



Application Form (Support Staff) ICT Support (Maternity Cover)

Hurtwood House

NAME

To avoid your application being delivered late and missing the deadline, please ensure that the postage is in keeping with the size and weight of the envelope used.

DEADLINE: Monday 22nd February 2016

Hurtwood House School
Holmbury St Mary
Dorking
Surrey
RH5 6NU

01483 279000

Application Form

Position applied for: ICT Support (Maternity Cover)

Section 1 – Personal details

Title:
Dr/Mr/Mrs/Miss/Ms

Forename(s):

Surname:

Date of birth:

Former name:

Preferred name:

Address:

National Insurance number:

Are you currently eligible for employment in the UK?

Yes ☐ No ☐

Please provide details:

Telephone number(s):

Home:

Teacher's R P number (if applicable):

Work:

Do you have Qualified Teacher status?

Mobile:

Yes ☐ No ☐

Email address:

Have you read the school's Child Protection Policy?

Yes ☐ No ☐

Are you related to or do you maintain a close relationship with an existing employee, volunteer or Director of the School? If so, please provide details.

Section 2 – Education

Please start with the most recent - (continue on page 11 if necessary)

Name of school / college / university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding Body
	From: dd / mm / yy				
	To: dd / mm / yy				
	From: dd / mm / yy				
	To: dd / mm / yy				
	From: dd / mm / yy				
	To: dd / mm / yy				
	From: dd / mm / yy				
	To: dd / mm / yy				

Section 3 – Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4 – Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Brief description of responsibilities:

Date employment ended
(if applicable):

Current salary /
salary on leaving:

Do you / did you receive any employee benefits? If so, please provide details of these.

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5 – Previous employment and / or activities since leaving secondary education

Please continue on page 11 or 12, or on a separate sheet if necessary

Dates	Name and address of employer	Position held and / or duties	Reason for leaving			
From: dd/mm/yy						
<table><tr><td></td><td></td><td></td></tr></table>						
To: dd/mm/yy						
<table><tr><td></td><td></td><td></td></tr></table>						
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To: dd/mm/yy						
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Section 6 – Gaps in your employment

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

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Section 7 – Interests

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity.

Section 8 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on page 11 or 12, or on a separate sheet if necessary.

Section 9 – Criminal records

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form).** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's Recruitment, Selection and Disclosure Policy and Procedure.

It is a condition of your application that you answer the questions below. Before doing so please read Appendix 1 to this form.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see Appendix 1)** Yes ☐ No ☐

Is there any relevant court action pending against you? Yes ☐ No ☐

If answering "YES" to any of the above, please provide the following information on a separate sheet and send this in a sealed envelope marked "confidential" with your application form:

- details of the order, restriction, conviction or caution and the date that this was made;
- the relevant court or body and the sentence, if any, which was imposed; and a copy of the relevant order or conviction.

Section 10 – References

Please supply the names and contact details of two people who we may contact for professional references. One of these **MUST** be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. No professional referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview.

Referee 1	Referee 2
<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation:</p> <p>Telephone number:</p> <p>May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation:</p> <p>Telephone number:</p> <p>May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Referee 3 (Character reference – this should not be a relative)</p>	
<p>Name:</p> <p>Capacity known to you:</p> <p>Number of years known to you:</p> <p>May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Address:</p> <p>Telephone number:</p>

Section 11 – Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment Policy is available with this Application Form. Please take the time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 12 – Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with the people specified as my referees to verify their references.

Signature Date

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 12.

Appendix 1 - Spent convictions and the DBS filtering rules

Spent convictions

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence for a term exceeding 6 months but less than 2.5 years	10 years	5 years
Prison sentence for a term of 6 months or less	7 years	3.5 years
Fines, probation, compensation, community service, reparation orders, curfew orders	5 years	2.5 years
Absolute discharge	6 months	6 months

Prison sentences of more than two and a half years are never considered spent.

Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

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

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