

NEWLANDS GIRLS' SCHOOL APPLICATION FORM - Support Staff - Schools

Guidance Notes for Applicants

Thank you for your interest in working for our School.

We will use the application form to help to decide your suitability for the post so please make sure that it is legible, accurate and complete. You should complete all sections of the application form. Either type or write clearly in black ink. Please do not send in CV's.

For Schools Based Posts

Please refer to the advert on how to apply for posts within schools or contact the School directly for more information.

Data Protection Act 2018

Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 2018. Data contained within the Equal Opportunities monitoring form will be used to produce depersonalised statistics for reporting and monitoring purposes. If you are the successful candidate, this form and the information collected through the recruitment campaign will be stored and used as part of your personnel record.

We will not share your information with any other organisation unless required to do so by statute.

More data protection information, including guidance on how to submit a request for your personal information, can be obtained by on our website www.newlandsgirlsschool.co.uk

Please retain this page for your records

Making your Application

The following advice is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

Job Accountabilities and Person Specification

When we short-list and recruit we use:

- The job accountabilities and person specification
- The application form

The Job Accountabilities outline the main responsibilities of the job and the Person Specification outlines the kind of person we are looking for. It details the knowledge, experience and skills that an applicant needs to do the job. The Person Specification also details which criteria will be used to short-list for interview, which criteria will be explored at interview and if applicable, which criteria will be explored through a range of assessments and ability testing.

Essential Criteria are those that you must have to carry out the responsibilities for the job. Desirable criteria are those that are additional requirements, which we may use to shortlist if we receive too many applications, which meet the essential criteria

Application Form

Please refer to the Person Specification and ensure that you provide information that shows how you meet the criteria listed, as we cannot assume anything about you. You need to tell us anything that is relevant to the job for which you are applying. The information contained in the application form is the information we will use when short-listing for interview.

You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as any experience gained in the community, through volunteering and leisure activities.

Please indicate on the application form any dates that you are not available to attend interview. If you are unable to attend interview on the allocated date, it may not be possible to offer another date or time. We will keep your application and contact you if we are unable to appoint from the original interviews.

Equal Opportunities Monitoring Form

At Newlands Girls' School we want our workforce to reflect the diversity of the community we serve. Your cooperation in providing information by completing the equal opportunities form is one of the ways we hope to achieve this. This information will be treated in the strictest confidence and will be detached before short-listing or interviewing.

It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained and promoted on the basis of the job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job. You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 1998 that Newlands Girls' School may hold and use personal information about you for monitoring purposes.

Applicants with a Disability - Guaranteed Interview Scheme (Disability Confident' Scheme)

Newlands Girls' School operates a Guaranteed Interview Scheme. This scheme ensures that any disabled candidate, who meets the minimum essential criteria for the job, will be guaranteed an interview along side other short-listed candidates. The final appointment will, however, be on merit.

Please see the Equal Opportunities Monitoring section of the application form for further details.

All conditional offers of employment are subject to the following pre-employment clearances:

Satisfactory Medical Clearance

All successful candidates complete a medical questionnaire and may be required to pass a medical examination by an occupational health physician.

Satisfactory References

Newlands Girls' School's practice is to take up two references, one of which must be the current or most recent employer. Referees must not be a member of your family, or spouse/partner. If you are a recent school or further education leaver, one of your references must be from the Headteacher or college tutor.

Newlands Girls' School reserves the right to verify any information given in the application form and throughout the selection process. In the event that the school receives any information through the verification process which may differ from the information you have provided or has an adverse effect on our decision, it is the school policy to give applicants the opportunity to comment on that before any final decision is taken.

Safeguarding the Vulnerable

Newlands Girls' School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.

Disclosure and Barring Service (DBS) (Previously CRB) Clearance

If a post requires a DBS check, then the successful candidates will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS. The timescale for these checks is outside of the school's control, however the school uses the on line system, which means that checks can be processed speedily. If you have a DBS certificate issued since 17 June 2013 and are registered with the DBS Update Service, the school will use your current certificate to check your DBS status, with your permission.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 makes it unlawful for prospective employers to take into account offences in relation to which the person concerned is deemed to be rehabilitated.

This means that after a certain period of time (dependent on the seriousness of the offence and length and severity of the punishment), the person concerned is to be assessed as if the conviction has been 'spent' (i.e. treated as if it had never occurred). Rehabilitation periods vary according to the type and length of conviction originally incurred.

Important Notes: If the post is covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 and 2020 it is deemed to require DBS clearance and therefore detail must be given about all convictions, whether spent or not.

Evidence of Qualifications

We will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been short-listed. Copies will not be accepted.

Eligibility to work in the UK

In order to comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employ.

We ask all short-listed applicants to provide proof that they can be legally employed. We have to see satisfactory proof in the form of **original** documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn.

The requirements for documentation are as follows:

List A documents show the holder **is not subject to immigration control, or has no restrictions on their stay**, so they have an **ongoing** right to work in the UK.

List A:

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of an EEA country or Switzerland.
- A registration certificate or Document Certifying Permanent Residence issued by the Home Office to a national of an EEA country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of an EEA country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office, to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
- A certificate of registration or naturalisation as a British citizen, **together with** an official document issued by a previous employer or Government agency with the person's name and National Insurance number.

List B documents show that the holder **has been granted leave to enter or remain in the UK for a limited period of time and, or, has restrictions on their right to work**.

List B:

Group 1 – Documents where a time limited statutory excuse lasts until the expiry date of leave

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of an EEA country or Switzerland or who has a derivative right of residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's

permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (EEA) Regulations 2006 to a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months old together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

Copies of relevant documentation will be taken and retained for future inspection by inspectors for the Home Office, if necessary.

If you are invited to interview, please bring the appropriate original documentation with you.



NEWLANDS GIRLS' SCHOOL APPLICATION FORM – Support Staff

Post Applied For _____
Reference No _____
School _____
Closing Date _____

Please return your application form direct to the school. The School does not accept C.V.'s alone, they will only be considered as part of the additional information on a fully completed application form.

PERSONAL DETAILS

Last Name* _____ Forename(s)* _____
Previous Names(s) _____ Title (e.g. Mr, Miss, Mrs, Ms) _____
National Insurance Number* _____ Tel Nos. Home _____
Work (if convenient) _____
Home Address* _____ Mobile _____
Postcode* _____
Email Address (if you enter a hotmail account, please check your spam / trash mailbox) _____

Fields marked with * are mandatory

Please answer the following questions:

Do you have the right to work in the UK?
You will need to provide documentation to support this Yes No

Do you hold a valid full driving licence? Yes No

Do you own a car? Yes No

Do you have a car available for business use? Yes No

Are you related/have any relationship with a Member, member of staff or Governor of the Council/School? Yes No

If YES, please give details:

Canvassing will disqualify candidates

Have you previously been employed by this Council/School? Yes No

If YES, please give details:

EMPLOYMENT DETAILS

PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer

Address

Tel No

Present post

Date appointed

Current/final salary

Notice required

Reason for leaving/or why looking to leave

Date of leaving (if applicable)

Brief description of duties and responsibilities

PREVIOUS EMPLOYMENT

Please complete each column and explain any breaks in employment. Start with your most recent employment and list in descending date order.

Dates (Day/Mth/Yr)		Brief summary of duties and responsibilities	Reason for leaving
From	To		
Employer & Address			
Employer & Address			
Employer & Address			
Employer & Address			
Employer & Address			

Please continue on a separate sheet if necessary

VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)

(This may not be connected with the post applied for, but may still be relevant)

Supporting Information –

Please refer to the Person Specification on the job accountabilities when completing this section. Describe how you consider your knowledge, skills and experience are relevant to the post for which you are applying and those factors which make you a particularly suitable candidate. Please provide examples.

Please continue on a separate sheet if necessary.

EDUCATION/QUALIFICATIONS/MEMBERSHIP AND TRAINING

Please give details of any relevant courses, training or qualifications with the establishment and date completed.

Dates		Name and address of educational establishment	Courses taken, exams passed with dates, and grades obtained
From	To		

REFERENCES

Please give two referees to whom confidential enquiries will be made. One must be your present or most recent employer.

NB. Referees must not be members of your family, or spouse/partner. No offer of employment will be confirmed without the receipt of two satisfactory references.

It is policy to generally take up references prior to interview, unless requested otherwise.

Name		Name	
Address		Address	
Tel No		Tel No	
Email		Email	
Capacity in which known (e.g. employer/line manager/teacher)		Capacity in which known	

May we approach prior to interview?

Yes No

May we approach prior to interview?

Yes No

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- ***The School may wish to make further enquiries of previous employers, in addition to the two referees given.***
 - ***Further enquiries of previous employers, in addition to the two referees given may also be made***
 - ***The School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm***

HEALTH RECORD — All Appointments are subject to medical clearance by the school's Occupational Health Provider

Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account

Newlands Girls' School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.

Any information which you give will be strictly confidential and will be considered only in relation to this position.

Having current convictions does not automatically bar you from employment. The school will consider applicants on their merits and in relation to the post for which they are applying. This post is exempt from the Rehabilitation of Offenders Act and previous offences must be disclosed and successful applicants will be subject to a standard or enhanced DBS disclosure.

Please complete the disclosure of criminal background information requested below.

If your application for this post is successful, you will not be able to commence employment until a satisfactory DBS check has been confirmed. The timescales for these checks are outside the control of the school.

Do you have a DBS certificate issued since 17 June 2013? **Yes/ No** If yes, please give certificate number

Are you registered with the DBS Update service? **Yes/No**

If yes and your application for this post is successful, do you consent to the Council using the update service to check your DBS status? **Yes/No**

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES / NO

If YES, please give details:

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES / NO

If YES, please give details:

Information about disclosing a criminal background is available from NACRO [_Guide for Job Applicants](#)

Declaration

The school has a duty to protect funds. If you are appointed we may match or share the information you provide on this form with information kept by other organisations that use public funds in order to protect and prevent fraud.

By submitting this application I consent to processing sensitive personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018

You are required to notify the school of any information that could be considered relevant to your application for the specific post you are applying for or to your general suitability for employment with the school.

I declare that the information given on this application form is, to the best of my knowledge, correct. I understand that this information may be stored as part of the monitoring of equal opportunities and as part of the recruitment procedure and I agree to the use of this data as specified.

I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discovery of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to the HR personnel at school.

Signed

Date

(If you have completed this form electronically, you be asked to sign it if you are invited to interview.)

NEWLANDS GIRLS' SCHOOL

Explanatory note to applicants – DBS check (previously CRB)

1. Introduction

1.1 The position for which you are applying has been determined by Newlands Girls' School as exempt from the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order in line with guidance from the Disclosure and Barring Service (DBS) . Therefore you are required to declare any convictions cautions, reprimands, warnings and bindovers that have not been filtered. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

2. Factors to be considered

2.1 The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment.

2.2 The factors to be taken into account are:

- 2.2.1 the responsibilities of the position,
- 2.2.2 the nature of the offence(s),
- 2.2.3 the number and pattern of offences (if there is more than one),
- 2.2.4 how long ago the offence(s) occurred,
- 2.2.5 the age of the offender when the offence(s) occurred.
- 2.2.6 whether or not there have been subsequent offences.
- 2.2.7 the applicants circumstances when the offences were committed and their circumstances now.
- 2.2.8 the relevance of the conviction to the job applied for.

3. Access to records of criminal convictions

3.1 In the event of an offer of employment it is a requirement that a DBS check is undertaken. (The DBS is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the Bureau can be accessed on the internet at: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/> . **If you do not give your permission it will not be possible to consider your application further.**

3.2 As part of its checking procedure the DBS will also check registers of persons found to be unsuitable to work with vulnerable people, which are maintained by the Department of Health and the Department for Education.

3.3 You will be sent the results of your check by the DBS.

3.4 If the DBS check reveals a conviction, caution, reprimand, warning or bindover , which you had failed to declare, this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

3.5 DBS information will be kept in strict confidence and in accordance with the school's DBS Secure Storage, Handling, Use, Retention and Disposal of disclosures Policy.

4. Further Advice

Information about disclosing a criminal background is available from NACRO [Guide for Job Applicants](#)

This page is to be detached prior to Short-Listing

EQUAL OPPORTUNITIES MONITORING

The school is striving for workplace equality and in order to do this collects data on the profile of job applicants and its workforce in order to support equality and inclusion. The data collected will enable the council to identify strategies and policies to ensure that no group of applicants or employees is adversely affected.

The information contained in this section will be treated in the strictest confidence and will only be accessed by authorised members of HR for monitoring purposes. The information about your disability status will be used to identify to shortlisting managers if you qualify for an interview under the 'Disability confident' scheme.

The information collected is in line with the descriptions used in the 2011 Census.

First Name:

Last Name:

Date of Birth:

Post Applied for:

Please add a tick in the relevant boxes below

Religion	Tick Box
No religion	
Christian (all denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion	
Prefer not to say	

Ethnic origin	
White - English / Welsh / Scottish / Northern Irish / British	
White - Irish	
White - Gypsy or Irish Traveller	
White - Any other background	
Mixed - White and Black Caribbean	
Mixed - White and Black African	
Mixed - White and Asian	
Mixed - Any other multiple ethnic background	
Asian – British	
Asian - Indian	
Asian - Pakistani	
Asian - Bangladeshi	

Asian - Chinese	
Asian - Any other background	
Black - African	
Black - Caribbean	
Black - British	
Black - Any other background	
Other ethnic group - Arab	
Other ethnic group - Any other ethnic group	
Prefer not to say	

Nationality

See Appendix 1 below and add the relevant nationality	
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Sex identifier

Descriptions	
Female	
Male	
Gender fluid/gender queer/non-binary	
Prefer not to say	

Gender reassignment

Yes - I have gone through, or intend to go through, any part of a process to change my birth sex	
No – I have not gone through, or intend to go through, any part of a process to change my birth sex.	
Prefer not to say	

Sexual orientation

Heterosexual/straight	
Gay woman/lesbian	
Gay man	
Bisexual	
Prefer not to say	

Considered to have a disability

Disabled	
Not disabled	
Prefer not to say	
Please provide details of any adjustments/special requirements necessary to assist you should you be shortlisted for interview.	

Marital status

Civil partnership	
Married	
Separated	
Divorced	
Widowed	
Single	
Prefer not to say	

Appendix 1

Afghanistani	Chilian	Honduran
Albanian	Chinese/Tibetan	Hong Kong
Algerian	CIS (Commonwealth of Independent States)	Hungarian
American	Comoros	Icelandic
American Samoa	Congo	Indian

Andorran	Costa Rican	Indonesian
Angolan	Cote d'Ivoire	Iranian
Anguillan	Croatian	Iraqi
Antiguan/Barbudan	Cuban	Irish
Argentinian	Cyproit	Isle of Man
Armenian	Czech	Israeli
Australian	Danish	Italian
Austrian	Djibouti	Jamaican
Azerbaijani	Dominican	Japanese
Bahaman	Dominican Republic	Jordanian
Bahrainian	Dutch	Kampuchean
Bangladeshi	Ecuador/Galapagos	Kazakhstani
Barbadian	Egyptian	Kenyan
Belarus	El Salvadorian	Kiribati
Belgian	English	Kuwaiti
Belize	Equatorial Guinea	Kyrgyz Republic
Benin	Eritrean	Kyrgyzstani
Bermudan	Estonian	Laos
Bhutani	Ethiopian	Latvian
Bolivian	Falkland Islands	Lebanese
Bosnian	Fijian	Leeward Islander
Botswana	Finnish	Lesothan
Brazilian	French	Liberian
British (not Channel Islands or IOM)	French Overseas Territories	Libyan
British Antarctic Territory	Gabon	Liechtenstein
British Indian Ocean Territory	Gambian	Lithuanian
British Virgin Islands	Georgian	Luxembourg
Brunei	German	Macao
Bulgarian	German (East)	Macedonian
Burkina-Faso	Ghanan	Madagascan
Burma	Gibraltarian	Malawese
Burundi	Greek	Malaysian
Cameroon	Greenland/Faroe Islands	Maldives
Canadian	Grenada	Mali
Cape Verde Islands	Guatemalan	Maltese
Cayman Islander	Guinea	Marshall Islander
Central African Republic	Guinea-Bissau	Mauritanian
Chad	Guyanese	Mauritius

Channel Islander	Haiti	Mayotte
Mexican	Slovakian	Yemeni
Micronesian	Slovenian	Zaire
Moldovan	Solomon Islander	Zambian
Monaco	Somali	Zimbabwean
Mongolian	South African	
Monserrat	South Georgia & the South Sandwich Islands	
Moroccan	South Korean	
Mozambiquan	Spanish	
Namibian	Sri Lankan	
Nauru	St Kitts and Nevis	
Nepalese	St Lucian	
Netherlands Antilles	St Vincent & the Grenadines	
New Guinea	Stateless	
New Zealander	Sudanese	
Nicaraguan	Surinamese	
Niger	Swazi	
Nigeria	Swedish	
North Korean	Swiss	
Northern Ireland	Syrian	
Norwegian	Taiwanese	
Omani	Tajikistani	
Pakistani	Tanzania	
Panamanian	Thai	
Paraguay	Togan	
Peruvian	Tongan	
Philippino	Trinidadian / Tobagan	
Pitcairn Islander	Tristan de Cunha	
Polish	Tunisian	
Portugese	Turkish	
Prefer not to say	Turkmenistani	
Puerto Rican	Turks & Caicos Islands	
Qatari	Tuvalu	
Romanian	Ugandan	
Russian	Ukrainian	
Rwandan	United Arab Emirates	
San Marino	Uruguay	
Sao Tome & Principe	Uzbekistani	
Saudi Arabian	Vanuatu	
Scottish	Venezuelan	
Senegalese	Vietnamese	
Serbian	Welsh	
Seychelles	West Indian	
Sierra Leone	Western Samoan	
Singapore	Windward Islander	

