



Application and Recruitment Process Information and Explanatory Notes

1. Candidates should submit a Letter of Application and a fully completed and signed Application Form. If you would like to submit a CV you may do so but this will not be accepted or processed in isolation.
2. Your Letter of Application should state the reasons why you are applying for the role and explain your suitability for the role with particular reference to the Job Description and Person Specification.
3. Candidates should be aware that all posts in the school involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
4. The successful applicant will be required to complete an application for a Disclosure and Barring Service Enhanced Certificate (DBS), previously known as a Criminal Records Bureau (CRB) check. Further information on Criminal Record checks is given in Section 7 of the Application Form.
5. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.
6. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer “not applicable” if your duties have not brought you into contact with children or young persons.
7. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Disclosure and Barring Service.

Conditional Offer of Appointment – Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Production of proof of eligibility to work in the UK
2. Receipt of at least two references satisfactory to the school (if these have not already been received).
3. Verification of identity and qualifications.
4. A check of the DBS children’s Barred List.
5. A satisfactory DBS Certificate at the enhanced level.
6. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the school may require in accordance with the statutory guidance.
7. A satisfactory check of relevant regulatory body sanctions, for example Prohibition Orders (for both teaching and management roles) as imposed by the Department for Education.
8. Receipt of a signed Staff Suitability Declaration showing that the applicant is not disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016).
9. A probationary period of one year for teaching.
10. Medical fitness for the role and duties.
11. The entries on the application form proving to be complete and accurate.

PRIVATE AND CONFIDENTIAL
Application for Employment
 (Academic appointments)

To be completed in applicant's own handwriting or online and submitted with your letter of application. If you require more space to complete any section, please continue on a separate sheet and attach to this form.

1. Position Applied for:	
Start Date:	
Where did you see this position advertised?	
2. Personal Particulars:	
Surname (Block Letters):	
Full forename:	
Former surname (if applicable):	
Title: Mr/Mrs/Ms etc	
Date of Birth: (required for DBS checks)	
Current Address:	
Email Address:	
Mobile phone number:	
Work phone number:	
Evening phone number:	
Nationality:	
Permission to work in the UK / Sponsorship required (Non-EU applicants delete as applicable)	
National Insurance Number:	
Current Driving Licence:	Yes / No
Vehicle Classification:	
Department for Education Reference number (if applicable) or overseas equivalent with name and address of regulatory body.	
Do you have Qualified Teacher Status?	Yes/No

Have you any close connections with member(s) of the Caldicott staff or community? Yes / No If YES, please provide details:	
Do you have a disability for which you need adjustments to the workplace or for the interview process?	Yes / No If Yes, please provide details separately
What is your notice period in your current employment?	

3. Academic, Professional and Vocational Qualifications

Full name and address of educational establishment	Dates Attended	Examination Results		
		Date passed (month & year)	Subject & Level (eg GCSE, A/S, A, Degree, PGCE)	Grade (A*, A, B; 1 st , 2.2 etc)
	Start and finish dates Give month and year From To			
Secondary Education (School)				
Higher or Further Education (University, College)				
Professional and Vocational Qualifications				

4. Extra-Curricular Activities / Interests / Achievements

Please tell us more about yourself – your hobbies, interests and achievements outside of work and education (up to 400 words).

5. Employment History

Please supply a full history of all employment, self-employment and any periods of unemployment since leaving secondary education, that are not detailed in Section 3. Details of holiday jobs etc. whilst in full time higher education are not required. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case any reason for leaving employment. Continue overleaf if necessary.

Employer name and address	Period of Service Give month and year From To	Role title and brief description of responsibilities	Reason for leaving
Current / most recent employer:			
Previous employers: (reverse chronological order)			

<p>Gaps in employment: If there are any gaps in your employment history, eg for looking after children or other caring responsibilities, sabbatical year, please give full details and dates here.</p>			

6. Referees

Please give details of at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

Please note references will not be accepted from relatives or referees writing solely in the capacity of friends.

Name, Position and Organisation	Address & Phone No.	Email	Dates known
1.			
Professional Relationship:			
Name, Position and Organisation	Address & Phone No.	Email	Dates known
2.			
Professional Relationship:			
Name, Position and Organisation	Address & Phone No.	Email	Dates known
3.			
Professional Relationship:			

It is our practice to contact referees prior to the interview process. We also telephone your referees in order to verify the reference they have provided.

7. Criminal Record Check

Caldicott is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We comply fully the Department for Education, Keeping Children Safe in Education (2020) statutory guidance and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013) (hereafter ROA) Code of Practice, a copy of which is available upon request. As such our processes include using criminal record checks processed through the Disclosure and Barring Service (DBS) and the successful applicant will be subject to an Enhanced DBS check. Any offer of employment is conditional on Caldicott receiving a satisfactory Disclosure from the DBS. As the role for which you are applying involved the opportunity for access to children it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster. If you would like to discuss this beforehand, please telephone the Headmaster in confidence for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. The amendments to the ROA 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 DBS website www.gov.uk/dbs .

DBS Children’s Barred List

Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on the DBS Children’s Barred List which names those who may not be employed in schools?

Yes / No (please delete as appropriate)

Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.

I have nothing to declare / I enclose a confidential statement for the Headmaster

(Please delete as appropriate)

8. DECLARATION

1.	Are you eligible to work in the UK? In line with the Immigration, Asylum and Nationality Act 2006 we are required to ensure that you are entitled to work in the UK. Successful applicants will be required to provide proof. If you do not have the right to work in the UK please provide details of your status separately.	Yes / No
2.	Have you ever been dismissed or given a disciplinary warning from any previous employer? If yes, please provide details separately.	Yes / No
3.	Have you ever been disqualified from work with children or subject to sanctions imposed by a regulatory body?	Yes / No
4.	Have you been disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016)?	Yes / No

By signing you confirm that to the best of your knowledge the information you have provided is correct and gives a fair representation of your qualifications, skills and employment history. You should understand that these details will be held as part of your official employment record and if any misleading information has been given, this may lead to disciplinary action being taken, including the termination of your employment.

Signature of Applicant:	Full Name in capitals:	Date of Signing:
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