

WILLIAM ELLIS SCHOOL

GUIDANCE FOR PROSPECTIVE APPLICANTS

THE APPLICATION FORM

The Application Form asks for detailed information about you and your work history. The purpose of the form is to make sure that, as far as possible, applicants who might be at risk to children are not considered for appointment. The detail that is asked for complies with national guidance on safe recruitment procedures for appointments to schools.

PERSONAL DETAILS

The information given here will be used to contact you and to identify you accurately when contacting referees. The information will not be used in the selection process.

CURRENT AND PREVIOUS EMPLOYMENT

This section is set out as if you are currently in a teaching post. If you are not currently a teacher, please give us the details of your current employer and post or your college or university if you are a student. Complete this section also if you are employed in a voluntary capacity. If you are currently not in employment, then say so here. At "pay scale" indicate whether you are currently paid on the main pay scale, upper pay scale, leadership scale etc. Please also complete the section on any additional employment you have had.

PREVIOUS EMPLOYMENT DETAILS

It is very important that you list your previous employment in chronological order (most recent posts first). All employment, including self-employment, consultancy, part-time and temporary jobs and unpaid employment must be included.

EDUCATION AND QUALIFICATIONS

Please complete all section sections here. Make sure that you give all of the information needed. This should include qualifications and training that, whilst not essential, are useful and relevant to the job.

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18

Your application needs to give a complete picture of your working career, including periods when you were not in employment. In this section you need to explain any gaps.

IN-SERVICE TRAINING UNDERTAKEN IN LAST THREE YEARS

Please provide all details of training/CPD from the past 3 years including qualifications, where relevant.

HOBBIES & INTERESTS

This is your opportunity to describe any interests or experiences that could be relevant to the post for which you are applying.

REFERENCES

References will be taken up before interview, so you need to be sure that your referees are willing and able to provide a reference. One reference must be your current Headteacher if you are currently employed as a teacher. Current legislation requires schools to ask for references that cover the previous 5 year period. Please ensure that

The "status" of each referee would be, for example, "current employer" or "university tutor". Each referee must be able to comment on your professional abilities. **Note that references from friends or relatives are not acceptable.**

When nominating referees, please provide a telephone number **and** email address.

Current legislation requires references that cover the previous 5 years. Please ensure that you provide referees to cover this period of time.

We may approach previous employers who have not been identified by you as a referee, and may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with children.

ARE YOU A RELATIVE OR PARTNER OF ANY EMPLOYEE OR GOVERNOR OF THE SCHOOL?

We need to know this in order to ensure a fair selection process. If you are related to anyone at the School, then we will avoid asking your relative or partner to be part of the selection process.

HAS SOMEONE COMPLETED THIS FORM ON YOUR BEHALF?

Please let us know whether you have completed this form yourself or someone else has completed this form. Note that your certification that the information is correct will be valid whether or not the form has been completed by you.

DO YOU CONSIDER YOURSELF DISABLED?

This provides us with relevant information in considering your application.

WE ARE UNABLE TO ACCEPT APPLICATIONS WITHOUT AN APPLICATION FORM. YOU MUST COMPLETE ALL PARTS OF THE APPLICATION FORM. CVS ARE NOT ACCEPTABLE.

PERSONAL STATEMENT

We would like you to show how you meet the person specification. Your statement should outline how your skills, experience and knowledge meet the requirements of the job description and person specification, giving examples of relevant achievements. It is important that you state the evidence for your achievements. Your statement should cover no more than two sides of A4 paper.

DOCUMENTATION REQUIRED AT INTERVIEW

Please note that if you are invited for interview, you will need to bring with you the following documents:

- original certificates of the qualifications that you have listed in your application. (We will photocopy the certificates of the appointed candidate and immediately return the originals).
- original certificates of your qualifications in English and Maths (evidence of a GCSE pass at grade A to C)
- photographic identification such as a passport

GENERAL INFORMATION TO CANDIDATES

DISCLOSURE BARRING SERVICE (DBS) CLEARANCE

To comply with current Safer Recruitment regulations all positions at William Ellis School require candidates to be suitably checked. All posts at William Ellis school involve working with children. There are some offences that will never be removed from a DBS certificate. These include the most serious sexual and/or violent offences.

You can view this specified list of offences on the website:

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

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/series/dbs-filtering-guidance>

You will be unable to take up your appointment until the school has received

- A clear List 99 check
- A satisfactory Enhanced DBS check

HEALTH ASSESSMENT CHECK

You will be required to complete a Pre-Employment Health Questionnaire.

COMPLAINTS PROCEDURE

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to the Chair of Governors at the School and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the results of your application.