



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

Clarence Lane, London SW15 5PY

Tel: 020 8876 9991

E-mail: recruitment@ibstockplaceschool.co.uk

POST APPLIED FOR:

SECTION 1 – PERSONAL DETAILS

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Address:	Former name:	
	Preferred name:	
	National Insurance number:	
	Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Please provide details: Do you require sponsorship to take up this position? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Telephone number(s): Home: Work: Mobile: Email address:	Do you have Qualified Teacher status? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If so please give your Teacher Reference Number:	
	Have you completed an induction period as a Newly Qualified Teacher/Early Careers Teacher? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details.

SECTION 2 – EDUCATION

Please start with the most recent

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	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 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. Please also specify the date any qualifications were awarded, as well as the name of the awarding body.

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SECTION 4 – EMPLOYMENT

Current/most recent employer:

Current/most recent employer's address:

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Current/most recent job title:	Date started:
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Brief description of responsibilities:	Date employment ended (if applicable):
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Current salary/salary on leaving:	Do you/did you receive any employee benefits? If so, please provide details of these.
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Are you currently engaged in any legal action or dispute with your current, or any former, employer?
 Yes/No
 If yes, please provide details:

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			
From: dd/mm/yy			

To: dd/mm/yy			
From: dd/mm/yy			
To: dd/mm/yy			

SECTION 6 – GAPS IN EMPLOYMENT

Please explain if there are any gaps in your employment history.

SECTION 7 – OVERSEAS WORK OR RESIDENCY

Please explain whether you have worked or lived abroad for more than 3 months in last 10 years.

SECTION 8 – INTERESTS

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity

SECTION 9 – WHAT CAN YOU OFFER US?

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the post description and describe any 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.

SECTION 10 – HEALTH

The School is committed to being an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Equality Act 2010 ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled? Yes No

If you wish, please give further details here

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Are there any special arrangements you might require to attend an interview? Yes No

If yes, please give details here

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If offered the position applied for, (on the basis of the post description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role?

Yes No

If yes, please give details here

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In accordance with the guidance published by the DfE any offer of employment made by the School will be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the School's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School's medical adviser to seek access to your medical records and/or for you to be referred to a specialist clinician.

SECTION II – 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 involve work with children, then your first referee should be from the Head of the School with whom you most recently worked with children.

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.

Are you currently engaged in any legal action or dispute with your current, or any former, employer?

Yes No

If '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.

Referee 1

Referee 2

Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Telephone number:	Telephone number:
Email address:	Email address:
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

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 posts within the School 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.

As part of our safeguarding obligations, we will carry out online searches on you as part of our due diligence. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore more at interview. In doing this, we will only be looking at information which might potentially impact your ability to carry out the role, and we recognise that there is a difference between your public and private life.

We will carry out this search if you are shortlisted for the position you are applying for.

If you have any comments regarding this process, please do note this below. We can then consider this as part of the process.

A copy of the School's Recruitment Policy will be made available on request.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

SECTION 13 – DECLARATION OF OFFENCES

If you are shortlisted for the position you are applying for, you will be required to complete a Declaration of Offences, giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Any offer of employment will be made conditional upon a satisfactory Enhanced DBS check including a Child's Barred List check, where applicable to the role in question.

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Are you currently member of the DBS Update Service? Yes No

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on the DBS can be found [HERE](#).

A copy of the School's Recruitment of Applicants with a Criminal Record Policy is available upon request.

Childcare Disqualification Requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

All shortlisted candidates for positions which will involve being responsible for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance [HERE](#).

Prohibition Checks

Following successful interview, the School will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates appointed within a classroom-based job role, irrespective of whether the role permits for unsupervised "teaching work" as defined by The Teachers' Disciplinary (England) Regulations 2012. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children [and young people] according to child protection and safeguarding guidelines and we expect all staff to share this commitment.

The post you are applying for is classed as having a high degree of contact with children and involves "regulated activity". As such it is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced DBS check, including a Child[/Adult]'s Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

A copy of the School's Child Protection Policy available on our website at: <https://www.ibstockplaceschool.co.uk>

Data Protection

The School processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

SECTION 14 – 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 on either the ISA Children's barred list or the ISA Vulnerable Adults barred list, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I confirm that I have never been referred to the NCTL. (If you are unable to do so, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form, in order that the School may consider whether you are suitable for employment).
- 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 securely processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- If I am appointed, personal information about me may be computerised for personnel administration purposes within the terms laid down by the School's Privacy Notice.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.
- Should I be employed, I agree to completing a full disclosure for the Disclosure and Barring Service.

Signature: _____ Date: _____

Print Name: _____