



Application Form (Support Staff)

Hurtwood House

NAME

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 complete and return your application as an attachment to: james.baker@hurtwood.net

DEADLINE: Friday 28 May

Hurtwood House School
Holmbury St Mary
Dorking
Surrey
RH5 6NU

01483 279000

Application Form

Position applied for: ICT Network Administrator

Section 1 – Personal details

| | | |
|---|--------------|---|
| Title: Dr/Mr/Mrs/Miss/Ms | Forename(s): | Surname: |
| Date of birth: | | Former name: |
| Address: | | Preferred name: |
| | | National Insurance number: Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details: |
| Telephone number(s): Home: Work: Mobile: Email address: | | Teacher's R P number (if applicable): |
| | | Do you have Qualified Teacher status? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Have you read the school's Child Protection Policy? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 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 | | | | |
| | <input type="text"/> | | | | |
| | To: dd / mm / yy | | | | |
| | <input type="text"/> | | | | |
| | From: dd / mm / yy | | | | |
| | <input type="text"/> | | | | |
| | To: dd / mm / yy | | | | |
| | <input type="text"/> | | | | |
| | From: dd / mm / yy | | | | |
| | <input type="text"/> | | | | |
| | To: dd / mm / yy | | | | |
| | <input type="text"/> | | | | |
| | From: dd / mm / yy | | | | |
| | <input type="text"/> | | | | |
| | To: dd / mm / yy | | | | |
| | <input type="text"/> | | | | |

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 <input type="text"/> <input type="text"/> <input type="text"/> To: dd/mm/yy <input type="text"/> <input type="text"/> <input type="text"/> | | | |
| From: dd/mm/yy <input type="text"/> <input type="text"/> <input type="text"/> To: dd/mm/yy <input type="text"/> <input type="text"/> <input type="text"/> | | | |
| From: dd/mm/yy <input type="text"/> <input type="text"/> <input type="text"/> To: dd/mm/yy <input type="text"/> <input type="text"/> <input type="text"/> | | | |

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.

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

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service, including a Children's Barred List check, for 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. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. 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 is therefore permitted to ask job applicants to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess their suitability to work with children. However, 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.

Have you received a caution for, or been convicted of, 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 DBS filtering rules (see Appendix 1)** Yes No

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

Are you currently subject to any police investigation? 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.

Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes No

If answering "YES" to the above question, you may be required to supply an overseas Police Check/Good Conduct check from each country you lived or worked in.

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>Email address:</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>Email address:</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> <p>Email address:</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.

How we use your information

We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

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 named on the Children's Barred List or otherwise disqualified from working with children.
- 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 the reference.

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 of more than 4 years | Never | Never |
| Prison sentence of more than 30 months but less than or equal to 4 years | Length of sentence + 7 years | Length of sentence + 3.5 years |
| Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months | Length of sentence + 4 years | Length of sentence + 2 years |
| Prison sentence, or sentence of detention, of less than or equal to 6 months | Length of sentence + 2 years | Length of sentence + 18 months |
| Removal from HM Service | 1 year | 6 months |
| Service detention | 1 year | 6 months |
| Community order | 1 year | 6 months |
| Fine | 1 year | 6 months |
| Youth rehabilitation order | N/A | 6 months |
| Compensation order | Once paid in full | Once paid in full |
| Hospital order | At the end of the order | At the end of the order |
| Conditional discharge, binding over, care order, supervision order, reception order | At the end of the order | At the end of the order |
| Absolute discharge | Spent immediately | Spent immediately |
| Disqualification | End of the disqualification | End of the disqualification |
| Relevant order | End of the order | End of the order |
| Conditional cautions | Once conditions end | Once conditions end |
| Caution, warning, reprimand | No period | No period |

Filtering rules

Certain spent convictions and cautions are considered 'protected' and the DBS filtering rules mean that they are not included in a DBS certificate. Job applicants are not required to disclose protected convictions or cautions. If a protected conviction or caution is inadvertently disclosed the School will disregard that information when making a recruitment decision.

You are therefore not required to disclose information about a spent criminal convictions for offences conviction imposed for an offence 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 the conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of it was not imposed for a "specified offences".

You are not required to disclose information about a spent caution in relation to issued for 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".:

- six years have elapsed since the date it was issued; and
- it was not issued for a "specified offence".

You are not required to disclose information about a spent criminal conviction imposed for an offence in the United Kingdom 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 the conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of it was not imposed for a "specified offence".

You are not required to disclose information about a spent caution issued for an offence committed in the United Kingdom 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>.

Continuation space (if necessary)

