**HIGHFIELD AND BROOKHAM SCHOOL APPLICATION AND RECRUITMENT PROCESS**

**EXPLANATORY NOTE**

**Application**

* Applications will only be accepted from candidates completing the Application Form in full, either downloaded from the School Website or provided with this mailing. CV’s will not be accepted in substitution for a completed Application Form in the absence of good reason.
* Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see Job Description for the post.
* As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.
* If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.
* As part of the shortlisting process, the School will carry out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School’s wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.
* Please read the [Highfield and Brookham Safeguarding Policy](https://www.highfieldschool.org.uk/userfiles/hbsmvc/Highfield%20and%20Brookham%20Child%20Protection%20%20Safeguarding%20Policy%20and%20Procedures%20Sept%202021%20Final.pdf)
* We will seek references on shortlisted candidates and may approach previous employers not listed as referees for information to verify particular experience or qualifications, before interview.
* 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 your duties may not have brought you into contact with children or young persons.
* You should be aware that provision of false information is an offence and could result in your application being rejected or in summary dismissal if you have been appointed and possible referral to the police and/or DfE Children’s Safeguarding Operation Unit.

**Invitation to Interview**

* If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
* All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
* All candidates invited to interview must also bring with them:
* a current driving licence including a photograph or a passport or a full birth certificate to verify identity
* verification of qualifications/professional qualifications
* a utility bill or financial statement showing the candidates current name and address
* where appropriate any documentation evidencing a change of name

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

**Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon;

* the receipt of satisfactory evidence of a continuing right to work in the UK;
* receipt of at least two satisfactory references (one of which must be from your most recent employer and/or most recent employer for whom you worked with children) which the school considers satisfactory;
* verification of qualifications/professional qualifications (if not already provided);
* a clear check of the Children’s Barred List;
* a satisfactory Enhanced DBS Disclosure;
* Certificate of Good Conduct-where the successful candidate has lived or worked outside the UK in the last 5 years then we require them to contact the local police force or embassy in that/those countries to obtain a certificate of good conduct;
* Completion of a Medical Fitness Declaration Form. The Declaration will be assessed by the School’s medical adviser, against the job description and person specification for the role, in order to verify your medical fitness;
* attending Child Protection Training every 3 years. Advance notice of training dates will be communicated and you will be expected to attend the initial training within the first 6 months of your employment;
* the agreement of a mutually acceptable start date and your entering into a contract incorporating the school’s standard terms and conditions of employment and any agreement relating to the terms of your occupation of School accommodation;
* in the case of the Disclosure and Barring Service check result being delayed staff may start work as long as a risk assessment has been undertaken, a barred list check taken and supervision put in place.

**WARNING**

Where a candidate is found to be on the Children’s Barred List; or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his application; or the subject of serious expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and/or the DfE Children’s Safeguarding Operation Unit.

In the event that, following employment, an employee receives any convictions, cautions, court orders, reprimands, warnings, bind-overs or prohibition orders that may affect their suitability to work with children, these must be disclosed to the Head.



HIGHFIELD AND BROOKHAM SCHOOL

Highfield Lane

Liphook

Hampshire

GU30 7LQ

01428 728000

recruitment@highfieldandbrookham.co.uk

**EMPLOYMENT APPLICATION FORM**

***PRIVATE AND CONFIDENTIAL***

Ensure you answer each section, either by answering the question or ticking the appropriate box provided.

|  |
| --- |
| **Position applied for**:  |

**PERSONAL DETAILS: Please provide all details requested**

|  |  |
| --- | --- |
| **Surname:****Former Surname(s) (e.g. maiden name or where any previous changes of name):** **Forenames:****Title:****Date of Birth:****Teacher Reference Number (TRN):****Do you have QTS? Y/N:**  | **Current Address:****Tel. No (*home)*:** **(*mobile):*****E-mail:****National Insurance Number:** |

**EDUCATION : Please provide a full history in chronological order (with start and end dates) of all education, further education and training you have undertaken and details of all Academic/Vocational qualifications:**

|  |  |  |
| --- | --- | --- |
| **Date attended** | **School / College / University** | **Academic and Vocational Qualifications Gained (with date obtained, Grades, if appropriate and Awarding Body)** |
|  |  |  |
| **Other relevant courses attended with dates and qualifications gained:** |

**EMPLOYMENT DETAILS**

**Please list in chronological order all Employment, self-employment and any periods of unemployment since leaving secondary education. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case reasons for leaving employment.**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates:To From | Name & Address of Employer | Brief Details of Duties with position held | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | *Continue on separate sheet if required* |

**OTHER DETAILS**

|  |
| --- |
| **Date available to start employment / notice required for current job:** |
| **Current salary and benefits package:**  |
| **Please tell us where you heard about this job vacancy:** |
| **Why are you interested in this position?** |
| **What hobbies/pastimes do you have?** |

**EXISTING CONTACTS WITH SCHOOL:**

|  |
| --- |
| **Please indicate if you know any existing employees or Directors at the school and if so how you know them:** |

**REFEREES: Please provide 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 reference 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 from referees writing solely in the capacity of friends. If you have not been employed before please give the names and addresses of two personal referees. References may be taken up prior to interview, please make it clear if you do not wish us to do so.**

|  |  |
| --- | --- |
| **First Referee** Surname:Forenames:Title:Address:Tel No:E-mail: | **Second Referee**Surname:Forenames:Title:Address:Tel No:E-mail: |

**DECLARATION**

I have not been disqualified from working with children, am not named on the Barred List and am not subject to any sanctions imposed by a regulatory body (e.g. the Teaching Agency or the Secretary of State)

I certify that the information given on this form is true in every respect. I understand that if I am offered a position by Highfield and Brookham School my engagement will be subject to satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check.

Signed …………………………………………………………………Date …………………………………………….

The information supplied on this form will be held in accordance with the principles of the General Data Protection Regulation ((EU) 2016/679).