



Internal use only
Ref . No. _____
Date Received _____

# NORTHAMPTON SCHOOL *for Boys*

Billing Road, Northampton, NN1 5RT Telephone: (01604) 230240 Fax: (01604) 258659

## Employment Application Form: Estate/Cleaning Staff

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Please complete in BLACK ink and CAPITALS**

<b>Vacancy Job Title</b>	
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**Part 1. Information for shortlisting and interviewing**

1. Initials \_\_\_\_\_ Surname or Family Name \_\_\_\_\_

2. Letter of Application: You may wish to enclose a letter of application with this form

3. Current/Last Employment

Name and address of employer	
Job title	
Date appointed to current post	
Current salary	
Date available to begin new job	

4. Previous Employment Please provide a FULL history in date order

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	
4.1						
4.2						
4.3						
4.4						
4.5						

**4. Previous Employment Continued**

4.6							
4.7							
4.8							
4.9							

Please enclose a continuation sheet if necessary

**5. Education and Qualifications**

Name of School/College	From	To	Qualifications Gained with <u>Date</u> and <u>Grade/Level</u> <u>Obtained</u>

**6. Other relevant experience, interests and skills**

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**Part 2**

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

**7. Personal Information**

<b>Surname or family name</b>	
<b>All previous surnames</b>	
<b>All forenames</b>	
<b>Title</b>	
<b>Current Address</b>	
<b>Postcode</b>	
<b>Resident at this address since</b>	
<b>Home telephone number</b>	
<b>Mobile telephone number</b>	
<b>Date of Birth</b>	
<b>Email address</b>	
<b>National Insurance Number</b>	
<b>Have you ever been barred or restricted from working with children or been subject to an investigation?</b>	<b>Yes          No</b> If YES give details separately under confidential cover
<b>Are you subject to any legal restrictions in respect of your employment in the UK?</b>	<b>Yes          No</b> If YES please provide details separately
<b>Do you require a work permit?</b>	<b>Yes          No</b> If YES please provide details separately
<b>Are you related to or have a close personal relationship with any pupil, employee, or governor?</b>	<b>Yes          No</b> If YES give details separately under confidential cover
<b>Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?</b>	<b>Yes          No</b> If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).
<b>Have you been DBS cleared by any organization within the last 3 years</b>	<b>Yes          No</b> If Yes, have you had a break in service in the last 3 years? <b>Yes          No</b>
<b>Do you give your consent to an external ID validation check (if required)</b>	<b>Yes          No</b>
<b>I am registered with the DBS online update service</b>	<b>Yes          No</b>
<b>If Yes, I hereby give Northampton School for Boys permission for this application and any subsequent relevant employments with them to check my certificate with the DBS update service. I also give permission for them to take details of my certificate and store the information on a secure database as part of the employment check process.</b>	<b>Yes          No</b>

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the racial groups to which they belong. However, you are not obliged to do so.

	British		Indian
	English		Pakistani
	Welsh		Bangladeshi
	Scottish		Other Asian background
	Irish		Caribbean
	Other White background		African
	White and Black Caribbean		Other Black background
	White and Black African		Chinese
	White and Asian		Other
	Other Mixed background		Not stated

## 9. REFEREES

**Give here full contact name and address of two people to whom reference may be made.** The first referee must be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Please be aware that it is our policy to send for references on all shortlisted candidates in order that references are received before interviews take place.

### First referee

<b>Title and Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	

### Second referee

<b>Title and Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	

**10. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**

Jobs in schools are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. **You must** therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

**Do you have ANY convictions, cautions or reprimands, warnings or bind-overs?**

Please tick the relevant box

Yes  No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory DBS clearance. A copy of this notice will be sent to your referees.

**11. DATA PROTECTION ACT**

The information collected on this form will be used in compliance with the Data Protection Act 2018 (GDPR). The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education and Skills, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

**12. SAFE RECRUITMENT STATEMENT**

It is **essential** that you:

- **Read and retain this statement:**

Northampton School *for Boys* are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. To be considered for this employment, you must disclose details of any non protected convictions, cautions, warnings or reprimands you may have. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>).

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

If you are successful at interview, we will require you to make an application to the DBS to obtain an Enhanced Certificate of Disclosure and barred list check. If you are subscribed to the DBS online update service, then your DBS certificate may be 'portable' between employers and organisations provided it is at the right level and for the right workforce.

To speed up the appointment process, please inform us of your registration status. If you are registered, we need your permission to use the online update service for the purposes of obtaining an up to date DBS certificate check should you be offered an appointment. We also ask for your permission that a recheck can be made during your relevant employment if required by any legal, safeguarding or regulatory body.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). The DBS has a code of practice, which we fully comply with.

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

**If you are invited for interview, we shall assess:**

- 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.

**If you are offered the post, we shall ask for evidence of:**

- your identity; and
- your qualifications (including any relevant professional registration).

**We shall also check:**

- that you are medically fit to undertake the role.

**References:**

We shall also take up detailed references from your current and previous employers. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

**False Information**

Please note that providing false information is an offence and 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.

**13. NOTES**

- When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- Canvassing, directly or indirectly an employee or governor will disqualify the application.
- Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

**14. DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in Parts 1 and 2 of my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 11 above, and in particular that checks may be carried out to verify the contents of my application form. I confirm that I have read the Safe Recruitment Statement (paragraph 16) and agree to obtain and provide an Enhanced Certificate of Disclosure from the Disclosure and Barring Service, if I am offered the post.

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**Signature of Candidate**

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**Date**

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**Print Name**