



## GIGGLESWICK SCHOOL

### Guidance Notes for Completing Application Form

#### **CONFIDENTIALITY**

All information provided will be retained and processed with strictest confidence, in accordance with the terms and principles of the General Data Protection Regulation 2018.

#### **EQUAL OPPORTUNITIES**

Giggleswick School is committed to equal opportunity in the provision of services, employment and education opportunities. Applications are considered on merit and are welcomed from all suitably qualified applicants.

#### **PERSONAL INFORMATION**

The aim of this section is to collect basic information such as name and address and personal information.

#### **REFERENCES**

References will be taken up for all short-listed teaching staff who are invited to interview prior to the interview. A suitable referee will have recent, relevant experience of your work and hold a responsible position. One referee must be from your last employee whilst working with Children.

#### **EDUCATION, QUALIFICATIONS AND PROFESSIONAL STATUS**

Where specific qualifications are required for the position for which you have applied, it will be necessary for you to produce certificates for verification. You should give full details of all examination results and grades. If you are unsure about your results or grades you should indicate this. You should also include any qualifications which you are currently working towards and any non-examined, but relevant, training and development. Teachers are required to complete details of teaching qualifications.

#### **CURRENT OR MOST RECENT EMPLOYMENT**

The aim of this section is to collect general information about your current or most recent employment (paid or voluntary) and some details regarding main duties, responsibilities and relevant experience.

#### **EMPLOYMENT HISTORY**

This section gives you an opportunity to include any previous experience gained, either as an employee or in some other capacity. To allow a full account of your experience it is important that you offer a continuous record, including times when, for example, you were in voluntary work or caring for dependents etc. Please list in reverse chronological order, give precise dates and indicate where employment is part-time. Please also indicate reasons for leaving.

#### **ADDITIONAL INFORMATION**

This is regarded as a very important part of the application form. You should use this opportunity to provide any further details in support of your application. Please remember that if you are unable to demonstrate that you meet the essential requirements of the post for which you are applying, you will not be shortlisted.

#### **CLOSING DATE**

We reserve the right to close the vacancy early subject to receiving suitable applications, we therefore encourage you to apply at your earliest convenience.

#### **CRIMINAL CONVICTIONS**

The post you have applied for involves working in the Education Sector, therefore all convictions must be declared under the Rehabilitation of Offenders Act 1974 (Exemptions)(Amendment) Order 1986. Prior to appointment you must disclose details of any criminal convictions, cautions or bind-over orders. An additional requirement is that a criminal record check via the Disclosure and Barring Service (DBS) (previously CRB checks) will be required for all posts at the School.

The School require DBS disclosure certificates as evidence of clearance and all posts are subject to DBS clearance.

#### **RECRUITMENT OF EX-OFFENDERS**

As an organisation using the Disclosure and Barring Service (DBS) (previously CRB) service to assess applicants' suitability for positions of trust. Giggleswick School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. Giggleswick School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

We ensure that all those in Giggleswick School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.