

New Hall School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo pre-appointment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may also carry out online searches as part of this process. The information that you provide is held electronically and processed by New Hall School. New Hall School is a data controller and will not share your information with any third parties outside of our agreements. By submitting your personal information, you are permitting New Hall School to access and use the information for recruitment purposes. 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. Should you wish to remove your details prior to the end of the data retention period, or for any other queries about how your information is processed, please contact the HR Department on [hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk) or 01245 467 588. In the event your application is successful, your personal data will be transferred to an electronic file, where it will be held, used and maintained for the duration of your employment.

See the School's *Recruitment, Selection and Disclosure Policy and Procedure* (which includes the School's policy on ‘the recruitment of ex-offenders') and *Child Protection & Safeguarding Policy and Procedures*, available on the School website, for further information.

Please indicate your consent by ticking the relevant box:

I give my permission to forward on my contact details to the appropriate line manager(s)\*

I do not give my permission to forward on my contact details to the appropriate line managers\*

*N.B.\*Please note that the Principal, Deputy Principal and HR will have access to your contact details*

**I have read and understood the above and I am happy to proceed.**

*All sections must be completed fully. Incomplete applications will not be shortlisted and may be returned for completion. A CV will not be accepted in place of a completed Application Form. Please note that prior to appointment, candidates will be required to provide certificates to authenticate declared qualifications.*

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| **APPLICATION FOR THE POST OF:** | | | | | | |
| If a New Hall employee recommended this post,  please provide their name: | | |  | | | |
| **SECTION 1: PERSONAL DETAILS** | | | | | | |
| Title |  | First name  *(including middle name/s)* |  | Surname | |  |
| Previous name/s  *(including dates)* | |  | | | | |
| Date of Birth\* | |  | | | | |
| Current Home Address | |  | | | | |
| Telephone | | Mobile | Home | | Work | |
| Email Address | |  | | | | |
| Alternative Email Address | |  | | | | |
| Religion\*\* *(optional)* | |  | | | | |
| National Insurance Number | |  | | | | |
| How did you hear about this opportunity at New Hall School? | |  | | | | |

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| **SECTION 2: ONLINE PROFILE DETAILS** |
| Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. You are therefore required to provide the following information as part of your application:   * the social media platforms on which you have accounts; * the account names/handles for all of your social media accounts, including any under a nickname or pseudonym; * any websites you are involved with, in or featured on or named on; and * any other publicly available online information about you of which the School should be made aware.   If you are shortlisted for the role, the School may carry out an online search based on the information you provide in this Form. If the School carries out a search, we will also search more widely for any other online information about you. If you are not shortlisted for the role, online searches will not be carried out on you.  *You are not required to provide account passwords or to grant the School access to private social media accounts.* |
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| **SECTION 3: EMPLOYMENT (PRESENT ROLE OR MOST RECENT ROLE, IF UNEMPLOYED)** | |
| Job Title |  |
| Name of School/Employer |  |
| Address of School/Employer |  |
| Gross salary on joining  *(pro rata if p/t)* |  |
| Current gross salary  *(pro rata if p/t)* |  |
| Date of appointment with this School/Employer |  |
| Date this particular role commenced |  |
| Please list any previous roles held with this employer, with dates |  |
| If part time, please state % of full time role |  |
| Brief details of current/most recent responsibilities |  |
| Other key responsibilities |  |
| Do you/did you receive any employee benefits?  *If yes, please provide details* |  |
| Notice Period/Date Left and Date Available |  |
| Reason for seeking new employment |  |

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| **SECTION 4: EDUCATION AND QUALIFICATIONS** | |
| **Undergraduate Degree** *(if applicable)* | |
| Name of University/ Establishment |  |
| Degree Name and Subject |  |
| Pass Level |  |
| Start Date |  |
| End Date |  |
| **Postgraduate Degree/Qualification** *(if applicable)* | |
| Name of University/Establishment |  |
| Degree Name and Subject |  |
| Pass Level |  |
| Start Date |  |
| End Date |  |
| **College/Sixth Form** *(if applicable)* | |
| College/Sixth Form Name |  |
| Address |  |
| A Level Subjects and Grades  *(or equivalent qualifications)* |  |
| Start Date |  |
| End Date |  |

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| **Secondary School** | |
| School Name |  |
| Address |  |
| GCSE Subjects and Grades  *(or equivalent qualifications)* |  |
| Start Date |  |
| End Date |  |
| **OTHER ACADEMIC OR PROFESSIONAL QUALIFICATIONS**  *Please provide award name, subject, pass level, awarding body and dates* | |
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| **RELEVANT COURSES ATTENDED, OR STUDIES UNDERTAKEN,**  **IN THE LAST FIVE YEARS**  *Please provide course name, subject, pass level, awarding body and dates* | |
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| **SECTION 5: PREVIOUS EMPLOYMENT AND/OR ACTIVITIES**  *Please give details of all posts, in* ***chronological*** *order* | | | | |
| **Job Title** | **Name and Address of School/Employer** | **Start Date**  **(mm/yy)** | **End Date**  **(mm/yy)** | **Reason for Leaving** |
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| **Please provide an explanation for any gaps in your employment history:** | | | | |

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| **SECTION 6: HOBBIES/INTERESTS**  *Please give details of your interests, hobbies or skills - in particular any which could be of benefit for the purposes of enriching the co-curricular and/or Catholic life of the School* |
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| **SECTION 7: OTHER INFORMATION** | | |
| * 1. Are you related to or have a close relationship with any existing members of staff, student or Governor at New Hall? If yes, please state name and relationship to you below. | YES | NO |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| * 1. Have you previously applied for a post at New Hall? If yes, please state the position/s you applied for below: | YES | NO |
| Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| * 1. Do you have the right to work in the UK in accordance with the Asylum and Immigration Act 1996?   *(We will require proof of this right before an offer of employment can be confirmed – e.g. birth certificate , passport and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996)* | YES | NO |
| * 1. Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (**TRA**), any equivalent body in the UK or a regulator of the teaching profession in any other country? | YES | NO |
| * 1. Have you ever been referred to the Department for Education, or are you the subject of a direction under Section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | YES | NO |
| * 1. Have you ever been the subject of a direction under Section 142 of the Education Act 2002? | YES | NO |
| * 1. Are you, and have you ever been, on the Children’s Barred List, disqualified from work with children? | YES | NO |
| * 1. Have you read the School's *Safeguarding & Child Protection Policy and Procedures*, available on our School website? | YES | NO |

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| **SECTION 8: DISCLOSURE AND BARRING SERVICE, 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 in 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.* | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing 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 Disclosure and Barring Service filtering rules. | YES | NO |
| Is there any relevant court action pending against you? | YES | NO |
| Are you aware of any police enquires undertaken following allegations made against you which may have a bearing on your suitability for this post? | YES | NO |
| If answering ‘YES’ to any of the above, please provide details, marked "confidential", to the HR Department by email to [hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk) with your Application Form. | | |

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| **SECTION 9: REFERENCES** | | | | |
| Please supply the names and contact details of two or three people who may be contacted for 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. Neither referee should be a relative or someone known to you solely as a friend. The School aims to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have previously worked overseas, the School may take up references from your overseas employers. If the School feels it is necessary to take up additional references for any reason, we will contact you to discuss this before approaching any party for an additional reference. The School may also telephone your referees in order to verify the reference they have provided. The School treats all references given or received as confidential which means that you will not usually be provided with a copy.  **Please note that where you have worked in an education setting, you must include the contact details of the Headteacher/Principal.** | | | | |
| **Name and relationship to you** | **Full Address and Email Address** | **Contact Telephone Number** | ***Permission to contact prior to interview*** | |
| Name: | Address: |  | YES | NO |
| Relationship (please circle):  Employer/Character | Email address: |  |  |  |
| Name: | Address: | Contact Telephone Number | YES | NO |
| Relationship (please circle):  Employer/Character | Email address: |  |  |  |
| Name: | Address: | Contact Telephone Number | YES | NO |
| Minister of Religion  *(if applicable)* | Email address: |  |  |  |

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| **SECTION 10: SUPPORTING STATEMENT** |
| ***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 personal qualities, 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. You should also set out the particular reasons why you wish to work at New Hall School and the distinctive contribution that you would make to the staff team.*** |

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| **SECTION 11: 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 or subject to sanctions imposed by a regulatory body, whether of the UK or any other country. * I confirm that I am not subject to a direction under Section 142 of the Education Act 2002 or Section 128 of the Education and Skills Act 2008. * 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. I authorise New Hall to obtain references to support this application and release the organisation and referees from any liability caused by giving and receiving information. * 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. * I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and /or pseudonyms) and I have not knowingly withheld any information.   I declare that the information I have given on this form is, to the best of my knowledge, true and complete. Any misrepresentation or false information provided is an offence and may be sufficient grounds for my rejection or, if employed, dismissal.  Signed: ……………….................................................. 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 11. |

***Please complete the separate Equal Opportunities Monitoring Form.***