paper if necessary).

Previous address

Period at previous address

From

To

Previous address

From

To

**EDUCATION AND QUALIFICATIONS:**

Please give details of **Secondary** and **Further Education** including any A Levels or equivalent vocational courses (indicating the most recent one first)

School/College/University	Dates attended	Examinations			
		Subject	Result	Date	Awarding Body

Please give details of training courses attended which you consider to be relevant to the role for which you have applied.

Provider	Date/s attended	Qualifications where appropriate

**CURRENT/ MOST RECENT APPOINTMENT**

<b>Post held:</b>	<b>Date appointed:</b>
<b>Full/Part-Time?</b>	<b>Date employment ended: (if applicable)</b>
<b>Name of employer:</b>	
<b>Address:</b>	<b>Telephone No:</b>
<b>Current Salary/Salary on leaving:</b>  <b>Do you/did you receive any employee benefits (if so, please provide details of these):</b>	<b>Reason for seeking other employment:</b>
<b>Please state when you would be able to take up employment if offered:</b>	

**Brief outline of your duties and responsibilities:**

#### **PREVIOUS APPOINTMENTS**

Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving full-time education.

Please specify whether employment was full or part-time.

<b>Job Title</b>	<b>School/Company</b>	<b>Start Date</b>	<b>End Date</b>	<b>Reason for leaving</b>

## PROFESSIONAL DEVELOPMENT


**Please use an additional sheet of paper if necessary.**

Please provide explanations for any gaps in your employment history, self-employment or training and in each case any reasons for leaving employment.

<b>Start Date mm/yy</b>	<b>Finish Date mm/yy</b>	<b>Reason</b>

### **Overseas:**

Have you lived or worked abroad for a period of more than 3 months in last 5 years? Yes ☐ No ☐

## **INTERESTS**

Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity.

## **SUITABILITY**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, 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.

## EXISTING CONTACTS WITHIN PIPERS CORNER SCHOOL

Please indicate if you know any existing employees or governors at the school and, if so, how you know them.


## REFERENCES

Please supply the names and contact details of two people who we may contact for references. One referee must be your current or 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. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

If the School feels it is necessary to take up additional references for any reason we will contact you to discuss this before approaching any party for an additional reference.

The School will also telephone your referees in order to verify the reference they have provided.

The School treats all references given or received as confidential which means that you will not usually be provided with a copy.

<b>Name</b>	<b>Name</b>
<b>Relationship:</b>	<b>Relationship:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone No.</b>	<b>Telephone No.</b>
<b>E-mail address:</b>	<b>E-mail address:</b>
<b>May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/></b>



## DETAILS OF ONLINE PROFILE

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

You (and all other candidates) are therefore required to provide the following information in the space below as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.

You are not required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

## **PROHIBITION FROM TEACHING, PROHIBITION FROM MANAGEMENT AND DISQUALIFICATION FROM PROVIDING CHILDCARE**

**The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so.** For these purposes 'teaching work' includes:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Headmistress.

**The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school.** This applies to the following positions at the School:

- Head;
- teaching posts on the Senior Leadership Team;
- teaching posts which carry a departmental head role;
- support staff posts on the Senior Leadership Team;
- any other posts which involve a responsibility for managing other personnel.

**The School is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'.** For these purposes 'childcare' includes:

- all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and
- provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.

Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.

**The declaration at the end of this form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact the HR Officer.**

**The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form.**

## **DISCLOSURE AND BARRING SERVICE CHECKS, CRIMINAL RECORD AND CHILDREN'S BARRED LIST**

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at the end of this Form therefore asks you to confirm whether you are barred from working with children.**

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's Recruitment policy.

## **RECRUITMENT AND USE OF INFORMATION**

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 or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

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

A copy of the School's 'Recruitment Policy' (which includes the School's 'Policy on the recruitment of ex-offenders') and of the 'Safeguarding and Promoting Children's Welfare Policy' is available for download from the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please see our 'Information and Records Retention Policy' for information on how long we keep your personal data. This can be found on our website.

### **How we use your information**

Information on how the School uses personal data is set out in the School's 'Data Protection Policy', which can be found on our website.

## DECLARATION

- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children ☐
- I confirm that I am not prohibited from carrying out 'teaching work' ☐ (do not tick this box if the role for which you are applying does not involve 'teaching work')
- I confirm that I am not prohibited from being involved in the management of an independent school ☐ (do not tick this box if the role for which you are applying is not a management role)
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight ☐ (do not tick this box if the role for which you are applying does not involve the provision of 'childcare')
- I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and/or pseudonyms and I have not knowingly withheld any information. ☐
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge ☐
- I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence ☐

Signed:

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Date:

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Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the Declaration above.

## EQUAL OPPORTUNITIES MONITORING FORM

Pipers Corner School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of sex, race, marriage or civil partnership, religion or belief, pregnancy or maternity, sexual orientation, gender reassignment, disability or age.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. These objectives comply with the requirements of the Equality Act 2010.

You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. The information you provide will be used solely for monitoring purposes. It will be kept securely and not looked at until the recruitment process is complete.

The School will process personal data in accordance with its Data protection policy and Privacy Notices.

Thank you for your assistance.

*When completing this form please tick the boxes which most closely relate to you.*

- 1 Please state which job you have applied for and the date of your application.

Job applied for: .....

Date of application: .....

- 2 Where did you hear about the job for which you have applied?

Recruitment Website ☐

Newspaper (please specify which one)

.....

School website ☐

Agency ☐

Friend ☐

Other (please specify) ☐

.....

- 3 What is your gender (please tick)?

Male ☐

Female ☐

Non-binary ☐

Other ☐

Prefer not to say ☐

If you are currently undergoing the process of gender reassignment, please use the gender you identify with.					
Is the gender you identify with the same as your gender registered at birth?					
Yes		<input type="checkbox"/>			
No		<input type="checkbox"/>			
Prefer not to say		<input type="checkbox"/>			
4	Is your age between (please tick)?				
16-24	<input type="checkbox"/>	25-34	<input type="checkbox"/>	35-44	<input type="checkbox"/>
45-54	<input type="checkbox"/>	55-64	<input type="checkbox"/>	65 or over	<input type="checkbox"/>
5	How would you describe your nationality and / or ethnicity (please tick)?				
<b>White:</b>		<b>Black or Black British:</b>		<b>Chinese or other ethnic group:</b>	
British — English, Scottish or Welsh	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Prefer not to say	
<b>Mixed race:</b>		<b>Asian or Asian British:</b>			
White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>		
White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>		
White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
Any other mixed background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>		
6	How would you describe your sexual orientation (please tick)?				
Heterosexual	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Gay	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

7	How would you describe your religion (please tick)?	
	My religion is:.....	
	I am not religious	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>
8	<p>The Equality Act defines a disability 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". An effect is long-term if it has lasted, or is likely to last, over 12 months or for the rest of the life of the person affected. Do you consider yourself to have a disability as defined under the Equality Act (please tick)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>I used to have a disability but have now recovered <input type="checkbox"/></p> <p>Don't know <input type="checkbox"/></p>	
9	If you answered "Yes" to question 8, please give brief details of your condition	
10	<p>Signed .....</p> <p>Dated .....</p>	