|  |  |
| --- | --- |
| **C:\Users\hradmin\Downloads\CFCLogo_fullcolour_transparent (3).png** | Claremont Drive, Esher, Surrey KT10 9LY  HR dept: 01372 473720  HR email: jobs@claremont.surrey.sch.uk  www.claremontfancourt.co.uk |

**APPLICATION FORM – SUPPORT STAFF**

**Prohibition from teaching, prohibition from management and disqualification from providing childcare.**

**The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so.** For these purposes 'teaching work' includes:

* planning and preparing lessons and courses for pupils;
* delivering lessons to pupils;
* assessing the development, progress and attainment of pupils; and
* reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.

The School is also not permitted to employ anyone to work in a **management** position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:

* Head;
* teaching posts on the senior leadership team;
* teaching posts which carry a departmental head role;
* support staff posts on the senior leadership team.

The School is also not permitted to employ anyone to work in a position which involves the provision of **'childcare**' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:

* all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and
* provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.

Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.

The declaration at **Section 13** of this form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and/or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact the HR department.

The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school.

Successful applicants for **'childcare'** roles will be required to complete a childcare disqualification self-declaration form.

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful.

Please note that in order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POST APPLIED FOR :** | | |  | | | | | | |  |
|  | | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | |
| Full name: | | Title       First name       Surname | | | | | | | | |
| Previous name(s) (if applicable): | | |  | | | | | | | |
| Address: |  | | | | | | | | | |
|  | | | | | | | | | | |
| Postcode: | | | | | | | |  |  | |
| Telephone (Home): | | | | Telephone (Mobile): | | | | | | |
| Telephone (Work): | | | | | | |  | | | |
| Best daytime contact number for you: | | | | | | | | | | |
| Email address: | | |  | | | | | | | |
| National Insurance No. | | | | |  | | | | | |
| **CONFIDENTIAL REFEREES** | | | | | | | | | | |
| One referee should be your present or most recent employer, the other a previous employer. Please let your referees know that we will be in touch with them if you are shortlisted. We reserve the right to contact any previous employer. | | | | | | | | | | |
| **REFEREE 1** | | | | | | **REFEREE 2** | | | | |
| Name: Mr Mrs Miss Ms  Job title:  Organisation name:  Email:  Telephone number:  Address:  Relationship to the applicant: | | | | | | Name: Mr Mrs Miss Ms  Job title:  Organisation name:  Email:  Telephone number:  Address:  Relationship to the applicant: | | | | |
| References will only be requested for short listed candidates. May we approach your referees without further reference to you?  Yes  No | | | | | | | | | | |
| Please give any dates you are **NOT** available for interview: | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EDUCATION AND QUALIFICATIONS (MOST RECENT FIRST) | | | | | | | | | | | | |
| Please give details of your education and qualifications to date (boxes will expand as required) | | | | | | | | | | | | |
| Dates (MM/YY) | | | | | School/College | | | | Subject(s) studied  at GCSE level or equivalent | | | Grades |
| From | | To | | |
|  | |  | | |  | | | |  | | |  |
|  | |  | | | School/College | | | | Subject(s) studied  at A level or equivalent | | | Grades |
|  | |  | | |  | | | |  | | |  |
|  | |  | | | Undergraduate university attended | | | | Subject(s) studied | | | Degree (with **class and date** confirmed) |
|  | |  | | |  | | | |  | | |  |
|  | |  | | | Postgraduate university attended | | | | Subject(s) studied | | | Degree (with date confirmed) |
|  | |  | | |  | | | |  | | |  |
|  | |  | | | Professional qualification  including teacher training institution attended | | | | Subject(s) studied | | | Degree/qualification (with date confirmed) |
|  | |  | | |  | | | |  | | |  |
| MEMBERSHIP OF PROFESSIONAL BODIES | | | | | | | | | | | | |
| Dates (MM/YY) | | | | | Name of Association / Institute/Qualifications | | | | | | Level/or grade of membership | |
| From | | To | | |
|  | |  | | |  | | | | | |  | |
|  | |  | | |  | | | | | |  | |
|  | |  | | |  | | | | | |  | |
| OTHER RELEVANT TRAINING E.G. FIRST AID, CHILD PROTECTION, LEADERSHIP | | | | | | | | | | | | |
| Dates (MM/YY) | | | | | Title of course | | | | | | Details | |
| From | | To | | |
|  | |  | | |  | | | | | |  | |
|  | |  | | |  | | | | | |  | |
|  | |  | | |  | | | | | |  | |
|  | |  | | |  | | | | | |  | |
|  | |  | | |  | | | | | |  | |
| **INTERESTS** | | | | | | | | | | | | |
| Please outline your interests | | | | | | | | | | | | |
| **PRESENT OR MOST RECENT EMPLOYMENT** | | | | | | | | | | | | |
| Post: |  | | | | | | | | | | | |
| Name and address of employer: | | | | | |  | | | | | | |
| Independent or Maintained       NOR: | | | | | | | | | | | | |
| Start date: | | |  | | | | Leaving date (if applicable): | | |  | | |
| Reason for leaving: | | | | | | | | | | | | |
| Notice required (if applicable): | | | | | | | | | | | | |
| Gross salary: | | | | | | | Salary scale (if applicable): | | | | | |
| Outline of main duties | | | | | |  | | | | | | |
|  | | | | | | | | | | | | |
| PREVIOUS EMPLOYMENT | | | | | | | | | | | | |
| List all previous employment since leaving full time education, including any relevant unpaid work, in reverse chronological order – **i.e. from most recent employment working backwards.** You should account for any periods between jobs by month and year. A curriculum vitae may be enclosed but cannot be used as a substitute for the information required below. | | | | | | | | | | | | |
| Dates (MM/YY) | | | | Employer (if a school, include Independent or Maintained and number on roll) | | | | Job title / main duties | | | | Reason for leaving |
| From | | To | |
|  | |  | |  | | | |  | | | |  |
|  | |  | |  | | | |  | | | |  |
|  | |  | |  | | | |  | | | |  |
|  | |  | |  | | | |  | | | |  |
|  | |  | |  | | | |  | | | |  |
| **STATEMENT IN SUPPORT OF YOUR APPLICATION** | | | | | | | | | | | | |
| Set out below how your skills and experience meet the criteria named in the person specification. Applicants should confine this statement to no more than two sides of A4. | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **OTHER DETAILS** | | |
| Do you know any staff working at Claremont Fan Court School?  If **YES**, please state the name of the Claremont employee(s) and the nature of your relationship with them | | Yes  No |
| Do you have the legal right to live and work in the UK? | | Yes  No |
| Do you require UKBA sponsorship (previously a work permit) to take up this post? | | Yes  No |
| If so, type of visa held and date of expiry:  (You will be asked to produce photographic identification and proof of the above if you are called to interview)   |  |  | | --- | --- | | Have you lived or worked overseas for a period of three months or more in any one country since the age of 16? | Yes  No | | Where did you first see this position advertised? | | | | |
| **Disclosure and Barring Service checks, criminal record and Children’s Barred List** | | |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.  If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at the end of this form therefore asks you to confirm whether you are barred from working with children.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.  If you are successful in being **shortlisted** for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have 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  Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's 'Recruitment, selection and disclosure policy and procedure'. | | |
| If you subscribe to the DBS update service, if you are shortlisted, do you give us permission to check your DBS status online? Yes  No | | |
| **RECRUITMENT AND USE OF INFORMATION** | | |
| 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 appointments 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, selection and disclosure policy and procedure' (which includes the School's 'Policy on the recruitment of ex-offenders'), and our 'Safeguarding policy' is available for download from the ‘Work with Us’ section of the School's website. Please take the time to read them.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.  How we use your information  Information on how the School uses personal data is set out in the School's Applicant Privacy Notice, which can be found here on the ‘Work with Us’ section of the School’s website. | | |
| **DECLARATION** | | |
| * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children ⬜ * I confirm that I am not prohibited from carrying out 'teaching work' ⬜ (do not tick this box if the role for which you are applying does not involve 'teaching work') * I confirm that I am not prohibited from being involved in the management of an independent school ⬜ (do not tick this box if the role for which you are applying is not a management role) * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight ⬜ (do not tick this box if the role for which you are applying does not involve the provision of 'childcare') * I confirm that the information I have given on this application form is true and correct to the best of my knowledge ⬜ * 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 ⬜   *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 above.* | | |
| **Name:**  **Signature:** | **Date**: | |