Headteacher: Mr C. Devlin

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Kepier
Inspire ▪ Challenge ▪ Support

CONFIDENTIAL

Application for a Support Staff Appointment

PLEASE COMPLETE IN BLACK INK OR TYPE

Post Title	Cleaner
Have you previously applied for a position at Kepier? YES / NO* (*please delete as appropriate)	
Where did you see the vacancy advertised?	
Please study the enclosed Job Description and Person Specification before completing this form	

Surname/Last Name	First Names	Previous Names (if any)
Address Post Code e-mail		
Tele No.(home) Work (if convenient)	Mobile No.	National Insurance No.

To assist Kepier with the monitoring of its Equal Opportunities Policy, please tick the appropriate boxes below. You can be assured that this information will be treated in the strictest confidence and will not be used as part of the selection process.

1. ETHNIC ORIGIN Please show you Ethnic Origin by ticking one of the boxes:

❑White ❑Pakistani ❑Black - Caribbean ❑Bangladeshi ❑Black - African

❑Chinese ❑Black - Other ❑Other Ethnic Group ❑Indian ❑Prefer not to say

2.

GENDER	Male		Female		Other	

3. DISABILITY

The following questions ask for information about any disability which may affect either the recruitment process or job performance, so we can consider what adjustments might be needed to give you equality of opportunity. Applicants who declare a disability will be given equal consideration.

Do you consider yourself to have a disability? YES/NO You may if you wish use this space to describe your disability:

In the event that you are shortlisted, is there anything we need to know about you in order to offer you a fair selection interview (e.g. accessible premises, signer, interpreter, etc.)?

4. DISCLOSURE

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, because it involves access to children. Therefore you are required to provide details of convictions in the box below. However, 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 in recruitment processes. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website https://www.gov.uk/government/news/disclosure-and-barring-service-filtering.

If you are successful in this recruitment process, Kepier will then obtain a disclosure from the Disclosure and Barring Service about you, irrespective of whether you tick Yes or No below. This will be discussed with you at the time. The information gained will be used by Kepier to check your suitability for the post.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Yes No (*Please tick*)

If yes, please use the space below to provide details of pending prosecutions, convictions, cautions and bind-over orders, including approximate date, the offence, and the court or police force which dealt with the offence (*please continue on a separate sheet if necessary*).

I confirm that the information that I have given in this box is true, correct, complete and up to date.

Name ……

Signature……..…….. Date……..

Note: Should you fail to disclose any conviction above, and the Disclosure & Barring Service information confirms that you have any prosecution pending, or that you have been convicted at a Court, or cautioned by the Police for any criminal offence, or that there are any other matters causing Kepier to reasonably conclude that you may be unsuitable for the post, then you will be disqualified from appointment. If already appointed you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Equal Opportunities in Employment Policy

Kepier recognises that, in our society, there is discrimination against groups and individuals. The aim of the employment policy is to ensure that the recruitment, selection, training and promotion of individuals is based solely on the criteria of merit and ability, and therefore, no individual will be discriminated against. *We aim to ensure that:* -

1. When applying for employment, all job applicants are considered having regard only to their individual aptitudes and abilities in relation to the jobs as stated in the job description and person specification.
2. All persons who participate in shortlisting, interviewing and selection processes are trained in all aspects of recruitment and selection and in Equal Opportunities issues.
3. All employees will be given equal consideration for training, career development and promotion.
4. All employees will be issued with guidance covering issues of day to day management and expectations of the employer/employee relationship.
5. A rolling programme is established to make all of Kepier's premises accessible and suitable for people with disabilities.
6. Measures are adopted to promote a more balanced workforce at all levels of the organisation.
7. Any breaches of our equal opportunities statement by staff will not be tolerated.
8. Advice is available to anyone who feels that they have been the victim of discrimination and that suitable avenues for comment and complaint are made available to them.

Job Title:	Date Appointed:
Employer/Company Name and Address:	Grade/Scale:
	Present Earnings:
	Period of Notice Required?
To Whom Do You Report (Job Title):	What Staff Report To You?
Brief Outlines of Duties:	

If selected for an interview you will be required to produce certificates for any qualification you list below. Failure to produce these certificates may result in you taking no further part in the selection process.

Secondary School / College / University	Certificates / Qualifications (Show Grades where applicable)	Dates Attended	Grade Obtained

Institute or Course Organiser	Qualification (where applicable)	Dates Attended	Grade Obtained

Employer and Job Title(s) (with full address(es))	Earnings	Date of Employment From To	Reason For Leaving

Selection for the interview will depend upon you meeting the requirements of the person specification. Please state clearly how you meet these requirements. Include details of any experience which you consider relevant (note: we recognise the relevance and value of non-work based experience and would welcome the inclusion of this below).

(Please continue on a separate sheet if necessary)

Do you hold a current driving licence? (please tick)	Full ☐	Provisional ☐	Other ☐

Please state where you saw this job advertised.

Under Safer Recruitment guidelines references will be obtained prior to interview.
Please supply the names and contact details of two referees who can comment on the suitability for this position.

One should be from your current or most recent employer – **if you are currently working in a school/college this MUST be your Head teacher/Principal**.

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children.

References will not be accepted from relatives or persons who only know you as a friend.

1.	2.
Position held of Referee :	Position held of Referee :
Full name of Referee:	Full name of Referee:
Work Address of Referee:	Work Address of Referee:
Tel No.	Tel No.
e-mail:	e-mail:

If you have any relationship with a Governor, any employee of Kepier or current learner of Kepier, please state the name(s) and nature of relationship(s)

Safer Recruitment Declaration (please read the Safer Recruitment Statement at the end of this document before completing the following form).

Full name and address:				
Date of birth:				
Any previous names / surnames:				
School applying to:				
Post applying for:				
Have you ever been convicted of a criminal offence or been the subject of a caution, warning or reprimand (other than those that are subject to filtering)?	Yes		No	
If yes, please state the nature of the offence(s) and the date(s) in the space given (you may continue on a separate sheet if necessary).				
Is your name currently on Barred List (list of people legally barred or restricted from working with				

children)?	Yes		No	
Are you subject to sanctions imposed by a regulatory body (for example the DFE)?	Yes		No	
If yes, please state the nature of the sanctions imposed (you may continue on a separate sheet if necessary).				
Have you lived or worked outside of the UK in the previous five years?	Yes		No	
Have you been DBS cleared within the last 3 years?	Yes		No	
If yes, have you had a break in service in the last 3 years?	Yes		No	
Do you give your consent to an external ID validation check (if required)?	Yes		No	
I am registered with the DBS online update service:	Yes		No	
If yes, I hereby give Kepier permission for this application and any subsequent relevant employment with them to check my certificate with the DBS update service. I also give permission for them to take a copy of my certificate and that the relevant information will be stored on a secure database as part of the employment check process.	Yes		No	
I confirm that I have read the Safe Recruitment Statement that accompanies this form	Yes		No	

The job for which you are applying requires you to declare all convictions or prosecutions, including those which are "spent" under the Rehabilitation of Offenders Act, 1974. You will also be subject to a police check. You will be required to provide further details at a later stage of the recruitment process.

Note: If you canvass any Governor, Committee or Senior Officer of Kepier directly or indirectly for this appointment or if you fail to disclose a relationship or knowingly provide false information on this form, you will be disqualified from appointment and if already appointed, you will be liable to dismissal without further notice.

To the best of my knowledge and belief, the information given on this form is correct and complete	Signed	Date

Return the completed Application Form to: Kepier, Dairy Lane, Houghton-le-Spring, Tyne and Wear, DH4 5BH. Electronic Applications can be emailed to: recruitment@kepier.com

Safer Recruitment Statement

It is <u>essential</u> that you:

- **read and retain this statement; and**
- **complete and return the attached form to the recruiting school with your application form.**

The academy is 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. 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. If you have worked or have been a resident outside of the UK within the last 5 years, you must provide a certificate of good conduct or a copy of your criminal record for the period of time which you were abroad. Your appointment is subject to this check and it is important that you keep us informed of the progress you make in obtaining this document.

To obtain either a certificate of good conduct or a copy of your criminal record, you must contact the UK based embassy of the country in which you worked or lived. You can find out more information on how to get an overseas check on the website www.homeoffice.gov.uk/DBS

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:

issues relating to safeguarding and promoting the welfare of children and young people including:

- 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.

Kepier HR Use Only	
Initial call made	
Invite sent	
References requested	
References received	
Attending Interview	Yes / No