



**SEDBERGH
SCHOOL**

**Application for Employment
Strictly Confidential**

Applications will only be accepted from candidates completing this application form in full. CVs will not be accepted in substitution for this Application Form. .

POSITION BEING APPLIED FOR: DAYS & HOURS AVAILABLE FOR WORK: WHERE DID YOU SEE THE ADVERTISEMENT FOR THIS POST?
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TITLE Mr / Mrs / Miss / Ms / Other (please specify)
SURNAME
FULL FORENAME(S)
DATE OF BIRTH

ANY OTHER NAMES USED PREVIOUSLY
NATIONALITY Do you have a work permit to take up employment in the UK? Yes/No (delete as applicable)

ADDRESS	TEL NUMBER DAYTIME
	TEL NUMBER EVENING
	MOBILE TEL NUMBER
	E-MAIL

NATIONAL INSURANCE NUMBER
PASSPORT NUMBER (WE ARE NOW REQUIRED TO PROVIDE THIS TO HMRC)

FAMILY / CHILDREN (Please also state if you are related to any existing employees or Governors of Sedbergh School)

DETAILS OF EDUCATION / RELEVANT QUALIFICATIONS / TRAINING (Please include Awarding Body and Date of Award. Please note you will be required to provide original copies of certificates if invited for interview.)

FROM	TO	NAME OF SCHOOL/UNIVERSITY	QUALIFICATIONS



PRESENT EMPLOYMENT (Please provide details of your present or most recent employment including name and address of employer, telephone number, dates of employment and a description of role and responsibilities.)

CURRENT SALARY

PERIOD OF NOTICE REQUIRED AND DATE AVAILABLE TO COMMENCE EMPLOYMENT

PREVIOUS EMPLOYMENT (Please list all full-time and part-time work, paid or unpaid, including any periods of self employment, starting with the most recent first. Please provide dates that you were employed from and to for each period of employment. You should account for any gaps in employment. Continue on a separate sheet if necessary.)

Dates		Name & Address	Position held & brief details of duties	Reason for Leaving
From	To			



FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION (You are invited to add below further relevant information in support of your application, in particular your personal qualities and experience which you believe are relevant to your suitability for this post. Please continue on a separate sheet if necessary.)

<p>REFEREES (Please provide the names, addresses, telephone numbers and email addresses of three referees: two professional (one of these should be your current or most recent employer - please identify their post in the organisation) and one personal. Please note, references will <u>not</u> be accepted from relatives, or from referees writing solely in the capacity of friends.</p>		
<p>PROFESSIONAL</p> <p>Name:</p> <p>Email Address:</p> <p>Organisation & Post:</p> <p>Postal Address:</p> <p>Tel:</p>	<p>PROFESSIONAL</p> <p>Name:</p> <p>Email Address:</p> <p>Organisation & Post:</p> <p>Postal Address:</p> <p>Tel:</p>	<p>PERSONAL (We are unable to accept references from <u>relatives, or from friends</u> of the applicant writing solely in that capacity.)</p> <p>Name:</p> <p>Email Address:</p> <p>Organisation & Post:</p> <p>Postal Address:</p> <p>Tel:</p>
<p>PERMISSION TO CONTACT IF SELECTED FOR INTERVIEW</p> <p>Yes / No (delete as appropriate)</p>	<p>PERMISSION TO CONTACT IF SELECTED FOR INTERVIEW</p> <p>Yes / No (delete as appropriate)</p>	<p>PERMISSION TO CONTACT IF SELECTED FOR INTERVIEW</p> <p>Yes / No (delete as appropriate)</p>

<p>ELIGIBILITY TO WORK IN THE UK</p> <p>Government legislation makes it an offence for an employer to employ staff whose immigration status prevents them from working in this country. You MUST answer the questions below and then sign and date this section.</p>		
<p>Tick as appropriate</p>	<p>YES</p>	<p>NO</p>
<p>Do you have the right to work in the UK?</p>		
<p>If the answer to the above question is YES, please describe any current restrictions on your stay or on your right to work in the UK. Attach an additional sheet if necessary.</p> <p>If none, write 'None'.</p>		
<p>DECLARATION: I declare that I have the right to work in the UK.</p> <p>Signature</p> <p>Date of signature</p>		



PROTECTION OF CHILDREN AND DBS DISCLOSURE (Please delete as applicable.)

Sedbergh School is committed to safeguarding and promoting the welfare of children, and young people and expects all Governors, employees and volunteers to share this commitment. Successful candidates will require a DBS check.

I have an Enhanced Disclosure from the Disclosure & Barring Service. Please supply date of issue.

Date

I do not have an Enhanced Disclosure from the DBS, but I accept and agree that in the event of my application being successful, enquiries will be made in accordance with the requirements of the Children Act.

Signature

DECLARATION

I declare that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body, e.g. the GTC.

I certify that to the best of my knowledge, the information given on this form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or providing false information and possible referral to the police and/or DfES Children's Safeguarding Operation Unit. I also understand that the information I have provided may be subject to verification.

Signature

Date



SEDBERGH SCHOOL
EQUAL OPPORTUNITIES POLICY AND PROCEDURES

POLICY

The School is committed to a policy of equal opportunities. As part of the equal opportunities policy we treat job applicants and members of staff in the same way regardless of their sex, marital status, age, race, colour, religion, ethnic or national origin or disability. All members of staff are requested to co-operate to ensure that the policy is implemented in full.

Monitoring

All job applicants will be asked to complete a form giving details of their sex, age, ethnic origin and any disabilities. The School guarantees that this form will be used for the purpose of monitoring the effectiveness of its equal opportunities policy only.

Managing Staff Problems Fairly

A. Disabled Persons

Where a disabled person applies for a post or a member of staff becomes disabled the School will make reasonable adjustments to remove the disadvantages faced by the disabled person.

B. Discipline

Any member of staff who discriminates against or harasses any other members of staff on the grounds of race, sex or disability will be subject to the School's disciplinary procedures. Such behaviour may well constitute gross misconduct and could result in summary dismissal.

C. Grievances

Any employee who believes he or she has received less favourable treatment on grounds of age, sex, race, disability is asked to use the grievance procedure.

Sexual, age, racial or disability harassment is unlawful discrimination and improper and unacceptable behaviour. Any employee who feels that they have suffered harassment should raise the matter with the Headmaster for teaching staff, or with the Bursar for non-teaching staff. All complaints will be dealt with promptly, confidentially and impartially.



SEDBERGH SCHOOL
DISABILITY INFORMATION SHEET

Disability Statement

Sedbergh School is committed to pursuing a policy of equal opportunities for people with disabilities. We are working towards better employment practices to ensure applicants with disabilities receive full and fair consideration for all types of vacancies as well as for training, career development and promotion.

Disability Information

Section 1 of the Disability Discrimination Act 1995 defines a person as having a disability if he or she 'has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'. Long term means an impairment which has lasted or is likely to last for 12 months or more.

The law requires us to make reasonable adjustments where a disabled person applies for a job. You may wish to let us know if there are any reasonable adjustments you would like us to make to assist you in your application.

Name.....

Address
.....

Post Code

Post applied for

Do you consider that you have a disability? Yes/No

Is there anything which you wish to tell us about your disability?

If you are appointed to this post, do you feel that any special aids or equipment or other adjustments would be required to take account of your disability? Please give details.

Thank you for providing us with this information. This form will be treated in the strictest confidence. Please return this form with your application.



SEDBERGH SCHOOL
POLICY STATEMENT ON THE RECRUITMENT
OF EX-OFFENDERS

- As an organization using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Sedbergh School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Sedbergh School is **committed** to the fair treatment of its staff, potential staff or users of its services, regardless of race, age, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Sedbergh School and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Sedbergh School to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Sedbergh School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



SEDBERGH SCHOOL
REHABILITATION OF OFFENDERS ACT 1974
(EXCEPTIONS) ORDER 1975

This document is to be completed by all applicants whose potential employer will be Sedbergh School.

Line Managers please ensure that during interviews applicants fully understand points A & B below.

- A. The location of the position for which you are applying is exempt from the provisions of Section 4(2) of the above Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order of 1975.
- B. Applicants are therefore not entitled to withhold information about convictions/cautions, reprimands or warnings which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such information will lead to disciplinary action which could result in dismissal.**

1. I do*/do not* have any previous convictions/cautions/reprimands or warnings*

(* delete as applicable)

2. If you do have a previous conviction/caution/reprimand or warning then please complete the following. However, if you wish this information to remain confidential to the HR Department only then please forward details in a sealed envelope, addressed to the HR Department marked as Strictly Private & Confidential.

a) What is the nature of the conviction/caution/reprimand or warning

.....

b) On what date were you convicted/cautioned reprimanded or warned

.....

b) What was the sentence?

.....

I, declare that the information given above is true to the best of my knowledge.

Signed:.....
Applicant

Date:

Signed

Interviewer/Assessor

Date:

Interviewer/Assessor – please sign to confirm that you have read A & B to the applicant.



SEDBERGH SCHOOL
POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF
DISCLOSURES AND DISCLOSURE INFORMATION

General Principles

As an organization using an umbrella group to apply to the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Sedbergh School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorized to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognize that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Using an Umbrella Body

The School uses an Umbrella Body to process all of Sedbergh Schools DBS application forms; we will take all reasonable steps to ensure that they can comply fully with the DBS Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.



SEDBERGH SCHOOL
DISCLOSURE & BARRING SERVICE CHECK

Please delete and complete as appropriate –

I have an Enhanced Disclosure from the Disclosure & Barring Service and accept that confirmation of its accuracy will be sought from the Countersignature who applied for the check.

The date of issue on the certificate is

OR

I do not have an Enhanced Disclosure from the DBS, but I accept and agree that in the event of my application being successful, an application for an Enhanced Disclosure will be made to the Disclosure & Barring Service.

I understand that any current and/or spent criminal convictions will be disclosed to the School.

Applicant's Name-

Signed -

Date -