

**Bristol City Council Application for Employment**

**(Work with Children or Vulnerable Adults)**

**Application for a Teaching Post**

**(Including Headteacher and Deputy Headteacher)**

Please note that a high level of vetting is undertaken on candidates and that the definition of working with children and adults is widely drawn

**Information for Applicants**

* CVs will not be accepted
* All sections of the form must be completed
* If you are not completing the form electronically, please complete in black pen to aid photocopying
* Please read the **guidelines on completing the application form** at the end of this form for more information and confirm that you have read them Yes [ ]  No [ ]
* A version of this form is available in large print, Braille, and on tape

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| Position applied for       |
| School: **St Mary Redcliffe and Temple School** | Closing date       |
| How did you find out about the vacancy?       |

**Education** If offered a post you will be asked for original evidence of your qualifications on appointment and the School reserves the right to approach any number of education providers to verify qualifications stated. Please continue on a separate sheet if necessary.

**Education in Chronological Order from Age 16**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full record of Secondary Schools, Colleges or Universities attended | Full (F) or Part Time (P) | From | To | Exams passed & qualifications gained, including subjects, grades, class or division |
|       |       |       |       |       |
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**Present Post** (full details required if your present post is within teaching)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date Commenced | Name of Employer/School (with telephone number)(If your present post is not within teaching please describe your work) | Type of School | Age of children Taught | No.onRoll | Incentive Allowance/ School Group (Head/Deputies only) | Full/Part-Time (Please state % of week) or Supply | Respon-sibilities |
|       |       |       |       |       |       |       |       |
| How much notice do you need to give? |       |

**Particulars of School Experience During Training** (to be completed by teachers who are currently training and Newly Qualified Teachers only)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School and Local Education Authority | Type of School | Age of Children Taught | Number on Roll | Did you have responsibility for a class or tutor group?If so please describe |
|       |       |       |       |       |
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**In-Service Studies and other Training** undertaken during last 5 years relevant to the post for which you are applying

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| --- | --- | --- |
| Course | Duration of course | Date |
|       |       |       |
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**Teaching Experience (after Qualification)** (in chronological order)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates | Name of School and Local Education Authority | Type of School | Year GroupTaught | No. on Roll | Respon-sibility Points | Full/Part-Time (Please state % of week) or Supply | Special Respon-sibilities |
| From | To |
|       |       |       |       |       |       |       |       |       |
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**Full record of all previous employment and other experience** (non-teaching or unqualified teaching service)

Please state if full or part-time, voluntary or paid (if part-time state percentage of the week). All experience is valued and should be fully recorded. Please indicate if any previous employer, voluntary group involved with has closed down. Any dismissal or redundancy must be clearly stated.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates |  | Position Held(if any) | Employer or Organisation | Nature & brief summary of experience |
| From  | To |
|       |       |       |       |       |
|       |       |       |       |       |
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**Gaps in employment or training** (indicate and explain any gaps since first leaving secondary education)

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| --- | --- | --- |
| Dates from | Date to | Reason for gap |
|       |       |       |
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| **Additional Information**Please indicate the ways in which your experience, skills developed and potential fit the post for which you have applied, and include a brief statement of your educational philosophy. Please ensure that you relate this to the job description and person specification.**A separate covering letter is not required** – please put anything you want to be considered in this section.      |

**Pensions**

If you are full time you will automatically become a member of the Teachers Pension Scheme unless you choose to opt out.

Do you **receive** payments from a Teachers Pension Scheme pension? (see guidance notes)

Yes [ ]  No [ ]

Are you in receipt of an ill health retirement pension which commenced on or after 1 April 1997?

Yes [ ]  No [ ]

**Disabled applicants** who meet all the essential criteria on the employee specification will be invited for an interview

Do you consider yourself to be a Disabled person?

Yes [ ]  No [ ]

**References**

It is the School's practice to take up references when applicants are being considered for an interview. Please give the name and email address of two referees from whom the School may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer (see guidance notes). Otherwise it must be your most recent employer.

If you are currently on a teacher training course, one of your referees should be your college/university. Many institutions have a dedicated email address to which reference requests should be sent.

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks will also be made on referees and their relationship to you. Family, ex/current partner, close friend, etc., are generally not acceptable referees in the context of a teaching post.

|  |  |
| --- | --- |
| Name      Address     Tel no (including area code)      e-mail      Job title      Relationship to you       | Name      Address     Tel no (including area code)      e-mail      Job title      Relationship to you       |
| If shortlisted for interview, please give any days or dates when you would **not** be available |
|       |

Bristol City Council “works to ensure that its workforce reflects the diversity of the city’s communities through its employment practices. The council will use all the power available to it, including the provisions of the Equality Act 2010 and appropriate European directives and subsequent cas law to ensure this happens.” Bristol City Council

**Application for Employment (work with Children and Vulnerable Adults)**

**Criminal records, convictions, cautions, reprimands, final warnings, bans etc**

**Please** read and complete this section. Applicants should be aware that providing false information to obtain employment is a criminal offence

It is a requirement of employment that a Disclosure and Barring Service (DBS) check is obtained for this post at the highest level, and you must declare any criminal convictions, cautions, reprimands or final warnings unless these are ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). See guidance. Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.

Checks may also be made with Local Authority Child Protection Registers where you have lived in the past. In applying for this post you are giving permission for such Registers to be checked and for the local authorities concerned to share relevant information with Bristol City Council for the purpose of your application for employment. You are also giving permission for any number of past employers to be contacted regarding this application for employment.

Shortlisted applicants will be asked to bring proof of identity to interview e.g. current passport or photo driving licence plus at least one item of address related evidence which will be checked as part of the interview process. If you are successful at interview you will be asked to apply for Disclosure and will be sent a Disclosure Application Form to fill in and return under separate confidential cover to a designated person. The completed form will be seen only by those who need to see it as part of the appointment process.

The School will countersign your Disclosure Application Form before it is sent to the DBS. You will receive your copy of the outcome directly from the Disclosure Service, and must bring it into School to confirm that it has been received. All offers are subject to satisfactory clearances.

**Please answer the following questions**

* Have you ever been dismissed from employment for any reason other than redundancy? **Yes** **[ ]  No** **[ ]**

If Yes please give the reasons

* Have you ever been suspended or subject to disciplinary action in any employment? **Yes [ ]  No [ ]**
* Have you ever been the subject of **any** proven/unproven investigation(s), complaint(s) or the like in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity or carried out privately? **Yes [ ]  No [ ]**
* Do you have a criminal record to declare (see guidance)(this includes criminal convictions or police cautions spent or otherwise?) **Yes [ ]  No [ ]**

If Yes when did this take place?

* Have you ever been banned from working with children (up to 18) or vulnerable adults? **Yes [ ]  No [ ]**
* Are there any **current** criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions) **Yes [ ]  No [ ]**

If you answer yes to the questions above and you are shortlisted, the panel will discuss this at interview. You may wish to provide documentation concerning these.

In the event of answering yes to the above questions, please note that your application will be treated on its merits. A criminal record is not necessarily a barrier to employment. It will be weighed according to relevance and the circumstances and background to your record.

Are you subject to a ban under either the Protection of Children Act 1999; Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000? **Yes [ ]  No [ ]**

**Statement: I confirm that I have read and understand the above provisions (If completing this form electronically, do not add an electronic signature - you will be asked to sign a copy at interview)**

|  |  |
| --- | --- |
| Signed | Date |

**Bristol City Council Application Form (Work with Vulnerable Adults/ Children)**

**Personal Details: Do not detach this sheet from the rest of the form**

Bristol City Council is working towards recruiting a workforce that fairly represents all sections of the community. To help us do this, we will detach this sheet before it is sent to a shortlisting panel and applicants will be identified by an applicant number only. Information on this sheet is strictly confidential.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: (Please tick) | Mr [ ]  | Mrs [ ]  | Miss [ ]  | Ms [ ]  | Dr [ ]  | Other [ ]  |

|  |
| --- |
| Name       |
| Other surnames previously known by, whether formally or informally. If offered a post, original evidence of identity and name changes will be required       |
| Address     Post code       |
| Telephone numbers (incl. Area code):  | Home       | Daytime       |
| Mobile       | Textphone (Minicom)       |
| e-mail address       |

|  |  |  |
| --- | --- | --- |
| Are you applying for this job on a job share basis? | Yes [ ]  | No [ ]  |
| National Insurance No       | Gender  | Male [ ]  | Female [ ]  |
| TRN/DfES Number       |

|  |
| --- |
| Date of birth (applicants must be aged over 16 when they commence employment)       |

Please state below if you are related to or have a personal relationship with any councillor/ employee:

|  |  |
| --- | --- |
| Name(s)       | Relationship       |

|  |  |  |
| --- | --- | --- |
| Are you or have you been a Councillor with a Local Authority within the last twelve months? | Yes [ ]  | No [ ]  |

‘I declare that the information contained in every section of this application is correct and understand that any false or misleading information may make this application void. If employment has begun, I may be dismissed without notice and may be prosecuted under the Theft Act’

**If completing this document electronically, you will be asked to sign a paper copy at interview.**

|  |  |
| --- | --- |
| Signed | Date |

Bristol City Council is working to ensure that its workforce reflects the city’s diverse population. We can only judge our success in this area if we have full information regarding the gender, ethnicity and disability of all applicants. The information will be kept confidential and used only for monitoring purposes.

**Disability**

With reference to the Disability Discrimination Act definition:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to be a Disabled person? | Yes |  [ ]  | No | [ ]  |

**Ethnic origin** Please note that these categories reflect those used in the 2001 Census.

How would you describe your ethnic origin? (If you do not identify with any of the categories listed, please use one of the “other” categories.) Please tick one box.

|  |  |  |  |
| --- | --- | --- | --- |
| White | WU | White British | [ ]  |
| WI | White Irish | [ ]  |
| WO | Other white | [ ]  |
| Mixed | MC | White and black Caribbean | [ ]  |
| MA | White and black African | [ ]  |
| MS | White and Asian | [ ]  |
| MO | Other mixed | [ ]  |
| Asian or Asian British | AI | Indian | [ ]  |
| AP | Pakistani | [ ]  |
| AB | Bangladeshi | [ ]  |
| AS | Other Asian | [ ]  |
| Black or Black British | AC | Caribbean | [ ]  |
| AA | African | [ ]  |
| AO | Other black | [ ]  |
| Chinese or other | AH | Chinese | [ ]  |
| OE | Other ethnic group | [ ]  |
|  | UU | Don’t know/not sure | [ ]  |
| RF | Would rather not state | [ ]  |

|  |  |  |
| --- | --- | --- |
| **Religion/belief** |  | **Sexual orientation** |
| How would you describe your religion/belief? | How would you describe your sexual orientation? |
| C | Christian | [ ]  | H | Heterosexual | [ ]  |
| B | Buddhist | [ ]  | G | Gay/lesbian | [ ]  |
| H | Hindu | [ ]  | B | Bisexual | [ ]  |
| J | Jewish | [ ]  | U | Don’t know/not sure | [ ]  |
| M | Muslim | [ ]  | R | Would rather not state | [ ]  |
| S | Sikh | [ ]  |  |
| O | Other | [ ]  |
| N | None | [ ]  |
| U | Don’t know/not sure | [ ]  |
| R | Would rather not state | [ ]  |

|  |  |
| --- | --- |
| The collection of equalities information conforms to the employment provisions in the Sex Discrimination Act (1975), the Race Relations Act (1976) and the Disability Discrimination Act (1995). This practice has been agreed with the trade unions and approved by elected members. | Please return the completed form to: jobs@smrt.bristol.sch.uk |

**Guidelines on Completing the Application Form**

**Thank you for your interest in applying for a job in a Bristol City Council maintained school**

The following notes have been put together to help you understand how our processes work and how to fill in your application form as effectively as possible. You are advised to read them before you start.

**CVs will not be accepted**. All relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form. Selection will be made from this information only, so statements such as “see previous application” or “refer to personal file” [if an internal applicant] will not be acted upon.

**Making your application**

**Understanding the job**

Information about the job can be can be found in the documentation:

* The job advertisement gives brief details about the job
* The job description gives the duties and accountabilities in more detail
* The criteria on the employee specification show the knowledge, skills and experience you will need to do the job.

All this information should give you a clearer idea of what the job is about, and you can then decide whether you want to submit an application.

**The application form**

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications, from both internal and external candidates, are considered against the criteria contained in the employee specification.

Applicants must meet at least all the essential criteria contained in the employee specification to be considered for interview for the job advertised.

If there are a large number of applicants, the desirable criteria will also be considered, and so it’s extremely important that you indicate how you meet all the essential criteria and as many of the other criteria as possible so we have a full picture of your skills, experience and abilities.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, eg Training.

Please explain any gaps in your employment history.

**Please send the completed application form to the school address/email address shown in the advertisement. Applications by email are welcome.**

**Guidance regarding Convictions, Spent Convictions and Disclosure (Enhanced/Standard Level DBS Required)**

Because it is a requirement of employment that an enhanced or standard level Disclosure and Barring Service (DBS) check is obtained for this post, you must declare any criminal convictions, cautions, reprimands or final warnings unless these are ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).

Under previous exemption provisions you would have been required to declare all conviction information regardless of the nature, seriousness or age of the offences committed. The 2013 amendments mean that you are no longer required to provide details of a ‘protected conviction’ and the DBS will apply a ‘filtering’ process which will identify and remove protected convictions and cautions from the criminal record certificate issued to applicants.

A conviction is a ‘protected conviction’ if:

* It does not relate to a 'listed offence', such as violent and sexual offences
* No custodial sentence was imposed
* The individual has no other convictions (where the individual has more than one conviction, all convictions will be included on the certificate)
* It was received by a person aged under 18 at the time of the conviction and five and a half years or more have elapsed
* It was received by a person aged 18 or over at the time of the conviction and 11 years or more have elapsed

A caution is a 'protected caution' if:

* It does not relate to a listed offence
* It was given to a person aged under 18 at the time of the caution and two years or more have elapsed
* It was given to a person aged 18 or over at the time of the caution and six years or more have elapsed

A ‘listed offence’ means that the offence is included on a list of offences which are serious, relate to sexual or violent offending or are otherwise deemed to be relevant in the context of safeguarding. These offences will never be filtered from a criminal record check. The legislation also covers equivalent offences committed overseas.

The above is not an exhaustive list but a concise summary of all ‘listed offences’; if you have received any criminal convictions or cautions at any time you should refer to the DBS guidance and information available at [https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-befiltered-from-a-criminal-record-check](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

A past criminal conviction will not normally prevent you being considered for employment; it will be necessary to consider the nature of the conviction(s) and other relevant factors having regard to the position applied for. Any information received from your declaration or subsequent DBS certificate will be treated in a confidential manner and in accordance with the DBS Code of Practice.

It is very important that you do not withhold conviction information unless you have established that it meets the ‘protected’ criteria. If you have more than one conviction no protection will apply and details or all convictions must be provided.

In the event that you inadvertently provide us with details of a ‘protected’ conviction we are not permitted to use this information as the reason for not appointing you to the post.

Criminal record checks are carried out in accordance with the DBS Code of Practice. More information can be found at <https://www.gov.uk/government/publications/dbs-code-of-practice>

No DBS Check Required.

Certain criminal convictions can become ‘spent’ after a period of rehabilitation and do not have to be disclosed. Changes have recently been introduced in S139 of the Legal Aid, Sentencing and Punishment Act 2012 which shorten the length of rehabilitation for custodial sentences.

Rehabilitation periods for custodial sentences now comprise the period of the sentence plus an additional specified period, For example, an offender sentenced to two and a half years' custody, will have to disclose the conviction for the period of the sentence plus a further four years - giving a total rehabilitation period of six and a half years.

For more information on spent convictions please visit <http://hub.unlock.org.uk/wp-content/uploads/ROA-Unlock-A5-8pp.pdf>

**Equality of opportunity**

Bristol City Council is an equal opportunities employer and particularly welcomes applications from groups currently under-represented in the workforce. It is essential that we monitor the effectiveness of our policy, and to help us do this we appreciate your co-operation in completing all sections of the personal details form. This information will not be used when shortlisting and all information will be treated in the strictest confidence.

Do not send additional information which includes your name or other personal details, and if you include additional sheets to give further information on any of the sections on the application form, we will add an applicant number to them to identify them. Do not enclose references or pictures of yourself.

The council is committed to making reasonable adjustments to make interviews and jobs more accessible to disabled people.

As an equal opportunities employer,the council has a range of initiatives to help all employees balance working life with other responsibilities. The majority of work areas operate flexible working schemes, there is an excellent Maternity and Caring Employees Scheme and assistance is provided with school holiday child care costs through the BAND scheme. There is a commitment to employee development at all levels, and schemes are being developed to assist employees from under-represented groups to progress in their careers.

**Equality of information**

All applicants will receive the same information about the job, and all applicants are invited to phone for an informal discussion about the job prior to applying for it. This may help you decide if you meet all the criteria and whether you want to proceed with an application.

**References**

If you are currently teaching, your current employer should be named as someone we can approach for a reference. **If you do not wish your referee to be approached before shortlisting you should make this clear, with reasons.** If you are currently in training, your university/college should be named as someone we can approach for a reference. Many courses have a dedicated email/department for this.

If you are related to a referee in any way - for example, if you have formally been employed by a member of your family, you should make this clear on the form.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative.

You should ask permission from your proposed referees prior to naming them. No appointment will be made without satisfactory references being received.

**Canvassing**

Any sort of canvassing will lead to you automatically being disqualified. For example, you must not ask a Councilor or employee of the council to use their influence to help you get this job.

**Right to work**

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants not currently employed by the council will have to produce either a P45 from their last employer, a document from the Benefits Agency or Employment Services or any other appropriate official document before their first day of employment.

**Late applications**

The completed application form must reach us by the stated closing date. Late applications may not be considered unless there are exceptional circumstances. It is your responsibility to ensure that we receive your application by the closing date and by the time indicated in the covering letter/advert.

Recruitment files

Application forms and recruitment files are confidential documents and will normally be seen by those who need to see them in order to recruit and select. However, Bristol City Council audits its recruitment and selection processes, and we must therefore inform you that the Recruitment Auditor will have access to any files for auditing purposes.

**Complaints procedure**

If you feel you have not been treated fairly you can write to the Chair of Governors who will investigate your complaint in accordance with the school complaints procedure. You will get a written reply and if something has gone wrong we will say so and try to put it right. Such complaints should normally be made within three months of the incident arising.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.

**NB It may be useful to take a copy of the application form for future reference.**

May 2015