

|  |
| --- |
| **APPLICATION FORM** |

|  |
| --- |
| **NAME OF APPLICANT:** |

|  |
| --- |
| **POSITION APPLIED FOR:** |

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, selection and disclosure policy and procedure. 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 applicants as part of the shortlisting exercise (see the School's Recruitment, selection and disclosure policy and procedure' for further information).

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

**Please use Microsoft Word to complete this application form.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1 – Personal details** | | | |
| Title: Mrs  Dr/Mr/Mrs/Miss/Ms | Forename(s): | Surname: | |
| Date of birth: | | Former name: | |
| Preferred name: | |
| National Insurance No: |  | Teacher registration number (if applicable): |  |
| Address: | | Telephone number(s):  Home:  Work:  Mobile:  Email address: | |
| Are you currently eligible for employment in the UK? | | Yes | No |
| Please provide details: | | | |
| Have you read the School’s Safeguarding and Child Protection Policy? | | Yes | No |
| Do you have any personal contact links with any one from Edgbaston High School for Girls? | | Yes | No |
| If yes, please provide details. | | | |
| Are you an existing or past employee of the School? | | Yes | No |
| If yes, please provide details. | | | |
| **Please tell us how you found out about the post:** | | | |
| Publication (please specify): | | | |
| Website (please specify): | | | |
| Other (please specify): | | | |

|  |
| --- |
| **Section 2 – 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 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. |
|  |

|  |
| --- |
| **Section 3 –**  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 Head.  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;   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 Section 14 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 Ms Corinna Gregory, HR and Compliance Officer: [recruitment@edgbastonhigh.co.uk](mailto:recruitment@edgbastonhigh.co.uk)  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. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 4 – Education and Qualifications**  Please start with the most recent (e.g. GCSE, A level, diploma, degree). | | | | | | | |
| **Name of school/college/university** | **Dates of attendance** | | | **Qualifications** | | | |
| Subject | Result | Date | Awarding body |
|  | From: dd/mm/yy | | |  |  |  |  |
|  |  |  |
| To: dd/mm/yy | | |
|  |  |  |
|  | From: dd/mm/yy | | |  |  |  |  |
|  |  |  |
| To: dd/mm/yy | | |
|  |  |  |
|  | From: dd/mm/yy | | |  |  |  |  |
|  |  |  |
| To: dd/mm/yy | | |
|  |  |  |
| **Section 5 – 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 6 – Employment** | | | |
| Current/most recent employer: | | | |
| Current/most recent employer's address: | | | |
| Current/most recent job title: | | | |
| Date started: | Date employment ended (if applicable): | Current salary/salary on leaving: | |
| Brief description of current duties & responsibilities: | | | |
| Do you/did you receive any employee benefits? | | Yes | No |
| If so, please provide details of these: | | | |
| Reason for seeking other employment: | | | |
| Please state when you would be available to take up employment if offered: | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 7 – Previous employment and/or activities since leaving secondary education**  Starting with the most recent, please supply a complete, unbroken account of employment, volunteering and/or occupation since leaving education - including travel, unemployment etc. Please continue on a separate sheet if necessary. | | | | | |
| **Dates** | | | **Name and address of employer** | **Position held and/or duties** | **Reason for leaving** |
| From: dd/mm/yy | | |  |  |  |
|  |  |  |
| To: dd/mm/yy | | |
|  |  |  |
| From: dd/mm/yy | | |  |  |  |
|  |  |  |
| To: dd/mm/yy | | |
|  |  |  |
| From: dd/mm/yy | | |  |  |  |
|  |  |  |
| To: dd/mm/yy | | |
|  |  |  |
| From: dd/mm/yy | | |  |  |  |
|  |  |  |
| To: dd/mm/yy | | |
|  |  |  |
| From: dd/mm/yy | | |  |  |  |
|  |  |  |
| To: dd/mm/yy | | |
|  |  |  |
| **Section 8 – Gaps in your employment**  If there are any gaps in your employment history, e.g. looking after children, sabbatical year etc., please give details and dates. | | | | | |
|  | | | | | |

|  |
| --- |
| **Section 9 – Interestes**  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. |
|  |

|  |
| --- |
| **Section 10 – Suitability**  Please set out in **a separate covering letter of application**, 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. |
|  |

|  |
| --- |
| **Section 8 - Disclosure and Barring Service checks, criminal record and Children’s Barred List** |

|  |
| --- |
| Section 11: 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 Section 14 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, selection and disclosure policy and procedure'. |

|  |  |
| --- | --- |
| **Section 12 – References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer, and must be someone in a senior position. If the current or most recent employment does or did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant 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 may also telephone your referees in order to verify the reference you have provided.  The School treats all references given or received as confidential which means that you will not usually be provided with a copy. | |
| **Referee 1** | **Referee 2** |
| Position:  Title: Name:  Address: | Position:  Title: Name:  Address: |
| Telephone number:  Email: | Telephone number:  Email: |

|  |
| --- |
| **Section 13 – 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.  Copies of the School's Recruitment, Selection and Disclosure Policy and related procedures (which includes the School's policy on the recruitment of ex-offenders), and Safeguarding and Child Protection Policy are 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 Privacy Notice, which can be found here on our website. |

|  |
| --- |
| **Section 14 – 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 * I have provided details of all my online profile (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 * **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.**   Signed: ……………………………………………………… Date: …………………………  Where this form is submitted electronically and without personal signature, electronic receipt of this form by the School will be deemed equivalent to the submission of a signed version and will constitute confirmation of the declaration at Section 14. |

**Appendix 1** **Spent convictions and the DBS filtering rules**

**Spent convictions**

|  |  |  |
| --- | --- | --- |
| **Sentence** | **Rehabilitation period** | |
|  | **Aged over 18 at the time of the conviction** | **Aged under 18 at the time of the conviction** |
| * Sentence of imprisonment for life * Sentence of imprisonment, youth custody, detention in a young offender institution or corrective training of over four years for a specified offence listed in Schedule 18 to the Sentencing Act 2020 (**Specified Offence**) * Sentence of preventive detention * Sentence of detention at His Majesty’s pleasure * Sentence of custody for life * Public protection sentences (imprisonment for public protection, detention for public protection, extended sentences of imprisonment or detention for public protection and extended determinate sentences for dangerous offenders) | Never (these sentences are excluded from rehabilitation and will always be disclosed) | Never (these sentences are excluded from rehabilitation and will always be disclosed) |
| Custodial sentence of more than 4 years (not for a Specified Offence)  (Rehabilitation period begins with the day on which the sentence (including any period on licence) is completed) | 7 years | 3.5 years |
| Custodial sentence (including suspended sentences) of more than 1 year and up to, or consisting of, 4 years  (Rehabilitation period begins with the day on which the sentence (including any period on licence) is completed) | 4 years | 2 years |
| Custodial sentence of 1 year or less  (Rehabilitation period begins with the day on which the sentence (including any period on licence) is completed) | 1 year | 6 months |
| Removal from HM Service  (Rehabilitation period begins with the date of the conviction in respect of which the sentence is imposed) | 1 year | 6 months |
| Service detention  (Rehabilitation period begins with the day on which the sentence is completed) | 1 year | 6 months |
| A severe reprimand or reprimand under the Armed Forces Act 2006  (Rehabilitation period begins with the date of the conviction in respect of which the sentence is imposed) | 1 year | 6 months |
| Fine  (Rehabilitation period begins with the date of the conviction in respect of which the sentence is imposed) | 1 year | 6 months |
| Compensation order | Once paid in full | Once paid in full |
| Absolute discharge | Spent immediately | Spent immediately |
| Driving disqualification | End of the disqualification period | End of the disqualification period |
| Driving endorsement | 5 years from the date of conviction | 2.5 years from the date of conviction |
| Relevant order (includes: community and youth rehabilitation order, conditional discharge orders, restraining orders, hospital orders, bind overs, referral orders, care orders, earlier statutory orders and any order imposing a disqualification, disability, prohibition, penalty, requirement or restriction or is otherwise intended to regulate the behaviour of the person convicted) | End of the order or, if no date given, 2 years from the date of conviction - unless the order states ’unlimited’, ’indefinitely’ or ’until further order’ as in these cases it will remain unspent | End of the order or, if no date given, 2 years from the date of conviction - unless the order states ’unlimited’, ’indefinitely’ or ’until further order’ as in these cases it will remain unspent |
| Simple caution, youth caution | Spent immediately | Spent immediately |
| Conditional caution, youth conditional caution, diversionary caution | 3 months or when caution ceases to have effect if earlier | 3 months or when caution ceases to have effect if earlier |

## Filtering rules

Certain spent convictions and cautions are considered 'protected' and the DBS filtering rules mean that they are not included in a DBS certificate. Job applicants are not required to disclose protected convictions or cautions. If a protected conviction or caution is inadvertently disclosed the School will disregard that information when making a recruitment decision.

You are therefore not required to disclose information about a spent criminal conviction imposed for an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

* 11 years have elapsed since the date of the conviction;
* it did not result in a custodial sentence; and
* it was not imposed for a "specified offence".

You are not required to disclose information about a spent caution issued for an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

* six years have elapsed since the date it was issued; and
* it was not issued for a "specified offence".

You are not required to disclose information about a spent criminal conviction imposed for an offence in the United Kingdom if you were under 18 years of age at the time of the offence and:

* five and a half years have elapsed since the date of the conviction;
* it did not result in a custodial sentence; and
* it was not imposed for a "specified offence".

You are not required to disclose information about a caution issued for an offence committed in the United Kingdom if you were under 18 years of age at the time of the offence.

The list of "specified offences" can be found at:

https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check.