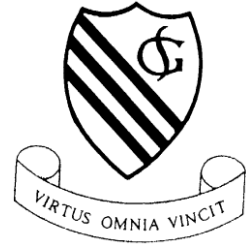


Goodwyn School

Hammers Lane, Mill Hill, London NW7 4DB.
Telephone: 020 8959 3756 Fax: 020 8906 8961
Email: admin@goodwyn.barnet.sch.uk
Website: www.goodwyn-school.co.uk



APPLICATION FORM

CONFIDENTIAL

Position applied for:

PLEASE COMPLETE THIS FORM BY HAND IN **BLACK INK** AND RETURN TO:
MR S W E ROBERTSON, PRINCIPAL, GOODWYN SCHOOL, HAMMERS LANE, MILL HILL, LONDON NW7 4DB

Title:..... Address:

Surname:

Forenames:.....

Telephone numbers: Post Code.....

Home: Email address:

Daytime: N.I. No.:

Mobile: Present Salary:

Marital Status:.....

Nationality:

Place of birth:

Are you currently eligible for employment in the UK? YES / NO

Number of children if any:

Any other dependents:

.....

EDUCATION AND QUALIFICATIONS

Dates of attendance	Name of school, college, university	Qualification and awarding body – GCSEs, A Levels, degrees (if appropriate)	Grades or attainment level

Please give details of any other relevant technical or professional development, training or qualifications not listed above. This may include in-service training or evening courses.

Dates	Subject / Area of development	Organisational body (if appropriate)	Qualification (if appropriate)

Please continue on a blank sheet if necessary.

EMPLOYMENT HISTORY

Please provide details of all employment and activities since leaving full-time education, starting with your current employer. Please note, there should be no unaccounted gaps. (See next section)			
Employer Name, Address and phone No.	Position held and key responsibilities	Dates From/to	Reason for leaving

Gaps in Employment

Please provide details of any gaps in employment e.g. Sabbatical year, looking after children		
From	To	Reason

Please continue on a blank sheet if necessary.

Other work (paid or voluntary), activities, experience and interests

Please provide details of any other work, experience, skills, interests or training which you feel is relevant.

About you

In brief (for further discussion at interview) please specify what motivates you and what you feel are your qualities?

Do you belong to any professional organisations?

YES / NO

Details:

If offered the position do you intend to work in any other capacity?

YES / NO

Details:

Why are you attracted to this job and what do you feel you are able to offer?

REFERENCES

Please provide the names and contact details of three people to whom we may apply for references. One of these must be your current or most recent employer. If your current or most recent employment does/did not involve working with children then your second referee should be your employer with whom you most recently worked with children.

References are usually taken up on all shortlisted candidates prior to interview. We may also telephone your referees in order to verify the reference they provided if appropriate.

Referee 1

Name

Position:

Organisation.....

Address

.....

.....

Post Code.....

Phone No.:

Email:

May we contact prior to interview YES / NO

Referee 2

Name

Position:

Organisation.....

Address

.....

.....

Post Code.....

Phone No.:

Email:

May we contact prior to interview YES / NO

Referee 3

Name

Position:

Organisation.....

Address

.....

.....

Post Code.....

Phone No.:

Email:

May we contact prior to interview YES / NO

Please state the name by which you are known to your referee if different from that on page 1 of the application form.

.....

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (2013 AND 2020)

The school is a member of the Disclosure and Barring Service (DBS) and because the nature of the work you are applying for is included in the excepted types under the Safeguarding Vulnerable Groups Act 2006 (**SVGA 2006**) you are required to hold an enhanced DBS disclosure if you are successful in your application. Employment with the school is conditional upon the school being satisfied with the result of the Enhanced DBS Disclosure.

Any criminal records information that is disclosed to the school will be handled in accordance with any guidance and/or code of practice published by the DBS. We will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the school to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, 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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Having a criminal record will not necessarily prevent you from taking up employment with the schools. Instead, the school will assess each case on its merits.

RECRUITMENT

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of all children. Goodwyn School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in, the roles they undertake.

We recognise the value of, and seek to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. We are committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

In line with the 1976 Race Relations Act we will not discriminate against anyone on the grounds of their sex, race, colour, religion, nationality, ethnic or national origins. Additionally, the school works diligently to guard against discrimination in relation to the Protected Characteristics covered by Equality Act 2010.

Further detail is provided in our Safeguarding & Child Protection, Safer Recruitment and Equal Opportunities policies and our Accessibility Plan which can be found on the school's website.

HOW WE USE YOUR INFORMATION

We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people). Further information on how the school uses personal data is set out in the school's Data Protection Policy, which can be found on the school's website.

DECLARATION

- | | |
|---|----------|
| I authorise the school to obtain references to support this application and release the school and referees from any liability caused by giving and receiving information. | YES / NO |
| I am physically and mentally able to undertake the post, as described in the job specification | YES / NO |
| I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children and understand that it is an offence to apply for a regulated role working with children if I am barred from doing so. | YES / NO |
| I confirm that the information on the form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. | YES / NO |

Signature: **Date:**