



Please read these notes carefully before you complete the application form.

Introduction

We use an application form, rather than asking for CVs to make sure that we treat all applicants fairly and equally. The application form ensures that all applicants present their information in the same standardised format and only tell us what we need to know.

Please do not attach a CV - even if you do, we will not consider it.

- Please complete the form using black ink or a computer.
- When completing electronically, please begin typing into the grey box where these are provided.
- If any section does not apply to you, please write N/A.
- A separate Letter of Application is not required.

The post	
<ul style="list-style-type: none"> • Please insert the title of the job you are applying for and the closing date. 	
Section 1	Personal details
<ul style="list-style-type: none"> • Please complete this accurately so we can contact you during your application. • The email address stated must be a personal one and not one with a current employer. • You need to supply a national Insurance number – proof of this will be required at a later stage. • Teachers must give their Teacher Reference Number and the date of gaining Qualified Teacher Status. 	
Section 2	Present or last employer
<ul style="list-style-type: none"> • Briefly describe the duties and responsibilities you held during this employment. Include any duties that you consider to be of particular relevance to the post you are applying for and particular achievements within the role. • If your most recent experience is as a volunteer, please enter those details, stating ‘none’ for the salary. 	
Section 3	Previous employment
<ul style="list-style-type: none"> • Please give details of your full employment history in date order. You must list all employment, career breaks, and periods of unemployment, education and voluntary work without any gaps. • In accordance with the ‘Safer Recruitment’ Guidelines, including <i>Keeping Children Safe in Education</i>, we ask for employment dates for all posts. • Do not list the post given in Section 2, unless there has been a gap in employment or the roles within the same organisation are different. • You may insert additional lines in the table if needed. 	
Section 4	Education, training & qualifications
<ul style="list-style-type: none"> • Please list any qualifications and relevant training you have gained and grades. • You must do this for qualifications at Year 11, such as GCSE and BTec, as well as any additional formal qualifications. • When listing qualifications, be specific not generic, so simply stating ‘GCSEs’ without subjects or grades is not acceptable. 	
Section 4	Training relevant to this post
<ul style="list-style-type: none"> • Please list any training that you have undertaken, either in-house with your current employer or through accredited training schemes such as National Online Safety or EduCare. • Any safeguarding courses are to be listed – verification may be required at a later stage. 	
Section 4	Member of professional bodies
<ul style="list-style-type: none"> • A professional body (also referred to as a professional institute) can be defined as an organisation that holds individual members who are personnel associated with a specific profession, interest or occupation. The professional membership application process varies depending on the type of professional body that you are becoming a member of. Categories such as ‘Associate’, ‘Member’ or ‘Fellow’ may apply. • Please state whether by election, exemption or examination. • This section is not for listing any trade union or equivalent. 	



Section 5	Information in support of your application
	<ul style="list-style-type: none"> The response to this section is extremely important and will be the basis of the short-listing panel's decision for interview invitations. Please give details of any relevant experience, skills or knowledge to support your application. Your reasons for applying to Walkwood Church of England Middle School should also be included. Please do not use abbreviations within the text. There is a limit of two pages (unless the applicant information booklet states otherwise) with the font and size made clear.
Section 6	Referees
	<ul style="list-style-type: none"> Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. This section is essential and is part of <i>Keeping Children Safe in Education</i>. You may not leave out any line that is indicated by a grey box.
Section 7	Online checks
	<ul style="list-style-type: none"> In accordance with our statutory obligations under Keeping Children Safe in Education, Walkwood Church of England Middle School may conduct an online search as part of our due diligence on shortlisted candidates. You are given the opportunity to state any social media information that would be publicly available and may come to light in an online search.
Section 8	General
	<ul style="list-style-type: none"> Please answer 'Yes' or 'No' where indicated. Type into the grey box or add information by writing next to these.
Section 9	Declaration
	<ul style="list-style-type: none"> We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. You must take due regard to the statements contained within this section, but are not required to add any information at this stage.
Section 10	Reasonable adjustments for a disability
	<ul style="list-style-type: none"> If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process.
Section 11	Health/medical details
	<ul style="list-style-type: none"> You are not required to add any information within this section at this stage. Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination
Section 12	Data protection
	<ul style="list-style-type: none"> You are not required to add any information within this section at this stage. You need to read the Recruitment Privacy Notice.
Section 13	Declaration
	<ul style="list-style-type: none"> You must declare that all the information contained within the application form is correct, that you have a legal right to work in the United Kingdom and are not barred from working with children. Be aware that documentation that provides proof may be called for at a later stage in the selection process.



Monitoring Equality and Diversity in Employment form

In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

Monitoring Equal Opportunities Guidelines

We have adopted an Equal Opportunities Policy, to meet the needs of our diverse community, and to comply with equal opportunities legislation. This means that we welcome applications regardless of:

- | | |
|---|--|
| <ul style="list-style-type: none">• Age• Colour• Disability• Ethnic or National Origins• Marital status• Nationality | <ul style="list-style-type: none">• Political Belief• Race• Religion or Belief• Sexual Orientation• Trade union membership and activity• Unrelated criminal convictions |
|---|--|

We also undertake to treat all job applications and employees fairly.

To ensure that we are not discriminating unfairly and to measure how effective our Equal Opportunities Policy is, (and for no other purpose) we monitor all job applicants and employees by ethnic origin, gender, disability, sexual orientation, religion or belief and age.

Equal Opportunities Policy Statement

We are committed to Equal Opportunities. We wholeheartedly accept our legal obligations under:

- The Race Relations Act 1976; the Race Relations (Amendment) Act 2000; and the Race Relations 1976 (Amendment) Regulations 2003
- The Sex Discrimination Acts 1975, 1986 and 1999 (as amended)
- The Employment Equality (Religious Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Disability Discrimination Act 1995
- Employment Equality Act (Age) Regulations 2006

These Acts make it generally unlawful to discriminate unfairly on the grounds of:

- | | |
|---|--|
| <ul style="list-style-type: none">• Colour• Race• Nationality• Ethnic or National Origins• Gender or Marital status | <ul style="list-style-type: none">• Disability• Religion or Belief• Sexual Orientation• Age |
|---|--|

We also undertake not to discriminate unfairly on the grounds of:

- Trade union membership and activity.
- Political belief.
- Unrelated criminal convictions.
- We are committed to implementing Equality of Opportunity in carrying out all our various functions.
- We are committed to developing effective policy, strategy and standards, and to introducing monitoring and information systems to review and evaluate progress towards achieving Equality of Opportunity.
- We recognise the effects of historical disadvantage and past discrimination. Where it is appropriate and within the law to do so, we will take positive action to achieve equality of opportunity.
- Policies, practices and procedures to eliminate unlawful and unfair discrimination can achieve much. But we also recognise that developing real progress towards Equality of Opportunity requires a programme of action that all staff are committed to taking responsibility for and implementing within the remit of the jobs.
- Everyone must be genuinely committed to Equal Opportunities.



A Strategy to Recruit, Retain and Develop People with Disabilities

We are committed to improving employment opportunities for disabled people. As part of this commitment, we will:

- Interview all applicants with a disability who meet the essential criteria for a job vacancy and consider them on their abilities.
- Ensure that disabled employees are smoothly and effectively inducted into the organisation.
- Identify and provide any 'reasonable adjustments' to working arrangements or the working environment that disabled employees need to do their job effectively.
- Ask disabled employees at least once a year what we can do to make sure they develop and use their abilities at work.
- Make every effort to retain employees who become disabled while employed by the County Council.
- Act to ensure all employees develop the awareness of disability they need to make these commitments work. This includes providing Disability Awareness training.
- Review each year these commitments and what has been achieved.
- Plan ways to improve on these commitments and let employees know about progress.

Disability

We follow the definition of disability provided by the Disability Discrimination Act 1995. This Act defines a disabled person as a person who has, or has had, a physical or mental condition which substantially impairs their ability to carry out normal day-to-day activities, and which has lasted, or is likely to last, for a period of 12 months or more.

In addition to identifying whether or not you have a disability, we would ask you to indicate the nature of your disability as follows:

Physical Disability:

Including conditions affecting mobility, manual dexterity, physical co-ordination, continence and ability to lift, carry or otherwise move everyday objects.

Visual Impairment:

Including blind and visually impaired people, except where the visual impairment is corrected, or could be corrected, by using spectacles or contact lenses.

Hearing Impairment: Includes those people who are deaf (from birth or early childhood), deafened and hard of hearing.

Speech Impairment: Includes all conditions which affect a person's ability to express themselves clearly through speech.

Learning Disability: Includes all conditions which impair memory or ability to concentrate, learn or understand, or which affect the perception of the risk of physical danger.

Mental Health Problems: Includes all clinically well-recognised conditions which substantially impair the performance of any normal day-to-day activities.



Ethnic Origin

Ethnic origin is about your racial and/or cultural identity. It has nothing to do with your citizenship or where you were born.

You could be a UK citizen and belong to any of the groups below:

Asian:	People whose recent ancestors came from Asian continent (excluding China)
Bangladeshi:	People whose recent ancestors came from Bangladesh
Black – African:	People whose recent ancestors came from Africa and were African by race. Do not tick this category if your ancestors were born in Africa but came from elsewhere (for example, Asia or Europe)
Black – Caribbean:	People whose ancestors came from the Caribbean
Black – Other:	People who regard themselves as black but whose ancestors did not come from Africa
Chinese:	People whose ancestors came from China (including Hong Kong and Taiwan)
Indian:	People whose ancestors came from India
Irish:	People whose ancestors came from Ireland
Mixed Race:	People whose parents are from different ethnic groups as defined in this classification system, for example, you had a Black-Caribbean father and an Irish mother or your father was white and your mother was Asian/Pakistani/Indian
Pakistani:	People whose recent ancestors came from Pakistan
White:	People whose ancestors came from Europe (other than Ireland)
Other:	People whose ethnic origin does not fit any of the other categories, for example, Arabic, or Japanese

Sexual Orientation

Sexual orientation is defined as having a sexual attraction to persons as outlined below:

- **Lesbian:** A woman who is sexually and emotionally attracted to women
- **Gay Man:** A man who is sexually and emotionally attracted to men
- **Bisexual:** A person who is sexually and emotionally attracted to people of either sex
- **Heterosexual:** A person who is sexually and emotionally attracted to people of the opposite sex



Asylum and Immigration Act 1996

Eligibility for Employment in the UK

We are required by law to undertake document checks to ensure that all prospective employees are legally entitled to live and work in the United Kingdom.

Any candidate selected for interview must produce documentary evidence that they qualify for employment under the above Act.

Those selected for interview must bring with them **originals** of the following documents:

- A passport confirming that you are either a British Citizen, or a European Economic Area National, or which shows that you have the right to live in, or an entitlement to, re-admission to the UK.

Nationals of the EU countries of Latvia, Slovakia, the Czech Republic, Lithuania, Slovenia, Estonia, Hungary and Poland require a registration certificate from the governments Worker Registration Scheme (WRS). Please refer to the guidance notes on the websites listed below.

If you do not have a full valid passport you will need to provide a combination of the following:

- A document that shows your permanent National Insurance Number. This could be a P45, a pay slip, a P60, a National Insurance card, or a letter issued by a government agency

And

- A full birth certificate issued in the UK or the Republic of Ireland

If you do not have a full valid passport or birth certificate and document showing your permanent National Insurance Number please refer to the guidance notes on the Home Office website at: www.homeoffice.gov.uk

Please note that in some circumstances we are able to apply for a work permit.

You should be aware that you will not be able to start employment with the Council, until you are able to produce any one of the above documents.

If you fail to produce one of these documents within a reasonable time frame, the job offer will be withdrawn. We will retain a copy of the document you produce for our records.

Rehabilitation of Offenders Act 1974

Disclosure of Criminal Records

The school is an equal opportunities employer and as such will only consider criminal records for their relevance to the post in question, and that a conviction is not necessarily a bar to employment at the school. The school operates to the standards of the [Criminal Records Bureau Code of Practice](#).

Introduction

A particular concern for schools in recruitment is to make sure that it guards against appointing people who are unsuitable for working with children or vulnerable adults. There are various measures that can be taken to avoid this happening, one of which is to check whether the person to be appointed has any previous convictions for relevant offences.

The Rehabilitation of Offenders Act 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs. This enables ex-offenders to 'wipe the slate clean' of their criminal record in the sense that, unless the post they are applying for is exempt from the Act, (see below), they are not legally required to disclose convictions that have become 'spent'.

Exemptions from the Act

In order to protect certain vulnerable groups within society there are a large number of posts and professions that are exempt from the Act. These include posts involving access to children, young people, the elderly, disabled people, alcohol or drug misusers and the chronically sick. In such cases organisations are legally entitled to ask applicants for details of all convictions, irrespective of whether they are 'spent' or 'unspent' under the Act.

The position you are applying for is exempt under the Rehabilitation of Offenders Act and if you are offered the position, you will be required to complete a 'Disclosure' application, (see below).

The Criminal Records Bureau and the Disclosure System

The statutory framework for the Criminal Records Bureau (CRB) is set out in Part V of the Police Act 1997. Its aim is to provide a standardised and speedy delivery of information on criminal records. This will be achieved through the system of 'Disclosure'.

A Disclosure is a certificate which provides certain information, depending on the type of Disclosure requested. The levels are as follows:

Standard

This can be requested for posts which are exceptions to the Rehabilitation of Offenders Act and will contain details of unspent and spent convictions, cautions, reprimands and final warnings held on the Police National Computer.

Enhanced

This can be requested for posts which are exceptions to the Rehabilitation of Offenders Act AND involves regularly caring for, training, supervising or being in charge of persons aged under 18 or 'vulnerable' adults. This Disclosure contains the same information as the Standard Disclosure along with non-conviction information from local police records if that is thought to be relevant to the position being applied for.

