



## **RECRUITMENT POLICY (18a)**

**Reviewed: September 2021 and to be reviewed September 2022**

**Responsible Member of Staff: Robert Morse**

**Responsible Governor: Nimble Thompson**

## **AYSGARTH SCHOOL SAFER RECRUITMENT POLICY**

### **Purpose of the Safer Recruitment Policy**

The purpose of this policy is to ensure that those recruited to work for Aysgarth School are:

- Suitable for the posts for which they are taken on
- Safe to work with children
- Have evidence of the appropriate qualifications

This policy is part of the School's overall Safeguarding Policy which aims to ensure that the School complies with the various standards and regulations, in particular 'Keeping Children Safe in Education' (2021) and 'Working Together to Safeguard Children' 2015, as amended in February 2017 and July 2018.

The most important factors in the success of the school are the quality and suitability of the staff employed, whether it is in a teaching capacity, pastoral, catering, cleaning, administrative or any other capacity. This policy sets out the procedures that are to be followed when recruiting new staff.

Those in management roles at Aysgarth will not knowingly employ (or take on as a volunteer) someone who is barred from working with children by the Disclosure and Barring Service (DBS). In addition, we will not knowingly employ anyone who would be working at the School in contravention of a prohibition order, an interim prohibition order or any other disqualification, prohibition or restriction (Not prohibited under Section 128 provisions). A section 128 direction prohibits or restricts a person from taking part in the management of the school.

In addition to the Prohibition Order check, those in management roles at Aysgarth school will also undergo a Management prohibition order check.

Any person who is prohibited from teaching and/or management will not be appointed at Aysgarth School.

### **Scope of the policy**

This policy applies to all staff who will be employed by Aysgarth whether working in the Prep or Pre-Prep, including EYFS. It applies to those who:

- work directly with children
- are likely to have contact with children in a regulated activity
- live or work on the premises in which child care is provided (unless the work is not in the part of the premises where childcare takes place or is not at times when children are present).

It also includes governors, volunteers, external contractors who work regularly in the School. The types of individual are broken into three categories:

Category 1 (includes all staff in Regulated Activity) plus other permanent staff

- Teachers
- Pastoral staff
- GAP students
- Cleaners
- Administrative staff
- Maintenance and Grounds staff
- Peripatetic Staff
- Cooks and Kitchen Assistants – these are recruited by CWC

Category 2

- Regular contractors
- Family members of individuals who are over 16 years old and live on the school site
- Agency staff working in the kitchens or as cleaners on a temporary basis
- Volunteers, such as parents, who are regularly helping out with school activities and may be unsupervised

Category 3

- Governors

Any **visiting speakers**, whether invited by staff or by the pupils themselves will be suitable and appropriately supervised. Checks on visiting speakers will be recorded on the SCR.

Those in Category 2 & 3 and Volunteers and Supply Staff are not required to undergo the full range of checks specified, and are covered by the Recruitment Procedures for Category 2 and 3.

## **Recruitment Procedures for Category 1**

When the above Category 1 posts are filled, the following steps must be followed:

- 1. Disclosure and Barring Service checks** (including any historic GTCE sanctions and restrictions)

Enhanced disclosures and Children's Barred List checks should be obtained for all staff (including peripatetic teaching staff) from the Disclosure and Barring Service (DBS) as soon as possible after the appointment is made, making allowance for the fact that the validity of a DBS check is 3 months.

These appointments should be made conditional on receipt of a satisfactory disclosure. Any individual for whom an enhanced disclosure

is required should only be allowed to start working before the disclosure is received at the Headmaster's discretion and following a risk assessment.

- a. In the event that the DBS disclosure indicates that a candidate has been convicted of any offence which indicates that they may be unsuitable either to work with or to have regular contact with children they will not be employed. If there is other relevant information of concern, they may not be employed, at the discretion of the Headmaster.
- b. Occasionally, it is not possible to await the return of DBS disclosures before an individual is due to start work. In such instances, Children's Barred List checks and prohibition/disqualification checks will be made and the Headmaster will complete a risk assessment to identify ways of mitigating the risks identified. This will include ensuring that the individual is not alone with children or is loosely supervised and that these arrangements are reviewed at no more than two-weekly intervals. In these situations, a note should be made on the Single Central Register of Appointments.
- c. Checks should include whether a candidate is the subject of a prohibition order, an interim prohibition order or any other disqualification, prohibition or restriction on their right to work with children; and prohibition from management.

## **2. Check of identity**

These are made against an official document such as a passport, a driving licence, or a birth certificate. Photographic identity should be included, together with evidence of address (for example, a utility bill, bank statement or similar).

## **3. Right to work in the UK**

Checks will be made that the individual has a right to work in the UK.

## **4. Written References**

At least two suitable written references should be obtained (and verified) including one from the most recent employer. Where possible telephone references should be taken up prior to interview. Written references should cover the points mentioned in the standard form attached to this policy.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References should be

scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Referees must confirm that the written reference contains no material mis-statement and that the reference is ratified by the headteacher/principal as accurate in respect to disciplinary and safeguarding investigations.

## **5. Prohibition order checks**

Checks should include whether a candidate is the subject of a prohibition order, an interim prohibition order or any other disqualification, prohibition or restriction on their right to work with children; and prohibition from management.

## **6. Personal Interview**

A personal interview should be conducted and a written record made of the points covered and any issues raised, as well as the assessment of the interviewer.

## **7. Verification of Qualifications**

Candidates should be required to provide evidence of any qualifications cited in their application.

## **8. Full employment history and references**

A candidate's application should include a full employment history, with contact details to enable the school to verify that the candidate was employed by each employer. References will be taken and followed up verbally and must include the candidate's most recent employer. Any gaps in the candidate's employment history should be investigated and a record made of the explanation for those gaps.

## **9. Contact with previous employers**

Where possible, direct contact should be made with recent employers where the work involved contact with children or vulnerable adults to check the reasons for the employment ending. Direct contact should definitely be made with the most recent employer.

## **10. Medical Fitness**

- a. Applicants should make a declaration, duly signed, that: (i) they know of no reasons, on grounds of mental or physical health, why

they should not be able to discharge the responsibilities required by the post in question; (ii) they understand that any offer of employment made by the school will be conditional on verification of medical fitness.

- b. The attached questionnaire should be completed by all staff before they start their employment, and their employment may be conditional on satisfactory health.

## **11. Overseas checks**

If a candidate has lived overseas for 3 months or more in the last 5 years, then it may be appropriate to complete further checks such as police checks and agency checks in the country using the Home Office guide.

A full record with copies of relevant documents mentioned above should be maintained for each successful candidate.

The Single Central Register of Appointments will record whether these procedures have been followed for each new appointment.

## **Selection Process**

In most instances, Category 1 posts to be filled will be advertised. At the Headmaster's discretion, it may be decided that a post will not be advertised publicly, but potential internal candidates should be made aware of the opportunity.

### **Job Advertisements**

The advertisement should clearly state the school's policy with regard to Child Protection and the need for DBS checks and the school's commitment to safeguarding and promoting the welfare of children

### **Candidates' Information Pack**

Where recruitment is taking place for teaching or boarding staff, the information provided to the candidate should include:

- A Job description including the post holder's responsibility for promoting and safeguarding the welfare of pupils at the school
- A Job application form
- School information
- An Equal Opportunities Statement
- The selection procedure

- The requirement for two references including the current employer. Relatives and friends should be precluded as referees.
- The school's commitment to safeguarding children
- Child protection policy
- Whistleblowing policy

#### Job Application Form

The attached application form should be completed by applicants for all teaching, boarding and administrative roles, and may be required at the Headmaster's discretion for other roles.

#### Shortlisting for interview

Shortlisted candidates are asked to complete a staff disqualification declaration of their criminal record/information that would make them unsuitable to work with children.

For example:

- if they have a criminal history;
- whether they are included on the barred list;
- whether they are prohibited from teaching;
- whether they are prohibited from taking part in the management of an independent school;
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted;
- if they are known to the police and children's social care;
- have they been disqualified from providing childcare; and,
- any relevant overseas information.

199. This information will only be requested from applicants who have been shortlisted. The information will not be requested in the application form to decide who should be shortlisted.

## **Recruitment Procedures for Category 2**

When the above Category 2 posts are filled, the following steps must be followed (with reference to updates in KCSIE 2021):

### **1. Disclosure and Barring Checks**

Enhanced disclosures and Children's Barred List checks should be obtained for all staff from the Disclosure and Barring Service (DBS) as soon as possible after the appointment is made.

In addition to the staff mentioned in the scope above, disclosures should be obtained for:

- a. Family members of individuals who are over 16 years old and live on the school site.
- b. Agency staff working in the kitchens or as cleaners on a temporary basis
- c. Volunteers, such as parents, who are regularly helping out with school activities and may be unsupervised.
- d. These appointments should be made conditional on receipt of a satisfactory disclosure. Any individual for whom an enhanced disclosure is required should only be allowed to start working before the disclosure is received at the Headmaster's discretion.
- e. In the event that the DBS disclosure indicates that a candidate has been convicted of any offence which indicates that they may be unsuitable either to work with or to have regular contact with children they will not be employed. If there is other relevant information of concern, they may not be employed, at the discretion of the Headmaster.
- f. Occasionally, it is not possible to await the return of DBS disclosures before an individual is due to start work. In such instances, Children's Barred List and prohibition/disqualification checks will be made and the Headmaster may complete a risk assessment to identify ways of mitigating the risks identified. This may include ensuring that the individual is not alone with children or is loosely supervised and that these arrangements are reviewed at no more than two-weekly intervals. In these situations, a note should be made on the Single Central Register of Appointments.

### **2. Written References**

At least two suitable written references should be obtained (and verified) including one from the most recent employer (where possible). Where possible telephone references should be taken up prior to interview.



Written references should cover the points mentioned in the standard form attached to this policy.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References should be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate.

### **3. Check of identity**

These are made against an official document such as a passport, a driving licence, or a birth certificate. Photographic identity should be included, together with evidence of address (for example, a utility bill, bank statement or similar).

### **4. Prohibition order check (if relevant)**

Checks should include whether a candidate is the subject of a prohibition order, an interim prohibition order or any other disqualification, prohibition or restriction on their right to work with children; and prohibition from management.

### **5. Personal Interview**

A personal interview should be conducted and a written record made of the points covered and any issues raised, as well as the assessment of the interviewer.

### **6. Verification of Qualifications**

Individuals should be required to provide evidence of any relevant qualifications.

### **7. Medical Fitness**

- a. Applicants should make a declaration, duly signed, that: (i) they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question; (ii) they understand that any offer of employment made by the school will be conditional on verification of medical fitness.

- b. The attached questionnaire should be completed by all staff before they start their employment, and their employment may be conditional on satisfactory health.

## **Recruitment Procedures for Category 3**

When the above Category 3 posts are filled, the following steps must be followed:

### **1. Disclosure and Barring Checks (including s128)**

Enhanced disclosures and Children's Barred List checks should be obtained for Governors from the Disclosure and Barring Service (DBS) as soon as possible after the appointment is made.

These appointments should be made conditional on receipt of a satisfactory disclosure. Any individual for whom an enhanced disclosure is required should only be allowed to start working before the disclosure is received at the Chairman of Governors' discretion.

- a. In the event that the DBS disclosure indicates that a candidate has been convicted of any offence which indicates that they may be unsuitable either to work with or to have regular contact with children they will not be employed. If there is other relevant information of concern, they may not be employed, at the discretion of the Headmaster.
- b. Occasionally, it is not possible to await the return of DBS disclosures before an individual is due to start work. In such instances, Children's Barred List and prohibition/disqualification checks will be made and the Headmaster may complete a risk assessment to identify ways of mitigating the risks identified. In these situations, a note should be made on the Single Central Register of Appointments.
- c. Checks should include whether a candidate is the subject of a prohibition order, an interim prohibition order or any other disqualification, prohibition or restriction on their right to work with children; and prohibition from management.

### **2. Check of identity**

These are made against an official document such as a passport, a driving licence or a birth certificate. Photographic identity should be included, together with evidence of address (for example, a utility bill, bank statement or similar).

## **Record keeping**

A full record with copies of relevant documents mentioned above should be maintained for each successful candidate.

The Single Central Register of Appointments will record whether these procedures have been followed for each new appointment.

## **Recruitment Criteria and discrimination**

For each post to be filled, there should be a job description which sets out the skills, qualifications and personal characteristics that are required for the job. These criteria must not include any factors that would have the effect of discriminating against candidates on the grounds of race, sex, age, disability or religious belief.

## **Recruitment from Overseas**

Overseas staff recruited since 1st September 2003 are required to have an 'enhanced' DBS check. If the DBS 'disclosure' is not considered sufficient (because the DBS check does not cover offences committed abroad, but only those on the Police National Computer), the school should obtain whatever evidence of checking is available from the person's country of origin (or any other countries in which he or she has worked) and do this before the appointment is made unless the applicant has worked in a school in England which brought him or her regularly into contact with children.

A UK national returning after working in a foreign country should be asked to obtain a certificate of good conduct from the country in question. Extra references should be requested for applicants from countries which do not provide criminal record checks. Where a teacher comes from the United Kingdom originally or has taught in the UK, the standard checks can be made for subsequent appointments.

The applicant should be asked for:

- confirmation of the right to work in the UK
- confirmation of qualifications

## **Selection Process**

A selection process should be agreed for each post. In the case of teaching staff, the selection process should include the following steps, unless otherwise agreed by the Headmaster:

- Agreement on the requirements sought for the job and the criteria for the successful candidate
- Advertisement of the opportunity (at the Headmaster's discretion)
- Establishment of a recruitment team who will be involved in selection
- Development of a selection programme.
- Interviews with the Headmaster, Senior Deputy Head, Deputy Heads and others as appropriate with at least one member of the interview panel having had safer recruitment training.
- A lesson, observed by one of the above or another suitable person designated by the Headmaster

### **Appointment Process**

Following completion of the selection process, the steps outlined under Recruitment Procedures should be followed. Once satisfactorily completed, an offer letter should be sent to the successful candidate offering them the job and outlining the principal terms and conditions that will apply.

Once the offer has been accepted by the candidate and the offer letter has been signed and returned, the candidate should be sent a contract of employment and the staff handbook relevant to their position.

The offer letter and contract should include:

- The job title and job description
- The salary and how it will be adjusted
- The probationary period
- The notice period that will apply after the probationary period
- Whether the post is pensionable, and what the contributions are by the school and the candidate.
- Any accommodation or accommodation allowance that is part of the offer
- A place for the candidate to sign and date the letter or contract and return a copy to the school.

### **Appointment of Supply Staff**

1. A person offered for supply by an employment business to the school should only begin work at the school if the school has received –
  - (i) written notification from the employment business in relation to that person –

- (a) that the checks have been made on identity, Children's Barred List, qualifications (where relevant), overseas check, right to work in UK
    - (b) that it or another employment business has made an enhanced DBS check or has obtained an enhanced criminal record certificate in response to such a check made by it or another employment business; and
    - (c) if the employment business has obtained such a certificate before the person is due to begin work at the school, whether it disclosed any matter or information, or any information was supplied to the employment business in accordance with section 113B(6) of the Police Act 1997; and
  - (ii) a copy of any enhanced criminal record certificate obtained by an employment business before the person is due to begin work at the school, where it discloses any matter or information, or where any information was provided to the employment business in accordance with section 113B(6) of the Police Act 1997, a copy of the certificate.
  - (iii) Checks should include whether a candidate is the subject of a prohibition order, an interim prohibition order or any other disqualification, prohibition or restriction on their right to work with children.
2. A person offered for supply by an employment business only begins work at the school if the proprietor considers that the person is suitable for the work for which the person is supplied.
  3. Before a person offered for supply by an employment business begins work at the school, the person's identity is checked (irrespective of any such check carried out by the employment business before the person was offered for supply)
  4. The school, in the contract or other arrangements which the school makes with any employment business, requires the employment business –
    - (i) to provide the notification referred to in paragraph (1)(i); and
    - (ii) if any enhanced criminal record certificate which the employment business obtains contains any matter or information, or if any information was supplied to the employment business in accordance with section 113B(6) of the

Police Act 1997, to provide a copy of the certificate, in respect of any person whom the employment business supplies to the school.

5. A supply teacher should have a fresh disclosure every three years or earlier if there are grounds for concern or a break in service of 3 months or more.

### **Staff Induction**

The school has a separate Induction Policy with reference to safeguarding training in the school's ongoing commitment to safeguarding children.

Robert Morse  
September 2021

## Appendices

Telephone: 01677 450240  
 e-mail: kwiggins@aysgarthschool.co.uk



**AYSGARTH SCHOOL  
 NEWTON-LE-WILLOWS  
 BEDALE  
 NORTH YORKSHIRE  
 DL8 1TF**

### Medical questionnaire

#### Section I – General Information

Surname:	Dr/Mr/Mrs/Miss/Ms
First Names:	Date of Birth:
Address:	Previous Surname(s):
Post Code	National Insurance Number:
Telephone Numbers: Home:	If necessary can you be contacted at work  YES / NO
Work:	
Mobile:	
Email address:	
Names and address of Doctor:	

#### Section 2 – Personal Medical History (if you answer yes to any of the following, please given further details in the space provided)

1. Have you ever had or do you suffer from	Yes	No	Don't know	Details (including dates)
A. Colour blindness, chronic eye trouble, eye injury or visual defect not corrected by glasses or contact lenses				
B. Any hearing defects				
C. Gastric disorders or stomach trouble including ulcer				
D. Bowel disorders (diarrhoea or constipation)				

E. Bladder or kidney problems				
F. Hernia or rupture				
G. Heart/Circulatory trouble/Raised blood pressure				
H. Migraines				
I. Diabetes				
J. Lung or chest complaint (e.g. asthma, bronchitis, pleurisy)				
K. Epilepsy/Seizures				
L. Fainting/Blackouts				
M. Arthritis/Impairment of limb/hand/foot				
N. Joint or tendon problems				
O. Back or neck problems				
P. Mental Illness/Depression/Anxiety				
Q. Skin disorder(eczema/psoriasis/dermatitis)				
R. Drug or alcohol problems				
S. Allergies				
<b>2. How much time have you taken off work during the past 2 years, and for what reason if over 1 week.</b>				
<b>3. Do you take regular medication/injections? Please give details.</b>				
<b>4. Any operations? Please give details and year.</b>				
<b>5. Are you attending hospital or your GP or receiving any medical treatment at the current time?</b>				
<b>6. Have you had any of the following diseases? (delete as appropriate)</b>				
<b>Rubella (German Measles)</b>	<b>Yes/No</b>			
<b>Chicken Pox</b>	<b>Yes/No</b>			
<b>Hepatitis</b>	<b>Yes/No</b>			



7. What is your height?
8. Do you smoke? Yes/No
9. On average what is your weekly consumption of Alcohol? ..... units

Please give any additional relevant details :-

**Disability**

Have you any disability or impairment not previously stated which may require adjustment to the work place? (If yes, please give details)

No

Yes

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**Pregnant Workers**

It is the responsibility of any pregnant employee to inform their employer, in writing, of their pregnancy and of any issues relating to this pregnancy which may impact on their health and safety at work.

DECLARATION

I declare that to the best of my knowledge the answers to the questions on this form are correct and I am not suffering from any disease, the presence of which I have not revealed. I understand that a false declaration may lead to subsequent termination of my employment.

I further declare that:

- i) I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question;
- ii) I understand that any offer of employment made by the school will be conditional on verification of my medical fitness

Signature.....

Date.....



# Aysgarth School

## Confidential Reference

Post:

**This reference form helps us carry out our requirements with regard to Safeguarding Pupils.** In addition to this I would be very grateful to receive a more general and perhaps traditional written reference.

**Please confirm that the written reference contains no material mis-statement and that the reference is ratified by the headteacher/principal as accurate in respect to disciplinary and safeguarding investigations.**

PERSONAL MATTERS	
Candidate's current position	
Dates of the candidate's employment with you (month and year)	From: _____ To: _____
Current Salary	
Extent of candidate's current duties	
Sick Leave: how many days was the candidate off work sick during the last two years of their employment with you?	
Do you believe that the candidate is physically and mentally fit to work in a school environment? If not, please elaborate, including where appropriate any reasonable adjustments, which were made during employment to enable the candidate to perform his/her duties.	
During his or her employment did the candidate perform his or her duties to your satisfaction?	

<p>If you were dissatisfied, please explain the reasons for your dissatisfaction.</p>	
<p>During his or her employment did the candidate present him or herself professionally with colleagues and those he or she dealt with?</p>	
<b>SUITABILITY:</b>	
<p>Do you believe that the candidate has the ability and is suitable to undertake this position?</p>	
<p>What makes the candidate particularly suitable for this position?</p> <p>If you do not consider the candidate to be suitable, please elaborate.</p>	
<p>How does the candidate meet the person specification?</p> <p>If you do not consider the candidate to meet the specification, please elaborate.</p>	
<b>SUITABILITY TO WORK WITH CHILDREN</b>	
<p>Are you completely satisfied that the candidate is suitable to work with children?</p>	
<p>If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable?</p>	
<b>DISCIPLINARY RECORD AND CHILD PROTECTION CONCERNS</b>	
<p>Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current?</p> <p>If so please give details.</p>	
<p>Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people including any where the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed?</p> <p>If so please give details.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons please answer "Not Applicable".</p>	

<p>Have there been any allegations or concerns expressed about the candidate during his or her employment that relate to the safety and welfare of children and young people?</p> <p>If so please give details, including whether the allegation or concern was investigated, the outcome and how the matter was resolved.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons please answer "Not Applicable".</p>	
<p>Have there been any concerns about the candidate's behaviour towards children or young people?</p> <p>If so please give details, including the outcome of those concerns and how the matter was resolved.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons please answer "Not Applicable".</p>	

<b>Personal Qualities</b>					
<b>Please √ as appropriate 1 excellent – 5 poor</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Is an excellent practitioner in the classroom					
Keeps up to date with current teaching practices					
Is able to lead and work in a team					
Is loyal to the school and Head					
Is respected by all					
Is able to maintain discipline of pupils in and out of the classroom					
Has proved themselves an able curriculum manager					
Is able to manage change					
Is able to be consistent					
Is an able and efficient administrator and can use IT for administration and teaching					
Has the ability to understand/create a timetable					
Is able to communicate well with pupils, parents and staff					
Is firm and fair					
Gives attention to detail and organisation					
Is able to meet deadlines					
Has high personal standards and leads by example					

Signed:..... Position: .....

Date:.....

Please return to Aysgarth School, Bedale, N. Yorks, DL8 1TF or or e-mail to [rmorse@aysgarthschool.co.uk](mailto:rmorse@aysgarthschool.co.uk)





# APPLICATION FORM

## AYSGARTH SCHOOL

### CONFIDENTIAL

**Please complete the following form as fully as possible.**

The information requested below complies with the recommendations in the DCSF document 1568/2005  
Safeguarding Children (Safer Recruitment and Selection in Education Settings)

<b>Surname:</b>	<b>Forename(s):</b>
	<b>Previous Name:</b>
<b>Address:</b>	<b>Date of occupation:</b>
<b>~ during the last five years if different from above:</b>	<b>Date of occupation:</b>
<b>Telephone numbers:</b>	
<b>Best time(s) and numbers to call you?</b>	

<b>Email address:</b>		
<b>Date of Birth (optional):</b>	<b>National Insurance Number:</b>	<b>DfE Reference Number:</b>
<b>Current Salary and Benefits:</b>		<b>Notice Period:</b>
<b>Name of Current Employer:</b>		
<b>Do you have QTS? Yes/No</b>		
<b>Do you require a work permit to work in the UK Yes/No</b>		
<b>If yes, when does your current permit expire?</b>		
<b>Existing Contacts within School</b> (please indicate if you know any existing employees or governors at the School, and if so how you know them):  How did you hear about this vacancy?		
<b>EQUAL OPPORTUNITIES</b> <b>As an equal opportunities employer we welcome applications from suitably skilled women and men irrespective of their age, marital status, religion or belief, ethnic origin, disability, sexuality or gender reassignment.</b>		



**Secondary Education.**

Please list below the secondary schools/colleges you attended, with dates and exit exam results:

Dates	School/College(s)	Results (with grades)

**Tertiary Education**

Please list below the universities you attended with dates and degree details:

Dates	University/Degree Body	Title & Class of degree	Main Subject(s) Principal subject first

**Graduate Indicator:** (please tick)

1 – Non graduate

2 – Graduate equivalent

3 – Good honours or equivalent

**Other Academic/Vocational Qualifications:**

Dates:	Awarding Body:	Grade (if appropriate):

**Further Training and Development**

Please give details of any relevant and significant training you have undertaken in the last few years:

Dates	Training details

**Membership of Professional Bodies (if applicable)**

Dates	Institute or Association

**Career History**

Please supply a **full** history in chronological order (with start and end dates) of all training/further education, employment, self employment, part-time and voluntary work **and any periods of unemployment** since leaving secondary education.

Please provide where appropriate explanations for any periods not in employment, self employment or further education/training and in each case any reasons for leaving employment.

Employer	Date from/to	Position	Reason for leaving

**Interests**

Please give details of interests, hobbies or similar enthusiasms:

**Referees**

Please provide details of at least two referees. One referee should be your current or most recent employer (the reference must be ratified by the Head/senior member of staff if completed by a department head). 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. Referees may be contacted formally as soon as the short-listed candidates have been chosen.

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

<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Address</b>
<b>Telephone</b> <b>Home:</b> <b>Work:</b> <b>Mobile:</b>  <b>e-mail:</b>	<b>Telephone</b> <b>Home:</b> <b>Work:</b> <b>Mobile:</b>  <b>e-mail:</b>

**Declaration:**

I am aware that the post for which I am applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales), and I must therefore declare all convictions, cautions and bind-overs, including those regarded as 'spent'.

**Have you ever been convicted of any offence or 'bound-over' or given a caution? Yes / No**

If yes, please give details on a separate sheet and send in a sealed envelope marked 'Confidential Disclosure' to The Head, Aysgarth School, Newton-le-Willows, Bedale, North Yorkshire DL8 1TF. The envelope will only be opened, and the contents read, by the Head if your qualifications and previous experience render you suitable for interview.

I understand that if my application is successful I will be required to obtain a DBS Disclosure at enhanced level.

I declare that I know of no reasons why I should not be able to discharge the responsibilities required by the post in question.

**I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**

**Signed:**

**Date:**

Candidates should also submit a **CV, photograph and a hand written letter of application** stating why they are interested in the post and their relevant skills and experience.

Candidates must read the School's Child Protection and Whistleblowing policies (available on the Aysgarth website) prior to submitting an application.

Electronic submission to [kwiggin@aysgarthschool.co.uk](mailto:kwiggin@aysgarthschool.co.uk) is acceptable, including the scanning of the handwritten letter.

Please note that a CV is not acceptable as an alternative to the Application Form.

**EQUAL OPPORTUNITIES MONITORING FORM**

Aysgarth has an equal opportunities policy and is keen to ensure that it is working efficiently. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process.

(Please tick the appropriate box)

1)	Female	Male	
2)	Date of birth:		
3)	I am a person with disabilities:	Yes	No
	If yes, does your disability have a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?	Yes	No
	<p>“Long-term” effects are effects which have lasted at least 12 months or are expected to last 12 months or more. The disability could be physical, sensory or mental but must be substantial. For example, wearing spectacles would only apply while vision was substantially affected even when wearing glasses. It could relate to a progressive condition such as HIV infection, multiple sclerosis or cancer, from the time at which the impairment first affects day-to-day activities, so long as it is ultimately expected to result in substantial impairment.</p>		
3)	Ethnic Origin – Please indicate below:		
	Pakistani	Any other Asian background	Caribbean
	Ghanaian	Nigerian	Somali

Other Black background	Any other Black background	Chinese
Vietnamese	British	Irish
Traveller Irish	White European	Turkish/Turkish Cypriot
White other	Gypsy/Romany	White/Asian
White/Black African background	White/Black Caribbean	Any other mixed
		Refused

<b>If other, please specify:</b>	
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For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Aysgarth School processing the data supplied above in connection with monitoring and compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_