Diagram

Description automatically generated with low confidence **Application for Teaching/Support Staff**

*Ladygrove Park Primary School is committed to safeguarding and promoting the welfare of all children. All staff are expected to share this commitment and take on this responsibility.*

*The successful candidate will be required to undertake all necessary safer recruitment checks, including an enhanced DBS (Disclosure and Barring Service) check. We reserve the right to carry out an online search as part of our due diligence on shortlisted candidates.*

*All school based jobs are exempt from the Rehabilitation of Offenders Act, as the work brings employees into contact with children. Applicants for the job must, therefore, disclose all spent and unspent convictions. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the information provided.*

*It is an offence to apply for the role, if an applicant is barred from engaging in regulated activity relevant to children. Ref.* [*Child Protection and Safeguarding Policy*](https://www.ladygrove-park.oxon.sch.uk/statutory-info/policies-1) *on the school website.*

*Ladygrove Park Primary School is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools’ community.*

***Satisfactory DBS checks and references satisfactory to the school are conditional to appointment.***

**FOR OFFICE USE ONLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tick if Shortlisted** |  | **Date** |  | **Authorised by** |  |
| **Tick if Conditional Offer** |  | **Date** |  | **Authorised by** |  |
| **Tick if Appointed** |  | **Date** |  | **Authorised by** |  |

Please complete all this form in type or black ink and use continuation sheets if required.

Guidance notes are included at the end of this form.

# Post details

|  |  |
| --- | --- |
| **Post applied for** |  |

# Personal details

|  |  |
| --- | --- |
| **Title (Mr. Mrs. Ms. etc.)** |  |
| **Surname** |  |
| **First names** |  |
| **All previous surnames** |  |
| **National Insurance number** |  |
| **Address** |  |
| **Email address** |  |
| **Daytime telephone number** |  |
| **Mobile number** |  |
| **Home telephone number** |  |
| **Preferred contact method from above** |  |

# Current employment or occupation

|  |  |
| --- | --- |
| **Job title**  (or course details if currently a student) |  |
| **Full name and address of employer**  (or university/college) |  |
| **Date started current post** (month/year) |  |
| Age group currently working with |  |
| Number of pupils on roll |  |
| **Salary / Payscale / Grade**  (if part-time, include percentage of full-time) |  |

# Previous employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include permanent and temporary work, voluntary work, and work experience. If you have had periods of time not in employment or education/training, please record details, giving an explanation (e.g. looking for employment, travelling, or time taken out of employment for childcare/dependant responsibilities). Provide clear start and end dates for each period of time. If you have further periods, please place on a numbered continuation sheet. | | | | |
| **Name & Address**  **(including nature of organisation)** | **From / To**  **(exact dates)** | **Job Title/ Occupation** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |
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# Education and qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| From age 11 onwards, and please state whether full (F) or part (P) time | | | |
| **Name of School, College, University, Professional Body etc.** | **From / To** | **F/P** | **Qualifications**  **(subject/s, grades, results, status inc. expected)** |
|  |  |  |  |
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# Training

|  |  |  |
| --- | --- | --- |
| Please list any additional training you have undertaken, which is relevant for the post you are applying. This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion. | | |
| **Course Title** | **Organisation** | **From / To** |
|  |  |  |
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# Teaching Qualifications (not applicable to Support Staff)

|  |  |
| --- | --- |
| **Do you have Qualified Teacher Status (QTS)?**  Yes ☐ / No ☐ | |
| **Teacher reference number** |  |

**Lived or Working Abroad**

|  |  |
| --- | --- |
| **Have you lived or worked abroad?** | Yes ☐ / No ☐ |
| If yes, please give further details (inc. country, dates, purpose) |  |

**Driving Licence**

|  |  |
| --- | --- |
| **Only answer if a full driving licence is an essential requirement of the job.** | |
| Do you hold a current Driving Licence?  (select as applicable) | Yes ☐ / No ☐ |

# Relevant skills & experience - Refer to 'Guidance Notes' for job applicants

|  |
| --- |
|  |

Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible.

# References

Please give details of at least two referees who can confirm that you meet the selection criteria for the post.

* Your referees should not be related to you in any way nor writing solely as a colleague or friend.
* If you are (or have recently been) employed, ***one must be your current or last employer.***
* If you are (or have recently been) a student, one should be a senior staff member from your place of study.
* If you are not currently working with children or young people, but have done so in the past, one referee should be a senior manager in that organisation.
* Where the referee is school-based, we will ask for the reference to be confirmed by the headteacher/principal as accurate.
* If you do not wish us to contact your referees prior to interview, please indicate as shown.
* We will compare the information on the application form with that in the reference/s and take up any inconsistencies with the candidate.

**A job offer will not be made without 2 references that the school considers to be satisfactory.**

Please note: We reserve the right to seek references for all shortlisted candidates, at any point in the recruitment process, and may approach previous employers listed in the ‘Previous Employment’ section of this form, for information to verify particular experience or qualifications before interview.

|  |  |  |
| --- | --- | --- |
| **Referee 1 (usually present/last employer**) | | |
| Name |  | |
| Address |  | |
| Tel No. |  | |
| Occupation  Organisation Name  Organisation Address |  | |
| Position or relationship to you |  | |
| Email Address |  | |
| May we contact this referee prior to interview? (select as applicable) | | Yes ☐ / No ☐ |
| **Referee 2** | | |
| Name |  | |
| Address |  | |
| Tel No. |  | |
| Occupation  Organisation Name  Organisation Address |  | |
| Position or relationship to you |  | |
| Email Address |  | |
| May we contact this referee prior to interview? (select as applicable) | | Yes ☐ / No ☐ |

|  |  |  |
| --- | --- | --- |
| **Referee 3** | | |
| Name |  | |
| Address |  | |
| Tel No. |  | |
| Occupation  Organisation Name  Organisation Address |  | |
| Position or relationship to you |  | |
| Email Address |  | |
| May we contact this referee prior to interview? (select as applicable) | | Yes ☐ / No ☐ |

**Additional details**

|  |
| --- |
| **When would you be available to start work?** |
|  |

|  |  |
| --- | --- |
| Are you a relative, partner or friend of anyone who currently works for Ladygrove Park Primary School | Yes ☐ / No ☐ |
| If ‘YES’, please give details (name and job title if quoting an employee): | |

**Convictions Policy**

Ladygrove Park Primary School applies the Safer Recruitment in Education standard to all appointments.

It is Ladygrove Park Primary School’s policy that you declare any un-spent convictions when you are applying for a job with us. We are asking you for this information because we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the school’s care who are receiving our services. The policy states clearly that only relevant convictions are taken into account.

Because of the nature of the work for which you are applying we also need you to declare any spent convictions. If your application is successful and you did not disclose any convictions or other sanctions it could result in dismissal or disciplinary action being taken against you. Any information you give will be completely confidential and will be considered only in relation to the job for which you are applying.

Please note that any offer of employment will be subject to satisfactory disclosure certificate from the Disclosure and Barring Service (DBS).

In addition, please complete the staff suitability form (at the end of this application form).

**Rehabilitation of Offenders Act 1974**

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.

|  |  |
| --- | --- |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes ☐ / No ☐ |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes ☐ / No ☐ |
| Are there any alleged offences outstanding against you? | Yes ☐ / No ☐ |
| **For all other posts:** | |
| If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice. | |
|  | |

**Please read the guidance notes before completing this section.**

**Warnings and Disciplinary Issues**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable) | | | Yes ☐ / No ☐ |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? | | | Yes ☐ / No ☐ |
| If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. | | | |
| I have attached details requested | | | Yes ☐ / No ☐ |
| **Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.** | | | |
| Reason for warning | Date | Name/address of employer | |
|  |  |  | |
|  |  |  | |

# Declaration

|  |  |  |
| --- | --- | --- |
| I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. | | |
| Signed |  | |
| Date |  | |
| Print name |  | |
| **If form has been completed electronically** please place an ‘x’ in this box to indicate your consent🡪 | | ☐ |
| **Data Protection Statement**  Ladygrove Park Primary School will use the information you have provided on this application form, together with other information we may obtain about you e.g. from your referees and from carrying out security or DBS checks, to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above.**  If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes.  Under the General Data Protection Regulation 2016 and Data Protection Act 2019 (the Data Protection Legislation) you have a right of access to the information we hold about you for which we may charge a small fee and you have the right to correct any inaccuracies in your information. How to return your form  **Please either email or post your application to the addresses below:**  [**office.2609@ladygrove-park.oxon.sch.uk**](mailto:Office.3912@willowcroft.oxon.sch.uk)  **Ladygrove Park Primary School**  **Avon Way**  **Didcot**  **Oxon**  **OX11 7GB** | | |

# CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. We aim to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

Our Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job applied for | |  | | |
| How did you learn of this vacancy? | |  | | |
| Surname and initials | |  | | |
| Age |  | | Date of Birth |  |
| Gender | M ☐ / F ☐ | |  |  |

## Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an ‘x’ in ONE of the boxes below or by giving your own description in the space provided.

**a. White**

|  |  |
| --- | --- |
| British | ☐ |
| Irish | ☐ |
| Gypsy/Roma | ☐ |
| Traveller of Irish Heritage | ☐ |
| Any other White background | ☐ |

**b. Mixed**

|  |  |
| --- | --- |
| White and Black Caribbean | ☐ |
| White and Black African | ☐ |
| White and Asian | ☐ |
| Any other mixed background | ☐ |

**c. Black or Black British** **If other, please specify:**

|  |  |
| --- | --- |
| Caribbean | ☐ |
| African | ☐ |
| Any other Black background | ☐ |

**d. Asian or Asian British**

|  |  |
| --- | --- |
| Indian | ☐ |
| Pakistani | ☐ |
| Bangladeshi | ☐ |
| Any other Asian background | ☐ |

**e. Other ethnic groups**

|  |  |
| --- | --- |
| Chinese | ☐ |
| Any other ethnic group | ☐ |

## Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled as set out in the Equality Act? (select as applicable) | Yes ☐    No ☐ |
| If YES, please describe your disability. | |
| If you need any assistance to attend or participate in the interview, please give details. | |

**Religion** Please identify your religion by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Christian | ☐ |
| Buddhist | ☐ |
| Hindu | ☐ |
| Jewish | ☐ |
| Muslim | ☐ |
| Sikh | ☐ |
| Other religion | ☐ |
| Prefer not to say | ☐ |
| No religion | ☐ |

|  |
| --- |
| **Consent for Check Against the Children’s Barred List** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **To be completed by the applicant**  ***(this will only be checked if shortlisted for an interview)*** | | | | | | |
| Mr/Mrs/Miss/Ms/Other *(please circle as appropriate)* | | Last Name | |  | | |
| First Name(s) |  | | | | | |
| Maiden/Other Names |  | | Date of Birth | | |  |
| Address |  | | | | | |
|  | | | | | |
|  | | NI Number | |  | |
| I confirm that I am not on the Children’s Barred List (previously List 99 and PoCA list), or have ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. Teaching Agency).  I hereby authorise LPPS to conduct a check against the Children’s Barred List/List 99.  **It is a criminal offence for barred individuals to seek or undertake work with children.** | | | | | | |
| Signature |  | | | | | |

# Guidance on your application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. We also do not accept Curriculum Vitae (CV’s) and ask all applicants to complete our application form. This is in line with our Equal Opportunities Policy and ensures that information about candidates is presented in a standard format. The exception to this is candidates with a disability where a CV might be the most convenient method of application.

## How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment and other information **in line with the job description and person specification.**

The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience and qualifications that you require to fulfil these duties.

**Please ensure you read the job description and person specification before you begin to complete the form** so you have in mind the skills and knowledge we are looking for. Applicants who are disabled under the provisions of the Disability Discrimination Act 2005 will be automatically shortlisted provided they meet the essential qualifications and experience required by the post.

## How to complete your application form

### General hints

* Read the job description and person specification before you start
* Use black ink so we can clearly photocopy forms for shortlisting and interviewing
* Complete all sections of the form as fully as possible
* Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check we have all the information you want us to have before we shortlist.
* Keep a copy of the application form for your own records.

***‘Relevant Skills & experience?’***

This is the most important part of the form and is your opportunity to show us how you meet the essential and desirable criteria detailed in the person specification and job description i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.

* Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
* You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
* Use clearly labelled continuation pages if required.
* Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.
* Remember that we use the job description and person specification to shortlist.
* If you do not therefore clearly demonstrate how you meet the essential criteria in the person specification, you will not be shortlisted to interview.

### References

We will contact your references prior to interview unless you have ticked the boxes on the application form indicating not to. References will be scrutinised carefully against your application and will be taken into account if you are offered the post. We must receive two references about you, that are satisfactory to the school, before we can formally offer you the post.

### Rehabilitation of Offenders

Ladygrove Park Primary School requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for an enhanced disclosure from the Criminal Records Bureau. Please complete the staff suitability form at the end of this application form.

### Equal Opportunities in Employment Monitoring Form

The Council has an Equal Opportunities in Employment Policy. One of its aims is to ensure that unfair discrimination does not occur in recruitment and in order to help the Council monitor the effectiveness of this Policy (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

### Disability Guidance

The Disability Discrimination Act 1995 states that “a person has a disability for the purposes of this Act if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities”.

### What do I do now?

Once your application form is completed and you are happy that you have provided all the information we require to shortlist, please send your application either by email or post to the addresses shown on the application form. Please enclose a stamped, self-addressed envelope or postcard if you would like receipt of your application form to be acknowledged.

### Other important information…

### Data Protection Statement

Under the General Data Protection Regulation 2016 and Data Protection Act 2018 the information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a staff panel and not solely on the basis of automated decision making. If you accept a post with Ladygrove Park Primary School, your personal information will be held for purposes relating to your Contract of Employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after 12 months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

### Evidence of Qualifications

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment.

### Immigration Act 2016

It is a criminal offence to employ persons whose immigration status prevents them from working in this country.

You will be required, if appointed, to provide evidence that you are entitled to work in this country – usually a valid in-date UK passport. Official confirmation of your national insurance number on a P45, P60, plastic NI number card, former payslip or a letter from the Inland Revenue or other Government Department can also be provided; alternatively, a list of acceptable documents is available on request.

**Staff disqualification declaration form**

The Childcare (Disqualification) Regulations 2018 requires schools that provide care for pupils under the age of eight to ensure that all staff and volunteers working in these settings are not disqualified from doing so under the Childcare Act (2006).

If an individual is convicted of, or cautioned for, a criminal offence of a specified type or category, or where they meet other disqualification criteria set out in the regulations, under the Act and Regulations they are disqualified from:

* Providing relevant childcare provision
* Being directly concerned in the management of that childcare

In addition to inclusion on the children’s barred list, the wider disqualification criteria includes:

* Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults.
* Grounds relating to the care of children, including where an order is made in respect of a child under the individual’s care.
* Having registration refused or cancelled in relation to childcare or children’s homes, or being prohibited from private fostering.

**Staff covered**

This means that the following categories of staff in nursery, primary or secondary school settings are covered by the regulations:

* Staff who work in early years provision, including teachers and support staff working in school nursery and reception classes.
* Staff working in later years provision for children who have not attained the age of eight including before school settings, such as breakfast clubs, and after school provision.
* Staff who are directly concerned in the management of such early or later years provision.

**Disqualification**

A disqualified individual is not permitted to continue to work in a setting providing care for children under age eight, unless they apply for, and are granted, a waiver from Ofsted.

**Employee disqualification declaration form**

Please complete the declaration form and return to the school office.

|  |  |  |
| --- | --- | --- |
| **Section 1 – Orders or other restrictions** | ** / ** | |
| Have any orders or other determinations related to childcare been made in respect of you? | | 🞎 |
| Have any orders or other determinations related to childcare been made in respect of a child in your care? | | 🞎 |
| Have any orders or other determinations been made which prevent you from being registered in relation to childcare, children’s homes or fostering? | | 🞎 |
| Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? | | 🞎 |
| Are you barred from working with children? | | 🞎 |
| Are you prohibited from teaching? | | 🞎 |

|  |  |
| --- | --- |
| **Section 2 – Specified and statutory offences** | ** / ** |
| Have you ever been cautioned, reprimanded, given a warning for, or convicted of any offence against or involving a child? | 🞎 |
| Have you ever been cautioned, reprimanded, given a warning for, or convicted of any violent or sexual offence against an adult? | 🞎 |
| Have you ever been cautioned, reprimanded, given a warning for, or convicted of any offence under the Sexual Offences Act? | 🞎 |
| Have you ever been cautioned, reprimanded, given a warning for, or convicted of any offence under Schedule 2 (Repealed Statutory Offences)? | 🞎 |
| Have you ever been cautioned, reprimanded, given a warning for, or convicted of any offence under Schedule 3 (Specified Offences)? | 🞎 |
| In relation to the questions within section 1 and section 2 above, have you ever been cautioned, reprimanded, given a warning for, or convicted of any similar offence in another country? | 🞎 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 3 – Provision of information** | | | | |
| If you have answered yes to any of the questions above, you should provide further details below. You may supply this information separately if you wish, but you must do so without delay. You should also provide a copy of the relevant order, caution, or conviction. | | | | |
| **Please provide details of the order, restriction, conviction, or caution in the box below** | | | | |
|  | | | | |
| **The date(s) of these** | |  | | |
| **The relevant court(s) or body/bodies)** | |  | | |
| **Section 4 – Declaration** | | | | |
| In signing this form, I confirm that the information provided is true to the best of my knowledge and that:   * I understand my responsibilities to safeguard children. * I understand that I must notify the headteacher immediately of anything that affects my suitability including any cautions, warnings, convictions, orders, or other determinations that would render me disqualified from working with children. | | | | |
| **Employee signature** |  | | | |
| **Print name** |  | | **Date** |  |