

Normanhurst School Application Form



Normanhurst School

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North Chingford, London E4 7BA
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Email: info@normanhurstschool.co.uk
Website: www.normanhurstschool.co.uk

The information given in this form will be treated in confidence. Past or present employers will not be approached without your consent. Any offer of employment will be subject to references and medical clearance that we find to be satisfactory, CRB checks and documentary evidence showing your entitlement to work in the UK under the Asylum and Immigration Act 1996. All new appointments are subject to a probationary period.

Normanhurst School aims to employ the best personnel at all levels and operates an equal opportunities policy in accordance with the Equality Act 2010 in terms of recruitment, selection, training, promotion and career development, whether internal or external applicants.

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.

In order to compare candidates fairly, we only consider this form with a supporting letter when screening applications. Please do not send a CV, open references or examples of work unless specifically requested. Please complete this Application Form in black ink or type and ensure you complete all the sections.

This is a generic form for all posts at the school, both teaching and non-teaching appointments.

Section 1

Post details

Applicant's full name:

Application for appointment as:

Date of application:

If successful, when could you start with us?

Have you previously applied for a position within the Oak-Tree Group of Schools?

If 'yes', list all details including dates:

Normanhurst School is a member of the **Oak-Tree Group of Schools**, which consists of Oaklands School in Loughton, Coopersale Hall School in Epping & Normanhurst School in North Chingford



Section 8

Secondary Education List the most recent first. Original certificates will be required.

School(s)	From	To	Qualification/subject	Grade

Section 9

Further Education inc Professional Qualifications List the most recent first. Original certs will be required.

Educational establishments	From	To	Course Title	Qualification obtained	Level/Grade

Section 10

Other relevant training and development activities

Section 11

Additional relevant information regarding qualifications

Information in support of this application

Please describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to this post.

Please also provide details of any spare time interests.

You may submit a formal letter of application if this allows you to set out more clearly your suitability for this post.

References

Please give the names and addresses of two referees who are in a position to comment on your work performance. At least one should be your most recent employer at the most senior level. If you are unable to do this, please clearly outline who your referees are.

Title (Dr/Mr/Mrs/Miss etc):	<input type="checkbox"/>	Title (Dr/Mr/Mrs/Miss etc):	<input type="checkbox"/>
Full name:		Full name:	
Job title:		Job title:	
Seniority in the organisation:		Seniority in the organisation:	
Address:		Address:	
Telephone number:		Telephone number:	
Fax number:		Fax number:	
E-mail address:		E-mail address:	

Referees will normally be contacted after candidates have been shortlisted to second round interviews. If you do not want us to contact your referees for any reason **please tick the relevant box and explain why:**

If either of your referees know you by another name please give details:

Disabilities

In accordance with the Equality Act 2010 and our Equal Opportunities Policy, please provide us with detailed information about any disability that may affect your ability to do this job and any support you may require. This will enable us to determine whether we need to assist you with any specific needs you may have. Such needs include physical, mental or sensory conditions that affect speech or general mobility, learning difficulties etc.

Criminal Records Checks

On appointment all successful candidates will be required to undergo an Enhanced Criminal Records Bureau (CRB) check, whereby we will seek a full Disclosure. A conviction will not necessarily be a bar to obtaining employment with the Oak-Tree Group of Schools. See Section 16 for further details.

Have you had an Enhanced CRB check carried out on you within the last six months?

If 'yes', please state the date and position to which it relates:

Refer to Section 16 and complete the grid below with **full details** if applicable. Submit a separate sheet if there is not enough space. **Enter NONE if not applicable – do not leave blank.**

List any spent Convictions/Reprimands/Cautions (CRCs):			List any details of pending prosecutions:		
Offence	Date of CRC	Sentence	Allegation	Court Date	Court

It is a criminal offence to apply for a position working with children and young people if you are banned under the Protection of Children Act 1999. See Section 16 for further details.

Disclosure of Criminal Convictions

1. As the position for which you are applying is one that will give you substantial unsupervised access to children and young people, it is the School's policy to require all applicants for employment to disclose any previous 'spent' or 'unspent' criminal convictions, cautions, reprimands, bind overs and pending prosecutions against you, ie even if they have expired. This is also in accordance with the Rehabilitation of Offenders Act 1974.
2. The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
3. Disclosure of a conviction, caution, reprimand, bind over or pending prosecution does not necessarily mean that you will not be appointed. A person's suitability will be looked at as a whole in the light of all the information available, and in accordance with the employment of ex-offenders as defined in the Rehabilitation of Offenders Act 1974. A main consideration will be whether the offence is one that would make a person unsuitable to work in the capacity of the post applied for, especially given the constant access to children and young people.
4. A conviction includes:
 - (a) A sentence of imprisonment, youth custody or in a young offenders institution;
 - (b) An absolute discharge, conditional discharge or bind over;
 - (c) A fit person order, a supervision or care order, a probation order or community punishment order or an approved school order arising from a criminal conviction;
 - (d) Detention by direction of the Home Secretary;
 - (e) Remand centres, secure training centres or in secure accommodation;
 - (f) A suspended sentence;
 - (g) A fine or any other sentence not mentioned above.
5. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.
6. A reprimand has replaced a caution for young people under 15.
7. A bind over is an order which requires the defendant to return to Court on an unspecified date for sentence.
8. All driving offences must be declared under Section 7 (Mobility).
9. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a 'regulated position'.
10. As the post for which you are applying falls within the category for which a Criminal Record Disclosure is required, if you are selected for appointment, you will be required to apply for an Enhanced Criminal Records Bureau Disclosure. This is to help ensure that those who take up appointments do not pose a risk to children.
11. A refusal to make a Criminal Records Bureau application could prevent your employment. Any information provided by the Criminal Records Bureau will be kept securely whilst it is being considered and will then be destroyed. No record will be kept relating to any specific offence identified by the Disclosure.
12. Failure to disclose convictions, cautions, reprimands or bind overs and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the School.

Declaration

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the School and possible dismissal. Serious cases may also be passed to the authorities to be investigated as a criminal offence.

I confirm that I am not on List 99, disqualified from working with children or young people or subject to sanctions imposed by a regulatory body.

I hereby give my consent for personal information provided as part of this application to be held on computer or other relevant filing systems and to be kept in accordance with the Data Protection Act 1998. This includes the processing of any sensitive information as may be necessary during the recruitment and selection process.

Full Name: _____

Signature: _____

Date: _____

All candidates applying for employment via e-mail will be required to sign and date this form if shortlisted to the second round interview stage. This form may be returned via email to info@normanhurstschool.co.uk or by Royal Mail to the school address. Please mark it for the attention of Mrs Claire Osborn, Headmistress.