

# Royal School, Wolverhampton

## Safer Recruitment Pack

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### Application Form

#### NAME :

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.

**Position applied for:** Receptionist

# Application Form

Section 1 – Personal details		
Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
		Former name:
		Preferred name:
Teacher registration number (if applicable):	National Insurance number:	
Address:	Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:	
Telephone number(s): Home: Work: Mobile:  Email address:		
Do you have Qualified Teacher Status?	Have you read the School's child protection policy?	

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: Sanctions, restrictions and prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership ( <b>NCTL</b> )), any equivalent body in the UK or a regulator of the teaching profession in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008, which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If answering "Yes" to any of the questions in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.</b>		

## Section 3 – 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							
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## Section 4 – 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 relevant to the role for which you have applied.

## Section 5 – Employment

Current/most recent employer:

Current/most recent employer's address:

Current/most recent job title:

Date started:

Brief description of responsibilities:

Date employment ended (if applicable):

Current salary/salary on leaving:

Do you/did you receive any employee benefits? 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 6 – 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						
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**Section 7 - Gaps in your employment**

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

## 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 – 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 person specification 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 – Criminal records

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children's Barred List check for all positions at the School, which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent") in order to assess their suitability to work with children. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form.** If you have a criminal record this will not automatically, debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).

It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.**

[The successful candidate must be ISA registered, or prepared to apply for ISA registration.]

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom, which is subject to the DBS filtering rules (see Appendix 1).** 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 '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 receives a factual reference, i.e. one, which contains only 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.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:

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

A copy of the School's Safer Recruitment Policy is available at <https://theroyalschool.co.uk/about/school-policies/>. Please take the time to read it.

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 six months after the date on which you are notified of the outcome. Please refer to the School's retention of records policy for further detail on how such information is retained by the School.

### 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 here [[link to notice](#)].

## Section 12 – 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, the Vulnerable Adults Barred List, otherwise disqualified from work with children or subject to sanctions imposed by a regulatory body.
- 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 making direct contact with the people specified as my referees to verify the reference.

Signature ..... 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.

## Appendix 1 Spent convictions and the DBS filtering rules

### Spent convictions

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 of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order
Conditional cautions	Once conditions end	Once conditions end

Caution, warning, reprimand	No period	No period
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## Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom 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 in relation to an offence committed in the United Kingdom 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>.

## Equal opportunities monitoring form

The Royal School, Wolverhampton is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. These objectives comply with the requirements of the Equality Act 2010.

We would be grateful if you would complete this form and return it with your completed Application Form but in the separate envelope provided or email in addition to your application form. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. The information you provide will be used solely for monitoring purposes. It will be kept securely and not opened until the recruitment process is complete.

The School will process personal data in accordance with its data protection policy and Privacy Notices.

Thank you for your assistance.

*When completing this form please tick the boxes, which most closely relate to you.*

Please state which job you have applied for and the date of your application.

Job applied for:

Date of application: .....

Where did you hear about the job for which you have applied?

Newspaper (please specify which one)

.....

School website  Agency

Friend

Other (please specify)

.....

What is your gender (please tick)?

Male

Female

If you are currently undergoing the process of gender reassignment, please tick your future gender.

Date of Birth:

Is your age between (please tick)?

16-24	<input type="checkbox"/>	25-34	<input type="checkbox"/>	35-44	<input type="checkbox"/>
45-54	<input type="checkbox"/>	55-64	<input type="checkbox"/>	65 or over	<input type="checkbox"/>

How would you describe your nationality and / or ethnicity (please tick)?

<b>White:</b>		<b>Black or Black British:</b>		<b>Chinese or other ethnic group:</b>	
British — English, Scottish or Welsh	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>		
<b>Mixed race:</b>		<b>Asian or Asian British:</b>			
White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>		
White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>		
White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
Any other mixed background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>		

How would you describe your sexual orientation (please tick)?

Heterosexual	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Gay	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		