

HURWORTH SCHOOL – APPLICATION FORM GUIDANCE NOTES

Please read this information before completing this Application for Employment

These notes are intended to help you complete the enclosed application form. The person specification provided with the details of the post lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process. Please note when the stage identified on the person specification includes “AF” you must show evidence on your application form that you meet this criteria.

Should you require the Application Form or Guidance Notes in an alternative format, please contact the school.

General Points

Please complete the form using black type ink so that it can be photocopied. Please check that the form is for the correct post and take note of the closing date.

If you are applying for more than one post, a separate Application for Employment will need to be completed for each posts for which you are applying.

Hurworth School seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed against the criteria shown in the person specification. Any information provided on CV 's will not normally be considered for shortlisting purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

If you do not have enough space on the form at any point, you may continue on a separate sheet of paper. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets

Front Page

The first section asks for some basic details about you. Please provide all the details as requested.

Present Employment

Please provide details of your present post, as requested, including the period of notice to be given. If you are unemployed at the time of applying please indicate this.

Previous Employment

Please provide full details of any previous posts you have held, starting with the most recent first. Please ensure you complete the “**reason for leaving**” column and **ensure you account for any gaps in employment**. (Please note that if you are not currently employed, have not been employed recently or have limited experience of employment, you do have the opportunity to give details of any other experience, voluntary work or private interests that you feel help you to meet the criteria on the person specification in the personal statement section of this form.

Education

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date.

Referees

You must supply us with the names, designations and addresses of two people whom we may ask for references. One **must** be your present or most recent employer and if you are a **recent** school leaver, one should be the Head Teacher of your last school. If you do not wish us to approach your referees prior to interview please indicate this and we will comply with this request, but please note that an appointment will only be confirmed once satisfactory references have been received

Personal Statement

Please use this space to give further details of experience and private interests relevant to your application. Please use additional sheets if required.

Additional Information

The Employment of people with Criminal Records

Hurworth School operates a policy on employing people with criminal records. The School does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure will be requested for the successful applicant for this job. The School complies with the Code of Practice issued by the Disclosure and Barring Service, of which a copy is available from the contact address on the front of your application form.

Disability

Hurworth School is positive about disability and welcomes applications from disabled people. Please complete the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and / or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers). The School undertakes to consider for interview any applicant who declares a disability on the Application for Employment and who meets the minimum essential criteria for the job.

Driving ability

Please answer the questions relating to driving ability in accordance with the requirements of the post.

Relationship with Employees and Officers

You are required to complete this section regarding your relationship with any Employees or Officers of the School. Failure to declare such a relationship could result in disciplinary action or dismissal.

Finally please check that you have completed all sections of the Application for Employment and that you have signed it.

Data Protection Disclaimer

We will use the information you give on this form and any supporting information you provide for the purposes of the form/service. Additionally, we will also use the information for the purposes of the School, and any other lawful purpose, and/or to provide you with information regarding other services and benefits to which you may be entitled.

Equality Policy

Hurworth School is an equal opportunities employer and is committed to equality for all in terms of our culture, service delivery and employment. The aim of the School's Equality Policy, with regard to recruitment and selection, is to ensure that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s), or indeed any of the areas listed in our policy.

N.B. The Equality Monitoring Form is not part of the selection process. It will be used purely to monitor the diversity of applicants, in line with the School's Equality Policy.

No Smoking at Work Policy, Alcohol at Work Policy and Substance Misuse Policy

The School operates the above policies for the health and safety of its employees. All applicants successful at interview will be required to comply with these policies.

Conditional Offer of Employment

All job offers are conditional, subject to satisfactory pre employment checks including references, DBS check (if applicable), proof of ID, qualifications (if applicable) and medical clearance by our Occupational Health Service.

**HURWORTH SCHOOL
THE RECRUITMENT OF EX-OFFENDERS**

Policy Statement

1. Introduction

1.1 Hurworth School recognises the importance of ensuring equality of opportunity in its employment practices and is committed to eliminating unfair discrimination when employing people with criminal records. The School's Equality Policy supports this commitment.

2. The Rehabilitation of Offenders Act 1974

2.1 This Act provides that anyone who has been convicted of a criminal offence and who is not convicted of a further offence during the specified period becomes a 'rehabilitation person' and his/her conviction becomes spent.

2.2 This means that the conviction does not have to be declared when applying for a job. The rehabilitation period depends on the sentence and runs from the date of conviction. A conviction resulting in a prison sentence of more than 30 months can never become spent.

2.3 Under the Act, a spent conviction, or failure to disclose a spent conviction or any circumstances connected with it, is not a proper ground for dismissing or excluding a person from employment.

3. The Rehabilitation of Offenders (Exceptions) Order 1975

3.1 There are some exceptions to the Act detailed in the Exceptions Order of 1975, which, broadly relate to work with children, sick, elderly or disabled people and the administration of the law. Where an exception applies an individual must, if asked, disclose all convictions, including spent ones.

4. Disclosure

4.1 Part V of the Police Act 1997 enables employers to access relevant conviction information for applicants successful at interview. This process is called Disclosure. For posts covered by the Exceptions Order, Hurworth School will be able to access information regarding both spent and not spent information in addition to information regarding the applicants suitability for work with children, vulnerable people and in excepted professions.

5. Appointment Process

5.1 Hurworth School is committed to the principle of making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record the School will consider the relevance of the convictions to the job for which the person is applying. In considering this relevance the School will explore:

- the circumstances leading up to an offence
- whether the individual has committed repeat offences
- the nature and seriousness of the offence
- the length of time since the offence took place
- the nature of the work in which the individual will be involved, including their exposure to money, property and vulnerable people
- the extent to which the person will be supervised
- the individual's attempts not to re-offend
- the potential risks associated with employing the person in the post

5.2 The School does not necessarily see a criminal record as a bar to employment. This will depend on the nature of the position and the circumstances and background of the offence.

6. Ensuring the Appropriate Use of Disclosure

6.1 The School will make it clear on the Application for Employment where a post is subject to the provisions of the Exceptions Order and where there is a requirement to declare spent convictions and a standard or enhanced disclosure will be sought. In no other circumstances will questions relating to spent convictions be asked.

6.2 The School will only request a Disclosure where it is considered both proportionate and relevant to the position concerned.

7. Failure to disclose a criminal record

- 7.1 Failure to disclose unspent and/or spent convictions when required on the Application for Employment will be considered a serious matter and may lead to an offer of employment being withdrawn, disciplinary action or even dismissal. However, the matter will be discussed with the applicant/employee prior to any decisions being made.

8. Confidentiality

- 8.1 Any information requested and provided regarding criminal records will be treated confidentially and with discretion. Access to criminal record information will be on a need-to-know basis and information will be stored confidentially and in accordance with the Data Protection Act.

9. Communication of this Policy

- 9.1 The School will undertake to ensure that key employees receive appropriate training about their personal roles and responsibilities in this area. In addition specific training will be provided on assessing the risks associated with employing those with criminal records, identifying safeguards and making balanced objective judgements.
- 9.2 All job applicants, where Disclosure is required, will receive a copy of this policy with the information pack sent out with the Application for Employment.