

Budehaven Community School

Non-Teaching Roles



Job Application Form

Please call 01288 353271 if you have any questions on how to complete this form or if you require it in a different format or language.

Please fill in **all sections** of the form using **black ink/type**. The information you provide will help us make a fair decision in the selection process.

Personal Information

About the role	
Role applied for:	

About you			
Title:		Surname:	
First name(s):			
Home address:		Home phone:	
		Work phone:	
		Mobile:	
Postcode:		Email:	
NI Number:		(You can get this from the Department of Work and Pensions)	

Office Use only	
Candidate Number:	
Short listed:	Y/N
Invited to Interview:	Y/N
Appointed:	Y/N

Your current or most recent employment

Note: If you are currently working for us through an agency, please ensure you also provide the name of the agency under "Employer's name and address". If you are applying for your first job, please provide any voluntary work/work experience in the "Previous employment or experience" section.

Employer name:		Job title:	
Employer address:		Salary:	
		Start date:	
		Leave date: (if applicable)	
Reason for leaving:			
Main duties and responsibilities:			

Previous employment or experience

Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc).

Dates (mm/yy)		Employer or Reason for gap	Job title, duties and responsibilities	Reason for leaving
From	To			

Qualifications achieved from secondary, higher and further education

Type of qualification (GCSE, NVQ, Degree etc)	Subject title of qualification	Grade	Date achieved (dd/mm/yy)

Other training, courses and self development

Name of provider/college	Title of course/training, e.g. First Aid at Work	Qualification (if relevant)

Membership of professional bodies

Institute or association	Membership level	How obtained, e.g. through qualification or election	Date achieved (mm/yy)

How we protect your personal information

We keep on file information from the job application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months; anonymised data will be kept for monitoring purposes

References - References from friends or relatives are not acceptable

Your references must cover the last 3 years of your employment; please provide an additional referee on a separate sheet if these do not cover 3 years or if your current or most recent employer is not one, where you worked with children/vulnerable adults (only relevant if the role you are applying for involves working with children/vulnerable adults). If you do not have any previous employment, please use your most recent tutor (school, college or university) or a referee who you have known through a voluntary role, group or organisation. If you have any concerns, please call **01288 353271**.

Please be aware that we will ask for references before your interview.

Reference 1: current/most recent employer		Reference 2: previous employer	
Referee's full name:		Referee's full name:	
Job title:		Job title:	
Company name:		Company name:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Phone number:		Phone number:	
Relationship/Connection to you: (i.e. Manager)		Relationship/Connection to you: (i.e. Manager)	
Did this job involve working with children, young people and/or vulnerable adults (If applicable)?	Y/N	Did this job involve working with children, young people and/or vulnerable adults? (If applicable)	Y/N

Your supporting statement – MUST BE COMPLETED

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.

If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.

Disclosure of interest – please answer all of the questions.	
Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? If yes, please provide details:	Y/N
The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? If no, please provide details of your other role(s) and the days and hours you work:	Y/N
Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee of Budehaven Community School, or School Governor? If yes, please give details:	Y/N
Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? If yes, please give details:	Y/N
Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment? If yes, please give details:	Y/N

Your declaration	
I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.	
Signature (applicant):	Date:
Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.	

Thank you for taking the time and effort to complete this application form.

Please make sure that you complete our safeguarding and declaration of criminal convictions form and the equal opportunities monitoring forms below.

Budehaven Community School

Safeguarding Statement



Safeguarding children, young people and vulnerable adults

Please complete.

We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all Budehaven Community School employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of the School.

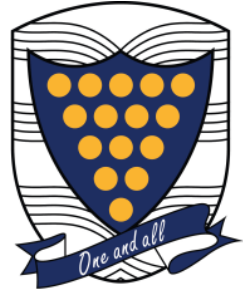
From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect.

Name: (Print Please)

Signed:

Date:

Budehaven Community School



DECLARATION OF CRIMINAL CONVICTIONS

CONFIDENTIAL

Please read *Guidance Notes for Applicants - Declaration of Criminal Convictions* below before completing this form.

Declaration of criminal convictions	
<p>This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and you are therefore required to disclose all criminal convictions, including any which may be 'spent'. You should also include details of any cautions, reprimands or final warnings. Please only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences. Details of the filtering rules can be found in the attached Applicants Guidance Notes or from www.gov.uk/dbs</p>	
<p>Have you ever been convicted of any criminal offence, whether 'spent' or 'unspent', as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending or are you under investigation by the Police?</p>	Yes/No
<p>If yes, please provide details:</p>	
<p>Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become 'spent' immediately, must be considered in relation to this exempt post?</p>	Yes/No
<p>If yes, please provide details:</p>	
<p>Have you ever been barred or restricted from working with children or vulnerable adults?</p>	Yes/No
<p>If yes, please provide details:</p>	
<p>Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.</p> <p>I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS that Cornwall Council will request my authorisation for such a check to be made.</p>	
<p>Signature:</p>	<p>Date:</p>

GUIDANCE NOTES FOR APPLICANTS DECLARATION OF CRIMINAL CONVICTIONS

Disclosure and Barring Service (DBS) - Filtering of old and minor cautions, convictions, reprimands and warnings

At the end of January 2013 a Court of Appeal judgement stated that the disclosure of all cautions and convictions on a DBS certificate was incompatible with Article 8 of the Convention for Human Rights.

As a result of this judgement, from 29 May 2013, the DBS will be removing certain specified old and minor offences from criminal record certificates issued from this date. The filtering rules are as follows:

For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS criminal record certificate if:

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the specified list of offences that will never be filtered. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the specified list of offences that will never be filtered.

For those under 18 at the time of the offence:

- The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years

The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

The filtering rules, together with the list of offences that will never be filtered, are available from www.gov.uk/dbs

Cornwall Council has policies on Criminal Record Checking, Security or Disclosures and Disclosure Information and Recruitment of Ex-Offenders, copies of which are available on request. To request a copy you should contact the P&OD Safeguarding Team.



Equal Opportunities

Equal opportunities monitoring form

We are committed to having a workforce that promotes equality and celebrates diversity. To help us monitor and achieve this, we gather and use information about job applicants and our workforce to continually improve our employment policies and to remove barriers to and within employment. The information you give is confidentially managed and does not affect your job application.

It will help us if you provide as much information as possible, but if you do not wish to answer any questions please leave them blank.

Job number:										
Where did you see this job advertised?										

What age group are you (years)?

Up to 20		20-25		26-30		31-35		36-40		41-45		46-50	
51-55		56-60		61-65		Over 65							

What is your title?

Mr		Mrs		Miss		Ms							
Other (please specify):													

How do you describe your gender?

Male		Female											
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What is your marital status?

Single		Married		Divorced		Widowed		Civil Partnership					
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How do you describe your religion or belief (if any)?

Buddhism		Christianity		Hinduism		Islam							
Judaism		Sikhism		Non belief		Withheld							
Other (please specify):													

Do you consider yourself to have a disability?

Yes		No											
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If your answer is 'yes', it would help us to know any barriers you have faced when dealing with us. Please also use this space to make suggestions on how we can improve.

--	--	--	--	--	--	--	--	--	--	--	--	--	--

How do you describe your ethnic origin?

Please read through carefully before selecting the ethnic group that you feel most closely reflects your background.

White												
British		Cornish		Irish								
Gypsy		Roma		Travellers of Irish Heritage								
Other white background (please specify):												

Mixed												
White & Asian		White & Black African		White & Black Caribbean								
Mixed Cornish												
Other mixed background (please specify):												

Black or Black British												
African		Caribbean		Cornish								
Other Cornish background (please specify):												

Asian												
Bangladeshi		Chinese		Indian					Pakistani			
Cornish												
Other Asian background (please specify):												

Please read the 'Guidance notes for applicants' on the next page.

Budehaven Community School



Guidance Notes for Applicants:

Application

To apply you must complete our application form. This ensures all information is presented in the same way, so that applicants are treated equally and fairly. We do not accept CVs.

- **Eligibility to work in the UK**

You must have, or be able to obtain before you start, the permission to work in the UK. Further information can be found here: <http://www.ukba.homeoffice.gov.uk/>.

- **Disclosure of interest**

These questions inform us of your eligibility to work for us and allow us to adapt our recruitment and employment processes where possible, e.g. if you have a relationship (personal, financial or professional) with a proposed interview panellist and/or manager.

- **References**

We like to obtain references prior to interviews if at all possible. Please mark on your application form if you would prefer us **not** to do this until after the interview has taken place. All offers of employment are made subject to the receipt of two references, which we regard as satisfactory. If the role you are applying for involves working with children, young people and/or vulnerable adults and if any of your previous roles (voluntary or paid) involved working with children, young people or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is 'time expired') and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure.

Shortlisting

Our selection process is based on each individual's own merits and abilities. We compare the information in your application against the criteria required.

Interviews

- If you are selected for interview, we will contact you with the details of the interview and explain what you need to bring.
- We will contact your referees as above
- We will do online searches as part of our due diligence checks.

Pre-employment checks

All offers of employment are made subject to the pre-employment checks stated above.

Budehaven Community School



Eligibility to work in the UK

DOCUMENTS THAT PROVE ELIGIBILITY

TO WORK IN THE UK

LIST A – Documents that provide the defence if produced alone

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
7. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
8. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
9. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
10. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
11. A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

12. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

Notes:

If one of these documents is checked and copied there is no need to ask for any further documents contained in List 2 below.

Defence can also be established by checking and copying a combination of two original documents included in the following list:

LIST B – Documents that provide the defence if produced in combination

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, **or** a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
4. A certificate of application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
5. A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
6. An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
8. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

NB Defence will not be gained if one document from the first combination and one from the second combination is checked and copied.

The following documents are not acceptable

1. A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK. If you are presented with these documents then you should advise the applicant to call the UK Border Agency on 0151 237 6375 for information about how they can apply for an Application Registration Card;
2. A National Insurance number when presented in isolation;
3. A driving licence issued by the Driver and Vehicle Licensing Agency;
4. A bill issued by a financial institution or a utility company;
5. A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
6. A short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder's parents;
7. A licence provided by the Security Industry Authority;
8. A document check by the DBS;
9. A card or certificate issued by the Inland Revenue under the Construction Industry Scheme.

Thank you for taking the time to apply for a post at Budehaven.

Please ensure you have filled out all the relevant information above.