

The Windsor Boys' School



Application Form – Teaching Staff

Guidance Notes For Applicants

Thank you for your interest in working for The Windsor Boys' School.

We will use this application form to help to decide your suitability for the post so please make sure that it is legible, accurate and complete. You should complete all sections of the application form. Either type or write clearly in black ink - this helps with photocopying. A Curriculum Vitae (CV) will only be considered as part of the supporting documentation to a completed application form.

Data Protection Act 1998

Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 1998. Data contained within the Equal Opportunities Monitoring Form will be used to produce de-personalised statistics for reporting and monitoring purposes. If you are the successful candidate, this form and the information collected through the recruitment campaign will be stored and used as part of your personnel record.

We will not share your information with any other organisation unless required to do so by statute.

More data protection information, including guidance on how to submit a request for your personal information, can be found on our website **www.twbs.co.uk**

The Windsor Boys' School (a member of Windsor Learning Partnership)
1 Maidenhead Road, Windsor, Berkshire SL4 5EH
Headteacher: Sean Furness
Tel: 01753 716060 **Web:** www.twbs.co.uk

Making your Application

The following advice is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

Job Description and Person Specification

When we short-list and recruit we use:

- The Job Description and Person Specification
- The Application Form

The Job Description and Person Specification outline the main responsibilities of the job. The Person Specification outlines the kind of person we are looking for. It details the knowledge, experience and skills that an applicant needs to do the job. The Person Specification also details which criteria will be used to short-list for interview, which criteria will be explored at interview and if applicable, which criteria will be explored through a range of assessments and ability testing.

Essential Criteria are those that you must have to carry out the responsibilities for the job. Desirable criteria are those that are additional requirements, which we may use if we receive too many applications, which meet the essential criteria.

Application Form

Please refer to the Person Specification and ensure that you provide information that shows how you meet the criteria listed, as we cannot assume anything about you. You need to tell us anything that is relevant to the job for which you are applying. The information contained in the application form is the information we will use when short-listing for interview. CVs will not be used in the short-listing process.

You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as experience gained in the community, through volunteering and leisure activities. Any gaps/dates in employment should be explained.

Please indicate on the application form any dates that you are not available to attend interview. If you are unable to attend interview on the allocated date, it may not be possible to offer another date or time. We will keep your application and contact you if we are unable to appoint from the original interviews.

Correspondence from The Windsor Boys' School

To provide an efficient and effective service to all applicants The Windsor Boys' School endeavors to communicate in email format where possible. We therefore ask that you provide us with a contact email address and to provide email addresses when completing the References Section of the application form.

The Windsor Boys' School aims to inform all unsuccessful applicants as to the outcome of their application, however on some occasions this may not be possible. If you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful on this occasion.

Equal Opportunities Monitoring Form

At The Windsor Boys' School we want our workforce to reflect the diversity of the community we serve. Your co-operation in providing information by completing the equal opportunities form is one of the ways we hope to achieve this. This information will be treated in the strictest confidence and will be detached before short-listing or interviewing.

It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained and promoted on the basis of the job requirements, skills and abilities. We will ensure

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that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job. You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 1998 that The Windsor Boys' School may hold and use personal information about you for monitoring purposes.

Safeguarding the Vulnerable

The Windsor Boys' School has a responsibility for and is committed to safeguarding and promoting the welfare of children and young people to ensure that they are protected from harm.

All conditional offers of employment are subject to the following pre-employment clearances:

Satisfactory Medical Clearance

All successful candidates complete a medical questionnaire on-line and may be required to pass a medical examination by our occupational health physician.

Satisfactory References

The Windsor Boys' School's practice is to take up two references, one of which must be the current or most recent employer. Referees must not be a member of your family, or spouse/partner. If you are a recent school or further education leaver, one of your references must be from the Headteacher or Lecturer. Occasionally more than two references may be required, if this is the case, we will inform you before we contact former employers.

For all posts, references will be taken up following short-listing and prior to interview. Progression of appointments can only occur following the receipt of satisfactory references.

The Windsor Boys' School reserves the right to verify any information given in the application form and throughout the selection process. In the event that The Windsor Boys' School receives any information through the verification process which may differ from the information you have provided or has an adverse effect on our decision, it is The Windsor Boys' School's policy to give applicants the opportunity to comment on that before any final decision is taken.

Disclosure and Barring Service (DBS) (previously Criminal Records Bureau Clearance)

All posts within The Windsor Boys' School require a DBS check, therefore the successful candidate will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS (unless at the Co-Headteachers discretion). The timescale for these checks is outside The Windsor Boys' School's control and this can take several weeks.

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Explanatory note to applicants – DBS check

1. Introduction

- 1.1 The position for which you are applying has been determined by the council as exempt from the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 Order in line with guidance from the Disclosure and Barring Service (DBS). Therefore you are required to declare any convictions cautions, reprimands, warnings and bind overs that are not protected, i.e those which have not been filtered. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

2. Factors to be considered

- 2.1 The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment.
- 2.2 The factors to be taken into account are:
- The responsibilities of the position
 - The nature of the offence(s)
 - The number and pattern of offences (if there is more than one)
 - How long ago the offence(s) occurred
 - The age of the offender when the offence(s) occurred.
 - Whether or not there have been subsequent offences
 - The applicants circumstances when the offences were committed and their circumstances now.
 - The relevance of the conviction to the job applied for.

3. Access to records of criminal convictions

- 3.1 In the event of an offer of employment it is a requirement that a DBS check is undertaken. (The DBS is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the Bureau can be accessed on the internet at: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/>. **If you do not give your permission it will not be possible to consider your application further.**
- 3.2 As part of its checking procedure the DBS will also check registers of persons found to be unsuitable to work with vulnerable people, which are maintained by the Department of Health and the Department for Education.
- 3.3 **You will be sent the results of your check by the DBS.**
- 3.4 **If the DBS check reveals a conviction, caution, reprimand, warning or bind over which you had failed to declare, this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.**
- 3.5 **DBS information will be kept in strict confidence and in accordance with the council's DBS Secure Storage, Handling, Use, Retention and Disposal of disclosures Policy.**

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4. Further Advice

- 4.1 If you would like to discuss whether a conviction you have may debar you from working in the role for which you are applying, you may contact the HR Business Partner team on 01628 685810 in confidence for advice.
- 4.2 Or alternatively you may wish to refer to advice published by NACRO on [disclosing criminal records](#) or [guidance on DBS filtering](#)
- 4.3 The council's policy on the employment of ex-offenders is available on the council's website.

Evidence of Qualifications

We will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been short-listed. Copies will not be accepted.

Eligibility to work in the UK

In order to comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employ.

We ask all short-listed applicants to provide proof that they can be legally employed. We have to see satisfactory proof in the form of **original** documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn.

From the 29 February 2008 the requirements for documentation are as follows:

List A establishes that the person has an ongoing entitlement to work in the UK.

List A:

- A UK passport
- A passport containing a certificate of entitlement certifying that you have the right of abode in the UK.
- A European Economic Area (EEA) (including Switzerland) passport or EEA national identity card.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office (HO) or the Border and Immigration Agency (BIA) to a national of an EEA country or Switzerland.
- A Permanent residence card issued by the HO or the BIA to the family member of a national of a EEA country or Switzerland.
- A Biometric Immigration Document issued by the BIA, which indicates that the person named, is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- A passport or other travel documentation endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK.
- An Immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full birth certificate or an adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland that specifies the names of your parents; **when produced in**

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- **combination with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen; **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or a previous employer.
- A letter issued by the HO or the BIA to the holder, which indicates that the person named in, is allowed to stay indefinitely in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List B indicates that the employee has restrictions on their entitlement to be in the UK and it is a requirement for checks in List B to be repeated annually until they can provide a document from List A or they leave our employment.

List B:

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the BIA, which indicates that the person named, can stay in the UK and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the HO or BIA **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the HO or the BIA to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the HO or the BIA to or for a family member of a national of a EEA country or Switzerland stating the holder is permitted to take employment which is less than 6 months old, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service (BIAECS).
- A residence card or document issued by the HO or the BIA to a family member of a national of an EEA country or Switzerland.
- An Application Registration Card issued by the HO or the BIA stating the holder is permitted to take employment, **when produced in combination with** evidence of verification by the BIAECS.
- An Immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the HO or the BIA to the holder or employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

Copies of relevant documentation will be taken and retained for future inspection by inspectors for the Home Office, if necessary.

If you are invited to interview, please bring the appropriate original documentation with you.

Please detach and retain the above information before submitting your details.

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Please return your Application Form, Criminal Disclosure Form and Equal Opportunities Monitoring Record to:

**The Headteacher, The Windsor Boys' School,
1 Maidenhead Road, Windsor, Berkshire SL4 5EH
or preferably by email to: jhowarth@twbs.co.uk**

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THE WINDSOR BOYS' SCHOOL



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Post applied for

Closing date

PERSONAL DETAILS

Last Name

First Name

Previous Last
Name(s)

Title (e.g. Mr, Mrs,
Miss, Ms)

National
Insurance
Number

Tel Nos. Home

Work (if convenient)

Mobile

Home Address

Postcode

Email Address

DfE Number

Do you hold a valid driving licence?

Yes ☐ No ☐

Do you have a car available for business use with appropriate
Business Use insurance cover?

Yes ☐ No ☐

Are you related to an existing employee or Governor of the School?

Yes ☐ No ☐

If YES, please give details:

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Canvassing will disqualify candidates

Have you previously been employed by, or sought employment with this School? Yes ☐ No ☐
If YES, please give details:

The Windsor Boys' School does not accept CVs alone, they will only be considered as part of the additional information on a fully completed application form.

QUALIFICATIONS

Do you have QTS Yes ☐ No ☐
Are you unqualified Yes ☐ No ☐
Are you a NQT Yes ☐ No ☐
Are you an OTT (Overseas Trained Teacher) Yes ☐ No ☐
Do you hold an NPQH Yes ☐ No ☐

Please give details, including dates obtained. You will be asked to produce any relevant certificates.

A-Levels (Subjects and Grades), Degrees, diplomas, post graduate qualifications, teaching qualifications stating subjects, grades & class of degree	Name of Institution	Date Awarded

GTP	Name of Institution/Designated Registered Body	Dates
List any inset courses/training attended		Dates

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EMPLOYMENT DETAILS

CURRENT OR MOST RECENT EMPLOYMENT

Name of Employer			
Address			
Tel No			
Present Post/Job Title		Date of Appointment	
		Date of Leaving, if applicable	
		Date available	
Boys <input type="checkbox"/> Girls <input type="checkbox"/> Mixed <input type="checkbox"/>		Group Size	
Age Range/Key Stage		No on Roll	
Reason for Leaving			

CURRENT SALARY DETAILS

Current/Final salary

Unqualified	Spine Point	_____
Qualified Teacher	Spine Point	_____
Advanced Skills Teacher	Spine Point	_____
Upper Pay Range	Spine Point	_____
Leadership Group	Spine Point	_____

Allowances

Management Allowances/Teacher Learning Responsibility awards (please state amount and level)

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Recruitment and Retention awards (please state award type and amounts)

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Special Needs 1 ☐ Special Needs 2 ☐ (please tick)

Brief description of duties and responsibilities

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OTHER TEACHING EXPERIENCE

Please complete each column and explain any breaks in employment. Start with your most recent and list in descending date order.

Employer /LEA	Name, address and type of School (state whether independent, comprehensive, grant maintained)	No. on roll	Age group(s) taught	Job Title	From D/M/Y	To D/M/Y

EMPLOYMENT EXPERIENCE OTHER THAN TEACHING

Dates (Day/Month/Year)		Job Title and brief summary of duties and responsibilities	Salary
From	To		
Employer & Address			
From	To		
Employer & Address			
From	To		
Employer & Address			

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Please continue on a separate sheet if necessary

VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)

(This may not be connected with the post applied for, but may still be relevant)

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SUPPLEMENTARY INFORMATION IN SUPPORT OF YOUR APPLICATION

Please refer to the Person Specification on the job accountabilities when completing this section.

Describe how you consider your knowledge, skills and experience are relevant to the post for which you are applying and those factors which make you a particularly suitable candidate. Please provide examples.

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Please continue on a separate sheet if necessary.

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Please give details, including dates obtained. You will be asked to produce any relevant certificates

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All Appointments are subject to medical clearance by The Windsor Boys' School's Occupational Health Provider

Please provide details of two referees to whom confidential enquiries will be made and who have recent professional knowledge of your work. One must be your present or most recent employer if not currently employed. **NB. Referees must not be members of your family, or spouse/partner.**

Name		Name	
Address		Address	
Tel No		Tel No	
Email (mandatory)		Email	
Capacity in which known (eg employer/ Line manager)		Capacity in which known (eg employer/ Line manager)	

- *The Windsor Boys' School may wish to make further enquiries of previous employers, in addition to the two referees given.*
- *The Windsor Boys' School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.*

The Windsor Boys' School is part of Windsor Learning Partnership, a charitable company limited by guarantee that is registered in England (company number 9409109) and has its registered office at Windsor Learning Partnership, Windsor Girls' School, Imperial Road, Windsor, SL4 3RT.

End of application form - now please complete the
Disclosure of Criminal Background Form and
Equal Opportunities Monitoring Record

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WINDSOR LEARNING PARTNERSHIP

STRICTLY CONFIDENTIAL

Disclosure of criminal background for posts requiring a DBS check

The Windsor Learning Partnership has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.

Any information which you give will be strictly confidential and will be considered only in relation to this position.

Having current convictions does not automatically bar you from employment. The Windsor Learning Partnership will consider applicants on their merits and in relation to the post for which they are applying.

This post is exempt from the Rehabilitation of Offenders Act and previous offences must be disclosed and successful applicants will be subject to a standard or enhanced DBS disclosure.

Please complete the disclosure of criminal background information requested below. If your application for this post is successful, you will not be able to commence employment until a satisfactory DBS check has been confirmed. The timescales for these checks are outside the control of the council.

Do you have a DBS certificate issued since 17 June 2013? Yes No If yes, please give certificate number

Are you registered with the DBS Update service? Yes No

If yes and your application for this post is successful, do you consent to the Windsor Learning Partnership using the update service to check your DBS status? Yes No

Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 Order) in answering the following question you must disclose details of all unfiltered offences.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes/No

If YES, please give details:

.....
.....

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

If YES, please give details:

.....
.....

Information about disclosing a criminal background is available from NACRO [guide for job applicants](#)

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DECLARATION

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed.....Date.....

Print name in capitals

Position applied for.....Job Reference No.....

(When you have answered the above question please return this additional sheet with your application form. **If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: Your name & position applied for, and the following: DISCLOSURE INFORMATION – STRICTLY CONFIDENTIAL.** This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.).

Please now complete the Equal Opportunities Monitoring Record
This page is to be detached prior to Shortlisting by Recruiting Officer

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EQUAL OPORTUNITIES MONITORING RECORD

The information contained on this page will be treated in the strictest confidence and will be detached prior to short-listing. Please see guidance notes for further information. It is not mandatory to provide this information but doing so helps The Windsor Boys' School to monitor equal opportunities and complete statistical returns.

Post applied for:	
First Name:	Last Name:
Marital Status:	
Where did you see this post advertised:	
The Windsor Boys' School Website: Local Newspaper: Professional Publication: Professional Website: TES: Other please specify:	Jobs Go Public Website: National Newspaper: National Newspaper Website: Friend/Word of Mouth: Greensheets:
Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Date of Birth: / /
Please select the category that most represents your race and ethnicity:	
Asian or Asian British Bangladeshi: Indian: Pakistani: Other:	Mixed & Other White & Black Caribbean: White & Black African: White & Asian: Other:
White British: Irish: Other:	Black or Black British African: Caribbean: Other:
Chinese or other ethnic group Chinese: Other ethnic group:	
Please provide details of any adjustments/ special requirements to assist you should you be shortlisted for interview:	

Please return your Application Form, Criminal Disclosure Form and Equal Opportunities Monitoring Record to:

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 or preferably by email to: jhowarth@twbs.co.uk**

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