



Lord Williams's School

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Application Form Guidance Notes

Completing the Application Form

You are advised to save the application form to your hard drive so it can be completed in your own time and at your own pace. To save it, click on "**File**", then "**Save As...**" and finally click the **Save** button (you can change the filename and location if you wish).

How to submit your job application form

1. Please fill in all of the pages on the application form. The * symbol indicates fields that must be completed before submitting this form.

The form is designed for completion using **Microsoft Word** or a compatible word processing program.

Use the grey text areas and selection boxes to complete the form. The grey text areas (fields) will expand to accommodate information such as an address. Within the fields you can use the **Enter** key to start a new line. You can use the **Tab** key to move to the next field on the form.

If you wish to include more information than can be contained in the form fields please put any additional information in the "*Relevant Skills and Experience*" section.

Please help us to meet our statutory requirements by completing the Equal Opportunities section of the application form.

2. Save the document in either Word or pdf format
3. When you have finished, attach the document to an email, and return it to **personnel@lordwilliams.oxon.sch.uk**

Please note: **we DO NOT accept CVs.**

If you need to change your application after it has been submitted (for example, to change a referee's contact information) please contact us **before** sending a second copy of your application form.

Note our email is not encrypted. However, Lord Williams's School ensures that only staff who have a business reason to look at your information or data can do so. Staff cannot look at your information or data for personal reasons or out of curiosity. We will comply with the General Data Protection Regulations in connection with our obligations under the Terms and the link to our privacy statement is within the application form and can be found on our school website. You should be aware that owing to the nature of email your data may pass through countries that do not have comparative data protection laws.

Disclosing Criminal Record Information On Your Job Application

Information For Applicants

It is standard practice for schools and educational establishments to ask you a question(s) on your application form about criminal convictions. In late 2019, the law in the UK changed regarding “filtering” of conviction information. Filtering is the process by which the Disclosure and Barring Service (DBS) decide along with the relevant UK authorities what information is included on your DBS Certificate. If you are not sure whether a caution, conviction, warning or reprimand you received is exempt from being disclosed on your application form then you are entitled to seek independent advice before submitting your application.

Below are some links to more information and services which may be able to support you:

The UK Government website page on filtering

www.gov.uk/government/publications/dbs-filtering-guidance

UNLOCK

This is an independent charity which provides information and advice for people with previous criminal convictions, cautions or warnings.

www.unlock.org.uk

The UNLOCK guidance for what will be filtered out by the DBS

www.hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf

NACRO

This is an independent charity which provides information and advice for people with criminal convictions, cautions or warnings. www.nacro.org.uk/criminal-record-support-service

The DBS website “list of offences”

This webpage contains the list of offences that will never be filtered from a DBS certificate:

www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

IMPORTANT INFORMATION Please note that Lord Williams’s School cannot provide advice on the disclosure of criminal conviction information on your application form as this must be sought from an independent source. The external website links to organisations above are owned or controlled by a third-party. Lord Williams’s School do not accept any responsibility or liability in respect of the content of these third-party external websites. If you access these external websites, then you do so at your own risk. The list of organisations provided above is not an exhaustive list – other organisations providing advice and support may be available.

Lord Williams’s School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Any offer of employment is subject to satisfactory medical, reference and DBS clearance and The Asylum and Immigration Act ID checks. Right to work documentation must be presented/completed at interview.