

Hurlingham

School

**Application Form**

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| 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. Please note that 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. |
| **Position applied for:** |

| Section 1: Personal details | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Title:  Dr/Mr/Mrs/Miss/Ms | | Forenames: | | | Surname: | |
| Date of birth: | | | Former name: | | | |
| Do you have Qualified Teacher Status?  Yes  No | | | Preferred name: | | | |
| Teacher’s R P Number (if applicable): | | | National Insurance number: | | | |
| Current Address: | | | Telephone number(s):  Home:  Work:  Mobile:  Email address: | | | |
| Previous Address: |  | | | | | From:  To: |
| Are you eligible for employment in the UK? | | | | Yes | | No |
| Please provide details: | | | | | | |
| Do you have a current Enhanced Disclosure and Barring (DBS) certificate? Is the certificate on the update service? | | | | | | |

| Section 2: Education  Please start with most recent | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of  school  /college  /university | Dates of attendance | | | Examinations | | | |
| Subject | Result | Date | Awarding body |
|  | From:  dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To:  dd / mm / yy | | |
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|  | From:  dd / mm / yy | | |  |  |  |  |
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|  | From:  dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To:  dd / mm / yy | | |
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| Section 3: 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 4: 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 of these: | | | | |
| Reason for seeking other employment: | | | | |
| Please state when you would be available to take up employment if offered: | | | | |

| Section 5: Previous employment and / or activities since leaving secondary education  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 | | |
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| From:  dd / mm / yy | | |  |  |  |
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| From:  dd / mm / yy | | |  |  |  |
|  |  |  |
| To:  dd / mm / yy | | |
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| Section 6: Gaps in your employment  If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. | | | | | |
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| Section 7: 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. |
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| Section 8: 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 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. |
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| Section 9: Existing Contacts within School  Please indicate if you know any existing employees or parents at the school, and if so how you know them. |
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| Section 10: Criminal record | | |
| 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 13 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 our 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 convictions 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. | | |
| Have you been convicted by the courts of any criminal offence? | Yes | No |
| Is there any relevant court action pending against you? | Yes | No |
| Have you ever received a caution, reprimand or final warning from the police? | Yes | No |
| If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | | |

| Section 11: 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 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 from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.  If the School received a factual reference i.e. one which contains 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 may also telephone your referees in order to verify the reference they have provided. | |
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| Referee 1 | |
| Name: | |
| Organisation: | Telephone: |
| Occupation: | Email: |
| Address: | May we contact prior to Interview?  Yes  No |
| Referee 2 | |
| Name: | |
| Organisation: | Telephone: |
| Occupation: | Email: |
| Address: | May we contact prior to Interview?  Yes  No |

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| 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.  Copies of the School's recruitment policy 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 after six months.  **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 the School’s website. |

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| Section 13: Declaration |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not named on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. * 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 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 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. * 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. * I consent to the School making direct contact with the people specified as my referees to verify the reference.   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 13. |

# Spent convictions and the DBS filtering rules

## Spent convictions

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| Sentence | Rehabilitation period  (in all cases the period commences from the date of the conviction) | |
|  | Aged over 18 at the time of the conviction | Aged under 18 at the time of the conviction |
| Prison sentence for a term exceeding 6 months but less than 2.5 years | 10 years | 5 years |
| Prison sentence for a term of 6 months or less | 7 years | 3.5 years |
| Fines, probation, compensation, community service, reparation orders, curfew orders | 5 years | 2.5 years |
| Absolute discharge | 6 months | 6 months |

Prison sentences of more than two and a half years are never considered spent.

## Filtering rules

You are not required to disclose information about spent criminal convictions if you were over 18 years of age at the time of the offence and:

* 11 years have elapsed since the date of conviction;
* it is your only offence;
* it did not result in a custodial sentence; and
* it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction 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 conviction;
* it is your only offence;
* it did not result in a custodial sentence; and
* it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

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