

Guidance Notes for Teacher
Applications
(Part 2 of 2 Applicant Pack)



Thank you for your interest in working for Altwood Church of England 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 - this helps with photocopying. Curriculum Vitae's (CV) will only be considered as part of the supporting documentation to a completed application form.

Completed applications should be returned to the school at the address below:

Altwood Church of England School
Altwood Road
Maidenhead
SL6 4PU

Data Protection Act 1998

Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 1998. 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.

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 and Person Specification outline the main responsibilities of the job. 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 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 application form is the information we will use when short-listing for interview. CV's will not be used in the short-listing process.

You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as experience gained in the community, through volunteering and leisure activities. Any gaps/dates in employment should be explained.

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.

Correspondence from the School

To provide an efficient and effective service to all applicants the school endeavors to communicate in email format where possible. We therefore ask that you provide us with a contact email address and to provide email, addresses if possible when completing the References Section of the application form.

The School aims to inform all unsuccessful applicants as to the outcome of their application, however on some occasions this may not be possible. If you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful on this occasion.

Equal Opportunities Monitoring Form

At Altwood Church of England 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 the School may hold and use personal information about you for monitoring purposes.

Safeguarding the Vulnerable

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

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 provider.

Satisfactory References

It is the 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 Lecturer. Occasionally more than two references may be required, if this is the case, we will inform you before we contact former employers.

The 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 School policy to give applicants the opportunity to comment on that before any final decision is taken.

Disclosure & Barring Service Clearance

As all posts require a DBS check 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 the school's control and this can take several weeks.

Statement of Fair Processing

In order for you to use this service and complete your application, we are required by law to share some important information with you and you are required to give your consent for your data to be processed for this purpose.

Purpose of the application

This Disclosures system is provided to the Registered Body responsible for countersigning the applications processed on this system under the terms of a licence agreement with Atlantic Data Ltd., who process disclosure applications and host the data on behalf of the Registered Body.

Your consent is required so that:

- your employer (or the organisation requesting you to complete this criminal record check) can apply for a DBS disclosure
- the Registered Body may pass on your information to the DBS to carry out disclosure
- the DBS can complete your DBS disclosure.
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Legal justification for the application

Your consent is one legal basis for processing this disclosure application. In addition to your consent, your employer (or the organisation requesting you to complete this criminal record check) is likely to be able to rely on one of a number of other legal reasons for processing your data for this purpose. For example the disclosure application:

- is likely to be necessary in order for your employer (or the organisation requesting you to complete this criminal record check) to comply with their legal obligations
- may be necessary in the performance of a contract with you
- may be necessary to protect the interests of your employer (or the organisation requesting you to complete this criminal record check) to safeguard children or vulnerable adults in its care.
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Retention

Your personal information supplied for the purpose of a disclosure application will be retained for only as long as is necessary. For more detail about how your data is retained, please refer to our Privacy Statements below.

Confidentiality

Your personal information will be treated with the strictest of confidence in accordance with data protection legislation (including the Data Protection Act and the General Data Protection Regulation). It will be securely held on a password protected database and access restricted to named individuals who require access as part of their normal duties.

For more information on how your personal data is managed, please refer to the Privacy Statements below.

To read Atlantic Data Ltd.'s Privacy Statement, please go to:

http://atlanticdata.co.uk/files/Privacy_and_Security_Policy.pdf

To read the Registered Body's privacy policies please visit their website.

Consent

I have read and understood both Atlantic Data Ltd. and the Registered Body's Privacy Statements and policies.

I give consent for my information to be used to submit a disclosure application. I understand that Atlantic Data Ltd. and the Registered Body (Registered Body) will share this with the Disclosure and Barring Service. I also understand that my information will be used only for the purpose it is supplied, unless my prior consent is obtained.

The Disclosure and Barring Service (DBS) Statement

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the

DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on the application form may be used to verify your identity for authentication purposes. The DBS may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.

For further information about how the Disclosure and Barring Service will process your information, please go to:

<https://www.gov.uk/government/publications/dbs-privacy-policies>

The DBS issue an electronic result directly to the Registered Body responsible for countersigning your disclosure application. The electronic result will provide an indication of the outcome of the result and may be shared with your employer (or the organisation requesting you to complete this criminal record check). The electronic result contains a message that indicates either the certificate is blank or to await sight of the hard copy certificate. This may indicate that the certificate contains information. This electronic result may be received by the Registered Body before the certificate has been received by you in the post.

Privacy Policy - standard/enhanced checks (paper and e-Bulk applications) declaration

I have read the Standard/Enhanced DBS check Privacy Policy for applicants at <https://www.gov.uk/government/publications/dbs-privacy-policy> and I understand how the DBS will process my personal data and the options available to me for submitting an application.

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.

All applicants applying will need to complete the attached Disclosure of Criminal Background form, successful applicants will also need to complete a DBS form, it is in the applicants best interest not to withhold information.

Important Notes: If the post is covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 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.

From the 29 February 2008 the requirements for documentation are as follows:

List A establishes that the person has an ongoing entitlement to work in the UK.

List A:

A UK passport

A passport containing a certificate of entitlement certifying that you have the right of abode in the UK.

A European Economic Area (EEA) (including Switzerland) passport or EEA national identity card.

A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office (HO) or the Border and Immigration Agency (BIA) to a national of an EEA country or Switzerland.

A Permanent residence card issued by the HO or the BIA to the family member of a national of a EEA country or Switzerland

A Biometric Immigration Document issued by the BIA, which indicates that the person named, is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.

A passport or other travel documentation 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.
An Immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating 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, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer

A full birth certificate or an adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland that specifies the names of your parents; **when produced in combination with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.

A certificate of registration or naturalisation as a British citizen; **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or a previous employer.

A letter issued by the HO or the BIA to the holder, which indicates that the person named in, is allowed to stay indefinitely in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List B indicates that the employee has restrictions on their entitlement to be in the UK and it is a requirement for checks in List B to be repeated annually until they can provide a document from List A or they leave our employment.

List B:

A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.

A Biometric Immigration Document issued by the BIA, which indicates that the person named, can stay in the UK and is allowed to do the work in question.

A work permit or other approval to take employment issued by the HO or BIA **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the HO or the BIA to the holder or the employer or prospective employer confirming the same.

A certificate of application issued by the HO or the BIA to or for a family member of a national of a EEA country or Switzerland stating the holder is permitted to take employment which is less than 6 months old, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service (BIAECS)

A residence card or document issued by the HO or the BIA to a family member of a national of an EEA country or Switzerland.

An Application Registration Card issued by the HO or the BIA stating the holder is permitted to take employment, **when produced in combination with** evidence of verification by the BIAECS.

An Immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

A letter issued by the HO or the BIA to the holder or employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

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.