

SAFER RECRUITMENT APPLICATION FORM TEACHING AND SUPPORT STAFF

SECTION A

POST APPLIED FOR:	
Where did you hear about this vacancy?	

The post you are applying for is **EXEMPT** from the Rehabilitation of Offenders Act (1974). This means that you are required to give details of any ‘spent’ and ‘unspent’ convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence.

The Royal Borough of Greenwich is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please complete the declarations in Sections L and N of this form.

How to fill in this form:

- Read all the information and guidance note.
- Refer to the Job Description/Person Specification.
- Please complete fully all sections. Type or write neatly in black ink as this form will be photocopied.
- Continue on a separate sheet if you do not have enough room for your answers (please put your name and post applied for in the space provided at the foot of the page).
- Only the information you provide in the application form will be considered. A curriculum vitae is not an acceptable form of application. The panel will not consider CVs
- You are required to complete the form either using black pen or typeface.
- Applications received after the closing date will not normally be considered

All employees have a responsibility for and are committed to safeguarding and promoting the welfare of children and young people and for ensuring they are protected from harm. If successful you will be subject to a DBS check.

Please note if you have not heard from us within 4 weeks of the closing date, you should assume that your application has been unsuccessful unless you are a newly qualified teacher (NQT).

Applicant Name: _____

Thank you for your interest in working at our School

Please return the completed form to:

The Headteacher, School Name, Address

**SECTION B:
PERSONAL DETAILS**

TITLE (please tick)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:
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SURNAME:

FORENAMES:

PREVIOUS NAME OTHER NAME(S) YOU MAY BE KNOWN BY (if applicable)	
DATES TO/FROM	

ADDRESS:

POSTCODE:

Please indicate your preferred contact number:		
HOME TELEPHONE NUMBER:	WORK TELEPHONE NUMBER:	MOBILE TELEPHONE NUMBER:
May we contact you during the day? Yes <input type="checkbox"/> No <input type="checkbox"/>		

EMAIL:

WORKING IN THE UK

ARE YOU ELIGIBLE TO WORK IN THE UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IF YES, WHAT DATE DOES YOUR CURRENT PERMIT EXPIRE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

NATIONAL INSURANCE NUMBER:					
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You will be required to produce documentary evidence of your legal right to work in the UK.

Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service or job offer withdrawal.

(Section 8 – Asylum & Immigration Act).

Applicant Name:

DATE OF AVAILABILITY TO COMMENCE POST IF APPOINTED:

EMPLOYMENT AT ROYAL BOROUGH OF GREENWICH (please tick and complete as appropriate):

Current Employee	<input type="checkbox"/>	Former Employee	<input type="checkbox"/>
Post Held:		Date From:	Date To:
Post Held:		Date From:	Date To:
Working at RBG via Agency	<input type="checkbox"/>	Never worked for RBG	<input type="checkbox"/>

Are you related to any elected Councillor, School Governor or employee of the Royal Borough/ School/Educational Establishment?

Yes No

If Yes, please provide details:

**SECTION C:
TO BE COMPLETED BY APPLICANTS APPLYING FOR TEACHING POSITIONS**

Unqualified teachers should note that they should seek to gain QTS within 1 year of commencement of employment. Should the QTS not be gained within this timeframe, the school reserves the right to review or terminate the employment.

MONTH/YEAR QTS AWARDED:

TEACHER REFERENCE NUMBER:

STATUTORY INDUCTION PERIOD

Date Started	Appropriate Body	Date completed	Appropriate Body
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PLEASE INDICATE IN WHICH AREAS YOU ARE TRAINED TO TEACH

KEY STAGE/S:

- Early Years Foundation Stage Key Stage 1
 Key Stage 2 Key Stage 3
 Key Stage 4 Key Stage 5

**PRIMARY SUBJECT SPECIALISM/
OTHER SUBJECTS:**

NUMBER OF YEARS OF TEACHING EXPERIENCE SINCE QUALIFIED:

NUMBER OF YEARS OF TEACHING EXPERIENCE OVERSEAS (if applicable):

DO YOU HOLD NPQH? Yes No

**SECTION D:
EMPLOYMENT HISTORY - CURRENT/MOST RECENT EMPLOYMENT**

NAME AND ADDRESS OF EMPLOYER:

Applicant Name:

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FROM (MONTH/YEAR):	TO (MONTH/YEAR):
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POSITION HELD: (Teachers please include KS/Subject; enter NQT if applicable)

BASIC SALARY:	OTHER PAYMENTS:
GRADE:	TOTAL REMUNERATION:

REASON FOR LEAVING:

NOTICE REQUIRED:

EMPLOYMENT HISTORY

Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. It is important that there are no gaps in employment on your application form. Please include periods of unemployment, detail which office you may have received benefits from. If you have been self-employed you will be required to provide proof.

PRESENT POST:				
Name/Address of Employer	Job Title Grade Salary including TLRs	FTE or % Part Time	Main Duties/ Responsibilities	Reason for Leaving
	Job Title:			
	Grade:			
	Salary:			
	Employment Dates			
	From:			
	To:			

TEACHING SERVICE

Please give details of full / part time paid teaching experience in schools including periods before date of qualification and any promotions in the same school/college.

Applicants for first teaching appointments should include their teaching practice

Name/Address of School/College and Education Authority	Job Title Main Duties/ Responsibilities	Grade Salary including TLRs	FTE or % Part Time	Reason for Leaving
		Grade:		
		Salary:		
		Employment Dates		
		From:		
		To:		
		Grade:		
		Salary:		
		Employment Dates		
		From:		
		To:		
		Grade:		
		Salary:		
		Employment Dates		
		From:		
		To:		
		Grade:		
		Salary:		
		Employment Dates		
		From:		

Applicant Name:

		To:		
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If necessary, please add more rows or continue on to a new sheet.

NON-TEACHING SERVICE

Please give details of full / part time paid employment

Employer's Name and Address	Position Duties and Responsibilities	From (month/year)	To (month/year)	Reason for leaving
Employer's Name and Address	Position Duties and Responsibilities	From (month/year)	To (month/year)	Reason for leaving
Employer's Name and Address	Position Duties and Responsibilities	From (month/year)	To (month/year)	Reason for leaving

If necessary, please add more rows or continue on to a new sheet.

**SECTION E;
EDUCATION AND QUALIFICATIONS
SECONDARY, FURTHER & HIGHER EDUCATION**

Please include any qualifications that are relevant to the post, as set out in the Person Specification, including details of examinations awaiting results. Continue on an additional sheet if necessary. You will be required to provide original evidence of qualifications gained. If overseas trained, please advise of UK comparability.

Secondary School, College, University	Date from / to	Subjects, Status and Qualifications achieved	Qualifications / Grades	Date Achieved

Applicant Name:

**SECTION F:
TRAINING AND DEVELOPMENT (eg First Aid)**

Professional courses attended within the last 5 years. Please give details on any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses. Please continue on a separate sheet if necessary.

Course Title and Organising Body	Date(s) of Attendance	Accredited		Certificate Date From / To

PROFESSIONAL BODY MEMBERSHIP

Name of Professional Body	Date(s)	Membership Grade	Was membership gained by examination?

**SECTION G:
SPECIAL INTERESTS AND RELEVANT EXPERIENCE.**

Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and to your work with children.

**SECTION H:
PERSONAL STATEMENT**

Please explain how you meet the points on the person specification and what makes you suitable for this job. Ensure that you set out your responses so that you can evidence/demonstrate how your knowledge, experience, skills and abilities meet the requirements of the role. The selection panel will make the decision to shortlist based on the evidence you provide in support of your application aligned to the Job Description and Person Specification.

Applicant Name:

Please continue on a separate A4 sheet if necessary

Applicant Name:

SECTION I: REFERENCES

Please provide names and addresses of two professional referees who can provide use with a reference for the past five years of your employment. One of these must be your current Head Teacher or most recent Head Teacher/Line Manager. NQTs are advised to include their initial teacher trainer and a successful teaching practice school. Referees must not be friends or relations of yours. If you are not currently working with children, one referee must be from the organisation where you last did, if appropriate.

FIRST REFEREE

NAME:

POSITION IN ORGANISATION:

BUSINESS ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

RELATIONSHIP TO APPLICANT:

EMAIL ADDRESS:

SECOND REFEREE

NAME:

POSITION IN ORGANISATION:

BUSINESS ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

RELATIONSHIP TO APPLICANT:

EMAIL ADDRESS:

Applicant Name:

Shortlisted Applicants: Please note that, in line with Safer Recruitment guidance, references will be automatically requested at the same time as the invitation to interview so as to be available to the panel at interview stage. It is possible that previous employers may be approached for information to verify particular experience or qualifications, before interview.

**SECTION J:
OTHER DETAILS**

IS THE POST APPLIED FOR:	FULL TIME <input type="checkbox"/>	PART TIME <input type="checkbox"/>	JOB SHARE <input type="checkbox"/>
IF JOB SHARE, DO YOU HAVE A JOB SHARE PARTNER?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
HAVE YOU PREVIOUSLY BEEN EMPLOYED BY ROYAL BOROUGH OF GREENWICH?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
HAVE YOU PREVIOUSLY RECEIVED ANY REDUNDANCY PAYMENT OR ENHANCED RETIREMENT BENEFIT THE ROYAL BOROUGH OF GREENWICH?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	IF YES, PLEASE STATE DATE: JOB TITLE:
DO YOU HAVE TRANSFERABLE LOCAL GOVERNMENT CONTINUOUS SERVICE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	IF YES, PLEASE STATE DETAILS BELOW
THE DATE ON WHICH YOUR TRANSFERABLE SERVICE BEGAN:			
THE ORGANISATION WHERE YOU HAVE CARRIED OUT YOUR SERVICE:			
VERIFICATION EMAIL ADDRESS:			

**SECTION K:
ARMED FORCES BACKGROUND MILITARY RESERVIST**

The Royal Borough of Greenwich has in place a Reservists Policy and also a Group that supports ex-military personnel and reservists. By answering yes will allow for the relevant HR procedures and process to be put in place/activated if you are successful in your application.

Do you have an armed force background/are you a military reservist? **Yes** **No**

**SECTION L:
SAFER RECRUITMENT
PROTECTION OF CHILDREN
REHABILITATION OF OFFENDERS ACT (1974) (Exemptions) (Amendment) Order 1986**

Please read the guidelines on applying for a post before you complete this section.

The post you are applying for is **exempt** from the Rehabilitation of Offenders Act (1974) (Exemptions) (Amendment) Order 1986.

Applicant Name:

Disclosure of any criminal background is required. Teaching and working in schools in the UK is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, and therefore applicants are not entitled to withhold information about convictions (“Spent” or “unspent”), cautions and bind-overs which for other purposes are spent under the provisions of the Act. Offers of employment will also be dependent on completion of a satisfactory Police check. Disclosure of criminal background will not necessarily bar you from appointment.

Offers of appointment will be conditional upon the individual obtaining a Disclosure Certificate from the Disclosure & Barring Service and on the relevance of the information contained in the Disclosure.

If you are currently working with children on either a paid or voluntary basis, your current and / or previous employers will be asked about any disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

Royal Borough of Greenwich requires you to give details of all current (unspent and ‘spent’) convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence. Any offer of employment will be made on a conditional basis, subject to the relevant checks being carried out.

Failure to make a full and accurate declaration may result in withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

If you are unsure about any matter, please contact the relevant manager or Human Resources Officer (see the covering letter in the recruitment pack).

YOU ARE REQUIRED TO COMPLETE THE FOLLOWING DECLARATIONS:

I am applying for a post which is exempt under the terms of the Rehabilitation of Offenders Act 1974 and confirm my status as follows:

I have a criminal record, cautions, bind-overs, reprimands and final warnings and/or pending prosecution(s), details of which I will provide under separate cover (in a sealed envelope).	<input type="checkbox"/>
<i>If you do have a criminal record, cautions, bind-over orders reprimands or pending prosecutions, or appear on List 99 or are disqualified from working with children, your declaration of this should be sent with this application form in a sealed envelope marked confidential. Please ensure that your full name, post title and reference number is included with any information sent.</i>	
I do not have a criminal record, cautions, bind-over orders, reprimands and final warnings and/or pending prosecutions.	<input type="checkbox"/>
I do not appear on List 99 (DfES list of people barred or restricted from working with children)	<input type="checkbox"/>
I am not disqualified from working with children or subject to sanctions imposed by a regulatory body eg the Teaching Regulation Agency (TRA)	<input type="checkbox"/>

Any information given will be kept confidential and will only be considered in relation to the job you are applying for.

Signed

Date

Applicant Name:

All

**SECTION M:
HEALTH**

successful applicants will be required to undertake appropriate medical screening to ensure their fitness for the post.

MONITORING INFORMATION

Please complete the Monitoring Information on the final sheet before signing the declaration below.

**SECTION N:
DECLARATION**

You cannot sign this form on screen. By submitting an email application, you undertake that the information you have provided is true and accurate to the best of your knowledge. If shortlisted, you will be required to sign your application form at a later stage of the selection process.

I hereby declare that I have understood and will comply with the provisions concerning the disclosure of criminal convictions, that I do not appear on the barred list and am not subject to sanctions imposed by a regulatory body e.g. the National College for Teaching and Leadership. I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1998.

(Providing any misleading or false information to support your application or canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify you from the appointment or if appointed will render you liable to dismissal without notice and possible referral to the police.)

This Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I certify that the information provided is true and accurate and that I have not omitted any facts, which may have a bearing on my application. I authorise the employer to check the information that I have supplied. I understand that falsification of qualification or information may lead to dismissal without notice or in some circumstances legal action taken against me.

SIGNED:

DATE:

EQUAL OPPORTUNITIES MONITORING INFORMATION

This form is separated from the main application form and will not be provided to the short-listing panel.

Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.

As an equal opportunities employer we welcome applications from suitably skilled women and men irrespective of their ethnic origin, disability, sexuality, age or religion.

The Royal Borough wishes to ensure there is genuine equality of opportunity in employment. It is collecting the following information to monitor the effectiveness of its equality initiatives. This information will be held by Human Resources within the School and not seen by the Appointment Panel.

Position applied for:

Reference number:

Applicant Name:

Last name:

Initials:

Date of Birth:
Proof will be requested if appointed

Where did you see the post advertised?

ABOUT YOU	Please tick as appropriate
	<input type="checkbox"/> Male
	<input type="checkbox"/> Female
	<input type="checkbox"/> Transgender
	<input type="checkbox"/> Prefer not to say

ABOUT YOU	I would describe my ethnic origin as:	Please tick as appropriate
White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background (please specify)	
Mixed	<input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other Mixed background (please specify)	
Asian or Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background (please specify)	
Black or Black British	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other (please specify)	
Other ethnic group	<input type="checkbox"/> Any other ethnic group (please specify)	
	<input type="checkbox"/> Prefer not to say	

EQUAL OPPORTUNITIES MONITORING INFORMATION

CONTINUED

This form is separated from the main application form and will not be provided to the short-listing panel.

ABOUT YOU	Do you consider you have a disability which falls within the Equalities Act 2010? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Applicant Name:

The Equalities Act 2010 considers a person disabled if you have a longstanding physical or mental condition or disability that has lasted 12 months or is likely to last 12 months or more and this condition or disability has a substantial adverse effect on your ability to carry out normal day-to-day activities.

We want to ensure the recruitment process is accessible to disabled applicants.

If you have a disability, please let us know if there are any arrangements which we can make for you if you are called for an interview and/or work based exercise?

If Yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tape etc.)

ABOUT YOU Optional	I would describe my Sexual Orientation as: Please tick as appropriate
	<input type="checkbox"/> Bisexual <input type="checkbox"/> Gay Man <input type="checkbox"/> Lesbian <input type="checkbox"/> Heterosexual <input type="checkbox"/> Prefer not to say

ABOUT YOU Optional	I would describe my Religion as: Please tick as appropriate
	<input type="checkbox"/> Christian <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Sikh <input type="checkbox"/> Buddhist <input type="checkbox"/> Jewish <input type="checkbox"/> None <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other <input type="checkbox"/> Please specify if not listed here

Data Protection Statement (GDPR)

Applicant Name:

Applies to RBG Maintained Schools

Non-RBG Maintained Schools should replace with their own Data Protection Statement (GDPR)

Please read our Data Protection Statement

How information you supply is used

The information which you supply to us will be used to complete your job application with the Royal Borough of Greenwich.

The purposes for which we are processing, or will process, your personal information is to:

- manage the recruitment process and assess your suitability for employment or engagement
- decide to whom to offer a job
- comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ensure effective HR, personnel management and business administration
- monitor equal opportunities

The categories of the information that we collect

The categories of the information that we collect, process, hold and share include:

- personal information (such as name and address)
- characteristics (such as ethnicity and health information)
- HR Professional Services will collect personal data about you from third parties, such as references supplied by previous employers, information from employment background checks and information from criminal records checks (for applicable posts). We will seek information from third parties if a job offer to you has been made and send reference request to third parties prior to interview if the post you have applied for is a [Safer Recruitment Policy](#).

Who your personal data may be shared with

Your personal data may be shared with:

- HR Professional Services staff in order to complete the recruitment process; undertake pre-employment checks and for monitoring purposes etc.
- Recruiting Managers in the department which is advertising the vacancy in order to make a decision regarding your recruitment to the authority
- Departments within the Finance Directorate and the Council as a whole in order to complete certain procedures (e.g. checking of outstanding debts to the authority, Anti-Fraud checks* etc.)
- Other local authorities (HR departments and other services as appropriate)
- Third-party organisations, as allowed by law, who provide the authorities e-recruitment system.

Duties of this authority

*This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided in your application within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

Requesting access to your personal data

Under data protection legislation, you have the right to [request access](#) to the information about you that we hold. You also have the right to:

- object to processing of your personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and

Applicant Name:

- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, please contact our Data Protection Officer:

Data Protection Officer

Royal Borough Greenwich

35 Wellington Street

London SE18 6HQ

Email: dpo@royalgreenwich.gov.uk

Access and Storage

Your personal information will be held in line with our [Document Retention Policy](#). If your application is unsuccessful, your personal information will be held by HR Professional Services for 1 year. This is to enable us to contact you in the future in the event that you are a successfully appointable reserve candidate. Please note, you may also choose to delete your account with us at any time.

For more details information, please go to the [privacy notice](#).

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

I hereby give my consent for personal information (including recruitment monitoring) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the GDPR 2018

Data Protection Statement (GDPR) agreement

Signed:----- Date-----

By ticking this box, I have understood that I am agreeing to the Royal Borough of Greenwich/School checking information supplied in this application.