

‘Committed to inclusion, passionate about learning’

**ACTION FOR EQUALITY**

Danegrove Primary School aims to ensure that no job applicant or employee receives less favourable treatment than another on grounds of sex, race, colour, ethnic origin, religion, marital status, sexuality, disability, age (within the context of normal retirement age) or any other factor unrelated to the requirements of the job and which are not restricted by legislation.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS** We are committed to safeguarding children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

|  |  |
| --- | --- |
| Post applied for | |
| Vacancy No. |  |

PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Surname: | First name(s): | |
| Former or changed name(s): | | |
| National Insurance Number: | | Current Address: |
| Proof of Right to Work In the UK: | |
| Home Tel: | |  |
| Work Tel: | | Post Code: |
| Email: | |  |
| Teacher Reference Number:  (previously known as GTC/DfE/DfES number) | | Do you hold QTS? Yes / No  If so, please give date of the award. |
| Have you successfully completed a period of Induction as a Qualified Teacher in this country where the DfE required this? Yes / No | |  |
| Do you consider yourself to have a disability?  Yes / No | | Please tell us about any reasonable adjustment you need to help you with your employment application |

RELATIONSHIPS & CANVASSING

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| --- |
| Please declare below any family or close relationship with an existing trustee, employee, governor, or someone whom has an association with Danegrove Primary School. CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS |

CURRENT OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER

|  |  |  |
| --- | --- | --- |
| Employer’s name | Position held | |
| Employer’s address | | Date started |
|  | | Date finished |
|  | | Reason for leaving |
| Salary | | Other Benefits |

**Brief description of duties, responsibilities etc**

ALL PREVIOUS EMPLOYMENT - since leaving school, including voluntary work. Please list most recent first.

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| --- | --- | --- | --- | --- |
| From | To | Name and address of employer | Position held | Reason left |
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EDUCATION, VOCATIONAL TRAINING AND QUALIFICATIONS relevant to the position. Please list most recent first

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| --- | --- | --- | --- | --- | --- |
| From | To | Establishment | Examinations, qualifications, grades and achievements | Awarding Body | Date of Award |
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MEMBERSHIP OF PROFESSIONAL BODIES – relevant to the position applied for

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| --- | --- |
| Name of Professional Body | Reference/Membership Number |
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| **FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION (By using clear, identifiable examples, please demonstrate how you meet the criteria indicated on the person specification. You may use additional sheet(s) if you require – please ensure that these are numbered and have your name and post applied for clearly marked). Your supporting statement should be no more than 3 pages in A4 format.** |
| OTHER RELEVANT ACHIEVEMENTS |
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REFERENCES

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| Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. Please note that requests not to contact the referee prior to interview may be over-ruled where Safeguarding rules apply. References from friends or purely social acquaintances are unacceptable. |

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| --- |
| Name |
| Position |
| Relationship |
| Address  Postcode |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

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| --- |
| Name |
| Position |
| Relationship |
| Address  Postcode |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

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CRIMINAL RECORDS

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| Having an unspent conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant.  A letter X in the vacancy number indicates that the post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the job information pack sent to you with this application form will contain more information. For these posts the successful candidate will be required to disclose any ‘spent’ convictions and any offer of appointment is conditional upon the successful candidate producing an acceptable Criminal Records disclosure.  **CRIMINAL RECORDS DECLARATION**  I confirm that **I am not** on Section 142 of the Education Act, disqualified or barred from working with children and/or vulnerable adults, or subject to sanctions imposed by a regulatory body and have no convictions, cautions, reprimands, warnings or bind-overs.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….……  I confirm that **I am** on Section 142 of the Education Act, and/or disqualified or barred from working with children and/or vulnerable adults, or have been subject to sanctions imposed by a regulatory body and/or have ‘spent’ or ‘unspent’ convictions, cautions, reprimands, warnings or bind-overs and have attached details in a sealed envelope marked ‘’private and confidential – appointing officer only’’.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….…… |

DECLARATIONS

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|  | I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 1998 for XXX Trust to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….……  **NB - If you are not notified in writing within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion.** |

**Criminal Records Declaration Form**

**You must fill in the information below and return this form with your application form.**

**Please refer to the attached guidance notes and policy statement first.**

**Applicants must complete EITHER Box A OR B. All applicants should complete Box C.**

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| --- | --- | --- | --- |
| **Vacancy Number** |  | **Full Name** |  |
| **School/Academy** |  | **Position applied for** |  |
| **Box A:** Complete this box if you have never had a conviction, caution, reprimand or warning OR any conviction, caution, reprimand or warning you have will not appear on your Disclosure and Barring Service certificate of criminal record, as defined in the Guidance Notes below. Note some offences will always appear on a DBS certificate.  **I HAVE NO CONVICTIONS, CAUTIONS, REPRIMANDS OR WARNINGS.**  I confirm that the details shown above are an accurate record of the information that will appear on my Disclosure and Barring Service Certificate and understand this will be discussed with the Appointing Officer/Panel if I am invited to an interview.  **Signature……………………………………………… (Applicant) Date …../…./…….** | | | |
| **Box B:** Complete this box to record details of any conviction, caution, reprimand or warning you have that will appear on your Disclosure and Barring Service certificate of criminal record, as defined in the Guidance Notes below. Note some offences will always appear on a DBS certificate.  **I HAVE THE FOLLOWING CONVICTIONS, CAUTIONS, REPRIMANDS AND/OR WARNINGS:**  ***…………………………………………………………………………………………………………………***  ***…………………………………………………………………………………………………………………***  ***…………………………………………………………………………………………………………………***  ***…………………………………………………………………………………………………………………***  ***…………………………………………………………………………………………………………………***  ***………………………………………………………………………………………………………………***  I confirm that the details shown above are an accurate record of the information that will appear on my Disclosure and Barring Service Certificate and understand this will be discussed with the Appointing Officer/Panel if I am invited to an interview.  **Signature……………………………………………… (Applicant) Date …./……/……** | | | |

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| **Box C:** All applicants should complete this box.   1. Do you already have an Enhanced Disclosure and Barring Service Certificate for working with children or children and adults?   YES/NO   1. Was this certificate issued to you on or after 17 June 2013?   YES/NO   1. Are you currently registered with the DBS Update Service?   YES/NO  Answer this question only if the answer to ALL THREE questions above is YES: Do you give your permission for the Appointing Officer to carry out a status check with the DBS to confirm that your DBS certificate is up-to-date?  YES/NO  **Signature……………………………………………… (Applicant) Date …./……/……** |

**For completion by the Appointing Officer:**

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| **OVERSEAS ADDRESS CHECK – if applicable**  **APPLICANT NOTIFIED AND OBTAINING RELEVANT CHECK – YES / NO**  **COUNTRY / COUNTRIES RELEVANT CHECK REQUIRED FROM:** | |
| As Appointing Officer I have discussed with the applicant any details, as recorded above, that might appear on their DBS Certificate, in accordance with the Criminal Records Code of Practice. | |
| **Printed Name of Appointing Officer** | **Position** |
| **Signature** | **Date** |

**Guidance Notes**

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| **How do I know whether any conviction, caution, reprimand or warning I have received must be declared in Box B?**  As part of the safer recruitment process applicants are required to disclose relevant criminal offences prior to interview. The law no longer requires all convictions and cautions to be disclosed as some old and minor convictions are filtered out and no longer appear on an applicant’s DBS certificate of criminal record. If the conviction or caution will no longer appear on the DBS certificate then you are not required to disclose it in Box B above and we are not entitled to ask you about it.  **The following will no longer appear on a DBS certificate:**   * **For those 18 or over at the time of the offence:**   An adult conviction will be removed from a DBS criminal record certificate if:   * 11 years have elapsed since the date of conviction; and * it is the person’s only offence, and * it did not result in a custodial sentence.   Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included.  An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.   * **For those under 18 at the time of the offence:**   The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years.  The same rules apply as for adult cautions, except that the elapsed time period is 2 years.  **The following will always appear on a DBS certificate:**  Any convictions, cautions, reprimands or warnings in relation to serious offences including sexual offending, violent offending and/or safeguarding must be disclosed in Box B. An indicative list of those offences is available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>. This is not the complete list as the legislation also extends to cover similar offences committed under the law of Scotland and Northern Ireland or under  laws relevant to the armed services. |
| **Overseas Check for Successful Applicant only**  If the Appointing Officer requires a criminal record check for an applicant who has lived abroad you must access the DBS website and follow the appropriate guidelines to obtain the overseas checks that are required:    <https://www.gov.uk/dbs-check-requests-guidance-for-employers> |

**Policy Statement - Criminal Records Declaration Form**

**Statement of commitment to safeguarding children and young people**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

**Why we need you to declare your criminal convictions and other related information?**

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, warnings and bind-overs, unless they are regarded as ‘spent’, as described in the Guidance Notes above, must be declared. Some offences are regarded as never being spent for jobs working with children.

We therefore ask you to complete the Criminal Records Declaration Form as fully as possible and return it with your application form. The only people who will see the information will be those directly involved in the recruitment process. All information will be handled in accordance with our Criminal Records Code of Practice. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS), unless you have an existing certificate on the right level and type for the post you have applied for and are registered with the DBS Update Service.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offences, as set out in our Criminal Records Code of Practice. We also comply with the Disclosure and Barring Service’s Code of Practice, which is available on their website at <https://www.gov.uk/government/publications/dbs-code-of-practice>

We ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences.

**What will happen before interview if you are short-listed?**

Other than in exceptional circumstances, we will take up detailed references from your current and previous employers before you are invited for interview. If you have worked with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children. We will also ask if you have been the subject of any child protection allegations or concerns and if so, the outcome of any investigation and how the matter was resolved, however your employer should not disclose cases in which an allegation of abuse was proven to be false, unsubstantiated, unfounded or malicious.

**What will happen at the interview stage?**

If you are invited for interview, we shall assess issues relating to safeguarding and promoting the welfare of children and young people including:

* + - your motivation to work with children and young people;
    - your ability to form and maintain appropriate relationships and personal boundaries with children

and young people;

* + - your emotional resilience in working with challenging behaviours; and
    - your attitude to the use of authority and maintaining discipline.

We will also ask you to confirm that you have correctly completed the Criminal Records Declaration Form and discuss with you any information that you have declared.

**What will happen if you are offered the post**

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK and your qualifications. We will ask you to complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service, unless we have agreed to accept a previous certificate issued and carried out a status check using the DBS Update Service which has confirmed there is no additional information available since the certificate was issued. For those in management or leadership posts we will also require that a section 128 direction is made either through the (enhanced) DBS or alternatively through the Teaching Regulations Agency. The Department for Education guidance indicated that these checks should be carried out for relevant roles with effect from 11th August 2015.

We will also check:

* whether you are barred from working with children in a regulated activity, where relevant. It is a criminal offence for someone who appears on the Children’s Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
* with the Teaching Regulation Agency (formerly NCTL) that you are not prohibited from teaching;
* your QTS or Qualified Teacher Learning and Skills (QTLS) status with the Institute for Learning, if relevant; and
* that you are medically fit to undertake the role.

**False Information**

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

**PLEASE NOTE**

As of 31 August 2018, the Government has removed the statutory duty to disclose an association with a disqualified person. Employers within education and nursery provision still have the duty to safeguard children which includes taking a broad view of risks to children within and without the school. Schools should be aware that, in order to ensure that children continue to be safeguarded, the Government intends to amend statutory safeguarding guidance to encourage schools to have in place policies which make clear the expectations they place on staff, including where their relationships and associations outside the workplace may have implications for the safeguarding of children.

**Job Applicant Privacy Notice (compliant with GDPR)**

As part of any recruitment process, Danegrove Primary School collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Danegrove Primary School collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

Danegrove Primary School may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former

employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Danegrove Primary School process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For

example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Danegrove Primary School has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

We may also need to process data from job applicants to respond to and defend against legal claims. Danegrove Primary School may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Danegrove Primary School may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes

members of the School’s HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. We also share your data with former employers and referees to obtain references for you prior to interview.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. Employment background check providers will be provided with your details, to obtain necessary background checks. Also, Payroll providers to administer pay and associated matters.

How does Danegrove Primary School protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Danegrove Primary School keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six)

months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your Application whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be shared with Payroll and Human Resources providers (electronic and paper based) and retained during your employment within the Danegrove Primary School.

The periods for which your data will be held will be provided to you in a new privacy notice.

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where Danegrove Primary School is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please email Alison Moretti, School Business Manager, [office@danegrove.barnetmail.net](mailto:office@danegrove.barnetmail.net).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Danegrove Primary School during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.