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| The Avenue Nursery and Pre-Preparatory School is committed to Safeguarding and promoting the welfare of children and all applicants must be willing to undergo child protection screening appropriate to the post, during the course of the recruitment process, including checks with past employers, the Disclosure and Barring Service, the Barred List and Prohibited List. Some of the information we are requesting you to provide on this form is for this purpose. Further details of this can be found in [Appendix 1](https://www.channing.co.uk/wp-content/uploads/2019/05/application-form-appendix-1.pdf) (Spent convictions and the DBS filtering rules) **Instructions:** Please complete all sections of this form in blue ink and block capitals. | | | | | | | | | | | | | | | |
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| **Application for the post:** | | | | | | |  | | | | | | | | |
| **Section 1 – Personal Details** | | | | | | | | | | | | | | | |
| Surname/Family Name | | | | | | |  | | | | | Title | |  | |
| First name (and any other names) | | | | | | |  | | | | | | | | |
| Address  Postcode | | | | | | |  | | | | | | | | |
| Contact phone numbers | | | | | | |  | | | | | | | | |
| Email address | | | | | | |  | | | | | | | | |
| UK National Insurance Number: | | | | | | |  | | | | | | | | |
| Do you have right to work in UK?  Please provide details. | | | | | | |  | | | | | | | | |
| Do you have Qualified Teacher status? | | | | | | |  | | | | | | | | |
| Teacher registration number *(if applicable)* | | | | | | |  | | | | | | | | |
| Do you have an accredited NVQ Level 3 certificate, or above, in childcare? Please specify | | | | | | |  | | | | | | | | |
| If you have an alternative qualification, please specify: | | | | | | |  | | | | | | | | |
| Have you read the school’s [Safeguarding/Child Protection Policy](https://avenuepreprep.co.uk/fileadmin/upload/Policies_and_reports/Policies_Current/Child_Protection____MA_review_Sept_2022.pdf)? | | | | | | |  | | | | | | | | |
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| **Section 2: Sanctions, Restrictions and Prohibitions** | | | | | | | | | | | | | | | |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (**NCTL**)), any equivalent body in the UK or a regulator of the teaching profession in any other country? | | | | | | | | | | | | | NO | | YES |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent educational institution? | | | | | | | | | | | | | **NO** | | **YES** |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | | | | | | | | | | | | | **NO** | | **YES** |
| **If answering "Yes" to any of the questions in Section 2, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.** | | | | | | | | | | | | | | | |
| **Section 3 – Education & Professional Qualifications (Please start with the most recent)**  *(If part-time study, state and give details throughout).*  *N.B. details of courses studied and not completed successfully must also be given.*  *Please keep in chronological order* | | | | | | | | | | | | | | | |
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| **Name of School / College / University** | | | | | Subject and Qualification/Grade | | | | Awarding Body | | | | Grade and date awarded | | |
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| **Section 4 – Other vocational qualifications, skills or training** | | | | | | | | | | | | | | | |
| Please provide details of any vocational qualifications that you possess or training that you have received, which you consider to be relevant to the role for which you have applied. | | | | | | | | | | | | | | | |
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| **Section 5:  Current/Most Recent Employment** | | | | | | | | | | | | | | | |
| Current/most recent employer: | | | | | |  | | | | | | | | | |
| Post Held/Job Title: | | | | | |  | | | | | | | | | |
| Date appointed | | | | | |  | | | | | | | | | |
| Current gross salary | | | | | |  | | | | | | | | | |
| Notice required and / or date available if appointed | | | | | |  | | | | | | | | | |
| Reason for seeking other employment: | | | | | |  | | | | | | | | | |
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| **Section 6:  Previous Employment and/or Experience Since Leaving Secondary Education** | | | | | | | | | | | | | | | |
| If part-time appointment, please state. You **should not** provide a curriculum vitae as a substitution.  **A continuous employment history is required from when you left full time education.** | | | | | | | | | | | | | | | |
| Date from | Date to | Name & address of employer | | | | | | Position held/duties | | Reason for leaving | | | | | |
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| **Section 7: Gaps in Employment** | | | | | | | | | | | | | | | |
| If there are any gap in your employment history, e.g., looking after children, sabbatical year. If so, please provide details and dates. | | | | | | | | | | | | | | | |
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| **Section 8: Statement in support of application.** | | | | | | | | | | | | | | | |
| Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.  Please give details of your interests, hobbies, or skills; in particular, any which could be of benefit to the school for the purposes of enriching its extracurricular activities.  At The Avenue, we value the wealth of diverse experiences our staff bring with them, and we take pride in acknowledging and celebrating these experiences.  Applicants should confine this to approximately two sides of A4. An additional letter is not required. | | | | | | | | | | | | | | | |
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| ***Statement in support of application continuation on separate page*** | | | | | | | | | | | | | | | |
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| **Section 9: Confidential References (Please ensure referees know this reference is being requested)** | | | | | | | | | | | | | | | |
| Please supply the names and contact details of two people who we may contact for references.  One of these must be your current or most recent employer.  If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children.  Neither referee should be a relative or someone known to you solely as a friend.  The school intends to take up references from all shortlisted candidates before interview.  The school reserves the right to take up references from any previous employer.  If the school receives a factual reference i.e., one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas the school may take up references from your overseas employers.  The school may also telephone your referees in order to verify the reference they have provided. | | | | | | | | | | | | | | | |
| **Reference 1: Present employer** | | | | | | | | | | | | | | | |
| **Name:** | | |  | | | | | | | | | | | | |
| **Name of organisation:** | | |  | | | | | | | | | | | | |
| **Address:** | | |  | | | | | | | | | | | | |
| **Tel No:** | | |  | | | | | | | | | | | | |
| **Email address:** | | |  | | | | | | | | | | | | |
| **Your role/relationship** | | |  | | | | | | | | | | | | |
| Do you agree to us contacting the above referees for a reference? | | | | | | | | | | | YES | | | | NO |
|  | | | | | | | | | | | | | | | |
| **Reference 2:** | | | | | | | | | | | | | | | |
| **Name:** | | |  | | | | | | | | | | | | |
| **Name of organisation:** | | |  | | | | | | | | | | | | |
| **Address:** | | |  | | | | | | | | | | | | |
| **Tel No:** | | |  | | | | | | | | | | | | |
| **Email address:** | | |  | | | | | | | | | | | | |
| **Your role/relationship** | | |  | | | | | | | | | | | | |
| Do you agree to us contacting the above referees for a reference? | | | | | | | | | | | YES | | | | NO |
| Where did you see the advertisement for this post? | | | | | | | |  | | | | | | | |
| Please state whether, to the best of your knowledge, you are related to the Proprietor or a Advisory Body member or senior employee of the school. If YES, please state the nature of relationship and the name of person at the school. | | | | | | | | | | | YES | | | | NO |
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| **Section 10: Criminal Record** | | | | | | | | | | | | | | | |
| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**  The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared.  If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are ‘spent’.  **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form).**  If you have a criminal record this will not automatically debar you from employment.  Instead, each case will be assessed fairly by reference to the school’s objective assessment procedure set out in the School’s Recruitment and Suitability Policies and procedures.  It is a condition of your application that you answer the questions below.  **Before doing so please read Appendix 1.** | | | | | | | | | | | | | | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country?  **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1**). | | | | | | | | | | | | | | YES | NO |
| Is there any relevant court action pending against you? | | | | | | | | | | | | | | YES | NO |
| If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | | | | | | | | | | | | | | | |
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| **Further information** | | | | | | | | | | | | | | | |
| * In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates’ suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence. * If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity. * Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency. * **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.** * It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS. * A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request. | | | | | | | | | | | | | | | |
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| **Section 11: Declaration** | | | | | | | | | | | | | | | |
| I hereby confirm that the information I have given above is true.  I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed. | | | | | | | | | | | | | | | |
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| **Signature of Candidate** | | | |  | | | | | | | **Date:** | |  | | |
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| **Privacy notice** | | | | | | | | | | | | | | | |
| The School collects information about you in order to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.  The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.  The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.  We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.  You have some legal rights in respect of the personal information we collect from you.  Please see the School’s website for further details on their privacy notice and data protection policy.  You can contact the School’s Data Protection Officer if you have a concern about the way the school collects or uses your data. | | | | | | | | | | | | | | | |

**Appendix 1: Spent Convictions and the DBS Filtering Rules**

Spent Convictions

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| --- | --- | --- |
| **Sentence** | **Rehabilitation period**  **(in all cases the period commences from the date of the conviction)** | |
|  | **Aged over 18 at the time of the conviction** | **Aged under 18 at the time of the conviction** |
| Prison sentence of more than 4 years | Never | Never |
| Prison sentence of more than 30 months but less than or equal to 4 years | Length of sentence + 7 years | Length of sentence + 3.5 years |
| Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months | Length of sentence + 4 years | Length of sentence + 2 years |
| Prison sentence, or sentence of detention, of less than or equal to 6 months | Length of sentence +2 years | Length of sentence + 18 months |
| Removal from HM Service | 1 year | 6 months |
| Service detention | 1 year | 6 months |
| Community order | 1 year | 6 months |
| Fine | 1 year | 6 months |
| Youth rehabilitation order | N/A | 6 months |
| Compensation order | Once paid in full | Once paid in full |
| Hospital order | At the end of the order | At the end of the order |
| Conditional discharge, binding over, care order, supervision order, reception order | At the end of the order | At the end of the order |
| Absolute discharge | Spent immediately | Spent immediately |
| Disqualification | End of the disqualification | End of the disqualification |
| Relevant order | End of the order | End of the order |
| Conditional cautions | Once conditions end | Once conditions end |
| Caution, warning, reprimand | No period | No period |

Filtering Rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

* 11 years have elapsed since the date of conviction.
* it is your only offence.
* it did not result in a custodial sentence; and
* it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

* five and a half years have elapsed since the date of conviction.
* it is your only offence.
* it did not result in a custodial sentence; and
* it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.