

APPLICATION FORM - PART TWO

Please complete **ALL** sections of **Part One** and **Part Two**. Only **Part One** of the application form will be used to shortlist candidates for interview.

Title by which you wish to be referred: Mr/Mrs/Miss/Ms/Other/No title	
Last name:	
First name(s):	

I. ONLINE CHECKS

In accordance with our statutory obligations under Keeping Children Safe in Education the School is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the School might want to explore with you at interview.

We carry out these searches manually. To assist with the search being as accurate as possible, please set out which social media platforms you use and the handles you use on each site:

Name of social media platform(s):	Handle/username(s) you use:

2. PROTECTION OF CHILDREN

The School is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service (DBS). Because of the nature of the work for



which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

adult cautions (simple or conditional);

unspent conditional cautions;

unspent convictions in a Court of Law; and

spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020;

so that a police check can be carried out if you are offered an appointment. This information can be disclosed either verbally at interview or by completing a relevant conviction form after interview if that is your preference.

If you are shortlisted for an interview, in line with Keeping Children Safe in Education we will also ask you to complete a self-declaration form prior to interview to provide any relevant information which may make you unsuitable to work with children. For example, whether you are included on the barred list, prohibited from teaching, prohibited from taking part in the management of an independent school, known to the police and children's social care or disqualified from providing childcare and any relevant overseas information.

If you are subsequently employed by the School and it is found that you failed to disclose any relevant previous convictions, cautions or other relevant information as defined above, this could result in dismissal, or disciplinary action being taken by the School. During the course of your employment with the School, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.



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SILVER AWARD



It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. DBS Checks will be registered with the Update Service and an annual status check will be completed. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

3. GENERAL

Right to Work in the UK:	
Do you have the right to work in the UK?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please state on what basis:	
<input type="checkbox"/> UK citizen <input type="checkbox"/> EU settled status <input type="checkbox"/> Skilled worker visa <input type="checkbox"/> Graduate visa <input type="checkbox"/> Youth mobility visa <input type="checkbox"/> Other – please provide full details in the box below	
Time spent living and/or working overseas:	
Have you spent time living and/or working outside of the UK?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please give details, including countries and relevant dates:	
Relationship to the School	
Please list any personal relationships that exist between you and any of the following members of the School community:	
<ul style="list-style-type: none"> • Governors • Staff • Pupils 	
If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you.	



SILVER AWARD



Name	Relationship	Role at School/

Have you ever been dismissed by an employer?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
Details	
Have you ever been the subject of formal disciplinary proceedings?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
Details	
<p>This information is required, including that related to warnings regarded as “spent” in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.</p>	

4. REASONABLE ADJUSTMENTS FOR A DISABILITY

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 or if you would prefer, please contact hr@alperton.brent.sch.uk to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form.



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5. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

6. DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. Information will not ordinarily be disclosed to anyone outside the School without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

7. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the School.

I also confirm that I am not barred from engaging in regulated activity relevant to children.

Name	
Signature	
Date	

Please return your completed Part One and Part Two forms by email, post or by hand by the closing date to:

hr@alperton.brent.sch.uk

**Human Resources
Alperton Community School
Ealing Road**



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Alperton Community School is a company limited by guarantee in England and Wales. Registered number 8163458.
Registered office: Stanley Avenue, Wembley, Middlesex HA0 4JE

HA0 4PW



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