

## EMPLOYMENT APPLICATION

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Safer 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 will carry out online searches on applicants as part of the shortlisting exercise (see the School's Safer Recruitment Policy for further information).

**Please support your application form with a letter which should include the reason why you are applying for the post and any other information which you consider appropriate.**

**Notes for applicants are set out on Page 12 and should be read carefully before completing the form**

<b>Application for appointment as:</b>		
<b>Section 1: Personal Details (Block letters please)</b>		
Title:	Forename/s:	Surname:
Previous name/s:		Preferred name:
Address (including postcode):		Home: Mobile: Email address: Teachers Registration No (if applicable):
National Insurance Number		
Do you have the right to live and work in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any restrictions to your right to live and work in the UK which might affect your right to take up employment with us? If 'Yes' please provide details:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Address for correspondence if different from above (eg. Students in College)		

## Section 2: General

Are there any special arrangements/reasonable adjustments you may require to attend an interview? If so, please state:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where did you see our advert?	
Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor of the School? If so, please give name:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have children that attend Gosfield School?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Outside interests:	

## Section 3: 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.

**Please provide information below.**

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#### Section 4: 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 11 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 [sara.bowles@gosfieldschool.org.uk](mailto:sara.bowles@gosfieldschool.org.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 5: Education PLEASE DO NOT LEAVE ANY GAPS IN DATES**

Secondary education – please insert more rows if applicable

Name of school/college	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	From (mm/yyyy)  To: (mm/yyyy)				
	From (mm/yyyy)  To: (mm/yyyy)				

Secondary education – please insert more rows if applicable

	From (mm/yyyy)  To: (mm/yyyy)				
	From (mm/yyyy)  To: (mm/yyyy)				

**Section 6: 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.

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**Section 7: Employment - PLEASE DO NOT LEAVE ANY GAPS IN DATES AND INCLUDE MONTHS AND YEARS**  
 Please ensure that **all** employment is listed in reverse chronological order, progressing from the latest date to the earliest and in each case of employment give the reasons for leaving that employment.

**Current / most recent employer and address:**

**Job title:**

**Responsibilities:**

**Date started (month & year):**

**Date employment ended (month & year):**

**Notice Period:**

**Reason for leaving to find new employment:**

**Current salary:**

**Section 8: Previous employment – please insert more rows if applicable**  
**INDUSTRIAL, PROFESSIONAL, CLERICAL OR SOCIAL WORK AFTER THE AGE OF 18 YEARS** (including HM Forces)  
 Please explain any gaps in employment.

<b>Dates of employment (month and year):</b>	<b>Employer name and address:</b>	<b>Position held and / or duties:</b>	<b>Reason for leaving:</b>
From (mm/yyyy)  To: (mm/yyyy)			
From (mm/yyyy)  To: (mm/yyyy)			
From (mm/yyyy)  To: (mm/yyyy)			
From (mm/yyyy)  To: (mm/yyyy)			

**Section 9: Gaps in Employment**

Please provide an explanation for any periods not in education or employment

**Section 10: Personal Statement**

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

## Section 11: Referees

Please supply the names and contact details of three people who we may contact for references. **One of these 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.

**Note:** If you were known to either of your referees by another name, please give details. It is a requirement of the School to contact the referee to confirm that they have completed the reference request form themselves. This will be done once an offer of employment has been made.

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

<b>Referee 1:</b>	
Name:	
Company name & address:	
Relationship to you:	
Email address:	
Telephone number:	
<b>May we contact prior to interview?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Referee 2:</b>	
Name:	
Company name & address:	
Relationship to you:	
Email address:	
Telephone number:	
<b>May we contact prior to interview?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Referee 3:</b>	
Name:	
Company name & address:	
Relationship to you:	
Email address:	
Telephone number:	
<b>May we contact prior to interview?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	

Ensure that **all periods post 18 years of age** are accounted for in the above details. This is important for the purposes of safeguarding and assessment of salary.

## Section 12: 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 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 Safer Recruitment Policy and Safeguarding and Child Protection Policy is available for download from the School's website. Please take the time to read both policies.

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 Data Protection 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 on our website.

## Section 13: Declaration

I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children	<input type="checkbox"/>
I confirm that I am not prohibited from carrying out 'teaching work' ( <u>do not tick this box if the role for which you are applying does not involve 'teaching work'</u> )	<input type="checkbox"/>
I confirm that I am not prohibited from being involved in the management of an independent school ( <u>do not tick this box if the role for which you are applying is not a management role</u> )	<input type="checkbox"/>
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 ( <u>do not tick this box if the role for which you are applying does not involve the provision of 'childcare'</u> )	<input type="checkbox"/>
I confirm that 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	<input type="checkbox"/>
I confirm that the information I have given on this application form is true and correct to the best of my knowledge	<input type="checkbox"/>
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	<input type="checkbox"/>

Signed:	
Date:	

*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 at Section 14.*



## Section 14: 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 12 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 Safer Recruitment Policy.

*Gosfield School is a registered charity providing education for boys and girls and is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.*

## Section 16: DATA PROTECTION ACT

Gosfield School ("we" or "us") is committed to data protection and data privacy. With the General Data Protection Regulation (GDPR) enforced from 25 May 2018, we have undertaken a GDPR readiness programme to review our entire business, the way we handle data and the way in which we use it to provide our services and manage business operations.

We hold personal data on all our employees to meet legal obligations and to perform vital internal functions. This notice details the personal data we may retain, process and share with third parties relating to your employment and vital business operations. We are committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic, and managerial procedures to safeguard and secure personal data we hold.

I certify that, to the best of my belief, the information I have entered is true, and I understand that any false information or failure to discuss criminal convictions may, in the event of employment, result in dismissal or disciplinary action by the Governing Body.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Section 17: Notes for applicants

- This application form should be completed in no smaller than size 10 font.
- Any personal information entered on this form may be held on computer files.
- No other material need accompany this form except a letter of application. Testimonials should **not** be enclosed.
- Original documentary evidence of status (including Degrees and Diplomas) **will** be required of successful applicants.
- The expenses of the candidate appointed will not be paid until he or she takes up duty. The expenses of a candidate who is offered but refuses to accept an appointment will not normally be paid.
- Canvassing of Governing Body members by or on behalf of an applicant whether directly or indirectly is forbidden.

### Gosfield School Limited

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