

HIGHGATE SCHOOL
APPLICATION FOR EMPLOYMENT

VACANCY: _____

DEPARTMENT: _____

If you need assistance completing this form, please contact the HR Officer (telephone: 020 8347 2104; email: hrofficer@highgateschool.org.uk). If you ask someone else to complete the form on your behalf, please ask them to indicate this.

Highgate School is committed to the safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

The School is in receipt of guidance from the DCSF (Safeguarding Children and Safer Recruitment Education DfES 04217-2006BKT-EN) which directs that application forms should contain dates of birth and a full history in date order since leaving education with start dates and end dates, together with explanations for any periods when the applicant has not been in paid employment.

The application form must be completed in full before it can be considered. An incomplete application form or form containing gaps in the information provided may be returned for completion before it can be considered.

SECTION A: PERSONAL DETAILS

SURNAME: _____

FORENAMES: _____

Please underline the name by which you like to be known

DATE OF BIRTH: _____ **GENDER:** _____

NAT INSCE NO: _____ **DSCF REF NO:** _____

NATIONALITY: _____

All employees are required to show that they are entitled to work in the UK (eg on the basis of UK or EU citizenship). Please state your entitlement to work in the UK.

CURRENT ADDRESS: _____

PREVIOUS ADDRESS/ES *(if resident at current address for less than five years)* **with dates:**

CONTACT DETAILS:

Home telephone: _____ **Mobile:** _____

Email: _____

SECTION D: REFEREES

Please provide the names and contact details of two referees. One referee should be your current or most recent employer. In cases where the applicant is currently not working with children but has done so in the past, one reference must be from the employer by whom you were most recently employed in work with children. Please note that the School will not accept references from relatives or referees writing solely in the capacity of friends.

Referee 1

Name: _____

Post: _____

Address: _____

Telephone no(s): _____

Email address: _____

Referee 2

Name: _____

Post: _____

Address: _____

Telephone no(s): _____

Email address: _____

SECTION E : DECLARATION – QUESTIONS 2 – 6 MUST BE ANSWERED EITHER “YES” OR “NO”.

1 I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared.

2 **Have you ever been convicted of any criminal offence?** **Answer:**
(If so, give details; note that ‘spent’ convictions must also be declared.) Although the CRB check will confirm the position, you should take this opportunity to advise us of any offences. Please list dates of any convictions in a sealed envelope marked ‘confidential’.

3 **Have you ever received a caution or bind-over?** **Answer:**
Please list details of any cautions or bind-overs in a sealed envelope marked ‘confidential’.

4 **Have you ever been dismissed, or forced to resign, from any previous employment?** *If so please give details.* **Answer:**

5 **Have you been part to a compromise agreement in this or any previous employment?** **Answer:**

6 **Do you suffer from any medical condition which may prevent you from giving effective, continuous, service at Highgate?** *If so please give details.* **Answer:**

7 **I have not been disqualified from working with children, I am not named on the Children’s Barred List or the Adults’ Barred List or the Protection of Children Act List, and I am not subject to any sanctions imposed by any regulatory body, such as the General Teaching Council.**

All offers of employment are made on the basis of the information provided in this application and by signing it you declare that the information is complete and true, and nothing relevant has been omitted.

SIGNATURE:

Date:

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

Post applied for:

Applicant name:

Extra-curricular activities

This purpose of this questionnaire is to enable applicants for teaching posts to summarise the leisure and recreational activities (especially, those not related to their teaching subject) that interest them. It also gives applicants the opportunity to indicate which of these activities they would like to bring to Highgate School, to enrich the School's extra-curricular provision.

Please fill in the grid below. We recognise the importance of supporting and training all our staff, so please let us know what you think your needs would be in this area. For example, if you play football yourself, you might want to be involved with football at school, but would like some training beforehand in refereeing and the health and safety aspects of supervising a pupil game. By mentioning something below, you are not committing yourself to undertaking that activity if you are employed at Highgate, but your interests may be explored at interview and an offer of employment would refer to the extra-curricular interests covered at interview.

Types of activity you might like to consider are: cultural (e.g. film, theatre, literary or art appreciation); creative (e.g. art, music, drama or writing); physical (e.g. outdoor activities, indoor recreation or competitive sport); community service, voluntary and charity work (local or overseas); your hobbies (anything, from origami to ornithology).

Activity	When do you do (or when last did you do) this activity? What is / was the frequency?				Your level or standard e.g. "beginner", "good", "expert" "keen amateur"	How would you like to offer this activity at Highgate School?	What training or support do you think you would require?
	At school	At university	In the last 6 months	Currently			

Please continue on a separate sheet if necessary.

HIGHGATE SCHOOL

APPLICATION & RECRUITMENT PROCESS - EXPLANATORY NOTES

Applications

- Applications will only be accepted from candidates completing this application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason.
- 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. Please see job description for the post.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- Where appropriate the successful applicant will be required to complete an Application for Disclosure from the Criminal Records Bureau at the appropriate level for the post.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked 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, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer 'not applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the Police and/or Independent Safeguarding Authority.

Invitation to Interview

- If you are invited to interview this 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 bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg. 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 from the awarding body.
- All candidates invited to interview must also bring with them: (1) a current driving licence including a photograph or a passport or a full birth certificate; (2) a utility bill or financial statement showing the candidate's current name and address and (3) where appropriate any documentation evidencing a change of name. *Please note that originals of the above are necessary – photocopies or certified copies are not sufficient.*

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; (2) verification of identity and qualifications; (3) a check of the Children's Barred List, the Adults' Barred List and the Protection of Children Act List as appropriate; (4) a satisfactory CRB disclosure; (5) verification of professional status such as GTC registration, QTS Status where required, or NPQH; (6) for teaching posts verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); (7) where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance; (8) for teachers verification of medical fitness in accordance with DfES Circular 4/99 Physical & Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training; (9) satisfactory completion of the probationary period.

Warning

Where a candidate is:

- found to be on the Children's Barred List or the Adults' Barred List or the Protection of Children Act List or the CRB disclosure shows that s/he has been disqualified from working with children by a court; or
 - found to have provided false information in, or in support of, his/her application; or
 - the subject of serious expressions of concern as to his/her suitability to work with children;
- the facts will be reported to the Police and/or the Independent Safeguarding Authority.