



Staff Application Form

Applicant's name:

Position applied for:

For office use only: Checked by: Date:
--

Section 1. Personal Details

Title:	Forenames:	Surname:	
Preferred name:		Former name (including maiden name):	
Address:		Contact details:	
		Home:	
		Work:	
		Mobile:	
Post Code:		Email address:	
How long have you lived at this address? Please provide all your previous addresses for the last 5 years.			
Previous address		Previous address	
Dates lived at this address:		Dates lived at this address:	
Are you eligible for employment in the UK?		Yes	No
Do you have Qualified Teacher Status?		Yes	No
Please provide full details of your membership to any professional body.			
Do you hold a current driving licence?		Yes	No
Do you have D1 entitlement?		Yes	No
Are you a car owner?		Yes	No
If you know any member of staff, parent, pupil or governor from the <i>Beechwood Park School</i> community, please give details below:			

Section 3: Previous employment and/or activities since leaving secondary education.

Please complete **IN CHRONOLOGICAL ORDER** starting with your **FIRST** position:

Dates: (dd/mm/yy)	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)			
From: (dd/mm/yy) To: (dd/mm/yy)			

Section 4: Current 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:

Do you/did you receive any employee benefits:

Yes

No

If so, please provide details:

What are your reasons for applying?

When are you available to start employment?

Section 5: Gaps in your employment:

PLEASE DETAIL BELOW ALL GAPS IN YOUR EMPLOYMENT HISTORY.

Section 6: Other vocational qualifications, skills or training:

Please provide details of any other vocational qualifications, skills or training that you have which you consider to be relevant to the role for which you have applied.

Please complete **IN CHRONOLOGICAL ORDER** starting with the **FIRST**.

Training Course and Details	Qualifications Gained

Section 7: You

How would you describe yourself in three words?

What three words would your work colleagues use to describe you?

What do you do in your spare time?

What do you feel passionate about?

Where do you see yourself in ten years?

Section 8: Suitability:

In the context of the School's Mission to Nurture, Engage and Inspire and the job description, please detail below the skills and experience that you will bring to this role.

Section 9: 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.** If your current/most recent employment does/did not involve working 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 from all candidates before interview. The School reserves the right to take up references from any previous employer.

Referee 1			Referee 2		
Title:	Forename:	Surname:	Title:	Forename:	Surname:
Occupation:			Occupation:		
Organisation:			Organisation:		
How long have you known this referee?			How long have you known this referee?		
Address:			Address:		
Post Code:			Post Code:		
Email:			Email:		
Telephone number:			Telephone number:		
May we contact prior to interview?			May we contact prior to interview?		
Yes	No		Yes	No	

10. Data Protection	
<p>The School will only use the information you provide on this form to process your application for employment and will store the personal information that you provide in a confidential manner to aid our recruitment process. More details as to how we will process your data is available in the School's <i>Data Protection, Record Keeping and Retention of Records Policy</i>.</p> <p>If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.</p> <p>We may check the information you provide on this form with third parties.</p>	
11. Declaration	
<p><i>As the position for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), full reference checks, and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.</i></p>	
<ul style="list-style-type: none"> I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children. 	<input type="checkbox"/>
<ul style="list-style-type: none"> I confirm that I am not prohibited from carrying out 'teaching work'. <i>(Do not tick this box if the role for which you are applying does not involve 'teaching work'.)</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> I confirm that I am not prohibited from being involved in the management of an independent school. <i>(Do not tick this box if the role for which you are applying is not a management role.)</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> 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>(Do not tick this box if the role for which you are applying does not involve the provision of 'childcare'.)</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> 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"/>
<ul style="list-style-type: none"> 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"/>
Signature: _____	Date: _____
<p>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 11.</p>	

EQUAL OPPORTUNITIES MONITORING FORM

We will detach this section of the form from your application and use it solely for equality monitoring purposes. This form will be kept separately from your application.

Beechwood Park 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 and used as set out in the School's *Data Protection, Record Keeping and Retention of Records Policy*.

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

Position applied for:

Gender: *(Please specify)*

Date of Birth:

Ethnicity:

White:

White British <input type="checkbox"/>	Any other white background* <input type="checkbox"/>
--	--

Mixed:

White and Black Caribbean <input type="checkbox"/>	White and Black African <input type="checkbox"/>
White and Asian <input type="checkbox"/>	Any other mixed background* <input type="checkbox"/>

Black or Black British:

Caribbean <input type="checkbox"/>	African <input type="checkbox"/>
Any other Black background* <input type="checkbox"/>	

Asian or Asian British:

Indian <input type="checkbox"/>	Pakistani: <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Any other Asian background* <input type="checkbox"/>

Chinese or other Ethnic Group:

Chinese <input type="checkbox"/>	Other Ethnic Group: <input type="checkbox"/>
----------------------------------	--

**Please specify other*

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:

Appendix A: APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE

1. General

Beechwood Park (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School’s Application Form and recruitment process must be directed to the HR Manager.

2. Application Form

The School will only accept applications from candidates completing the relevant 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. Applicants will receive a Job Description and Person Specification for the role applied for.

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

The School requires the successful applicant to complete a *Disclosure Form* from the *Disclosure and Barring Service (DBS)* for the post and, where appropriate, a check of the *Barred List* maintained by the *DBS* will be made. The School will make any offers of appointment conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.

The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Head immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head for more details.

The School has a legal duty under section 26 of the *Counter-Terrorism and Security Act 2015* to have ‘due regard to the need to prevent people from being drawn into terrorism’. This is known as the *Prevent* duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a *Prevent* duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, the School will ask your current employer 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, the School will ask that previous employer about those issues. Where neither your current nor previous employment has involved working with children, we will still ask your current employer about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

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 a possible referral to the police and/or *DBS*.

3. Invitation to Interview

The Head will short-list candidates according to the relevance and applicability of their professional attributes and personal qualities to the role. He will invite short-listed applicants to attend a formal interview to discuss their relevant skills and experience in more detail.

Prior to the interview and as part of the shortlisting process, the *School* will have carried out an online search (including social media) as part of our due diligence process, to identify any incidents or issues that have happened and are publicly available online. The *School* might want to explore any incidents at interview.

All formal interviews will have a panel of at least three people chaired by the Head, the Bursar or another designated senior member of staff. The Chair of Governors should chair the panel for the Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should therefore withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview 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 complete the ***Suitability to Work with Children Self-Declaration Form*** and bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. 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 must also bring to the interview:

1. A current driving licence including a photograph and paper counterpart or a passport;
2. A full, original birth certificate;
3. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
4. Where appropriate any documentation evidencing a change of name;
5. Where applicable, 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 reasonable adjustments or arrangements to assist them in attending the interview.

4. 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), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the School;
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012;
5. Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status;
6. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999), where relevant;
7. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. For a teaching candidate transferring from overseas, this shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked;
8. Evidence of satisfactory medical fitness;
9. Confirmation from the candidate that they are not disqualified from providing childcare as set out in the statutory guidance *Disqualification under the Childcare Act 2006 (July 2018)* OR receipt of a signed *Staff Suitability Declaration* form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance *Disqualification under the Childcare Act 2006 (July 2018)*;
10. For a candidate to be employed into a senior management position as set out within the School's *Recruitment, Selection and Disclosures Policy and Procedure*, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
11. If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and used as set out in the School's *Privacy Notice* and the *Data Protection, Record Keeping and Retention of Records Policy*.

This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School etc.

The School is aware of its duties under the *Equality Act 2010*. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

5. References

We will seek the references referred to in section 4 above for all shortlisted candidates, including internal 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 at the time of submitting your application.

For internal candidates, formal written references may be sought from a senior person with appropriate authority.

We will ask all referees 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.

6. Criminal Records Policy

The School will refer to the *Department for Education (DfE)* document, *Keeping Children Safe in Education* and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the *DBS Code of Practice*, a copy of which may be obtained on request or accessed here at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

7. Retention and Security of Records and Data Protection

The School will comply with its obligations regarding the retention and security of records in accordance with the *DBS Code of Practice* and its obligations under its *Data Protection Policy*. Copies of *DBS* certificates will not be retained for longer than 6 months. Details of how we use candidates' data is explained in the *Data Protection, Record Keeping and Retention of Records Policy*.