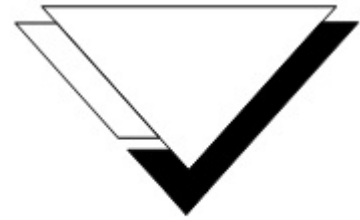


Application Form Guidelines

Please read these notes carefully before you complete the application form.



Everyone Matters

Introduction

We use an application form, rather than asking for CVs to make sure that we treat all applicants fairly and equally. The application form ensures that all applicants present their information in the same standardised format and only tell us what we need to know.

Please do not attach a CV - even if you do, we will not consider it.

- Please complete the form using black ink or a computer
- If any section does not apply to you, please write N/A

SECTION A	Job Details
<ul style="list-style-type: none">• Please insert the title, the location and the reference number of the job you are applying for.	
SECTION B	Personal Information
<ul style="list-style-type: none">• Please complete this accurately so we can contact you during your application.	
SECTION C	Current or most recent Employment/Voluntary Work
<ul style="list-style-type: none">• Briefly describe the duties and responsibilities you held during this employment. Include any duties that you consider to be of particular relevance to the post you are applying for.• Provide details of any other jobs (paid or unpaid) that you intend to continue doing (Working Time Regulations require us to monitor the hours that you work each week, including those you work in other organisations).• Indicate whether you are currently employed.	
SECTION D & E	Education and Professional/Specialist Qualifications & Training
<ul style="list-style-type: none">• Please list any qualifications and relevant training you have gained and grades.	
SECTION F	Employment History
<ul style="list-style-type: none">• Please give details of your full employment history in date order. You must list all employment, career breaks, and periods of unemployment, education and voluntary work without any gaps. In accordance with the 'Safer Recruitment' Guidelines we ask for employment dates for posts that are working with children and vulnerable adults.	
SECTION G	Application Details
<ul style="list-style-type: none">• Please follow the guidance in Section G of the application form.	
SECTION H	References
<ul style="list-style-type: none">• Please follow the guidance in Section H of the application form.	
SECTION I	Further Information
<ul style="list-style-type: none">• Please answer Yes or No as requested.• Please read the information enclosed about the Rehabilitation of Offenders Act 1974. The post you are applying for is exempt from this Act.	
SECTION J	Declaration
<ul style="list-style-type: none">• Please read and sign the declaration. Giving false information may result in withdrawal of offer or dismissal.	

Monitoring Equality and Diversity in Employment form

In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion. The information you provided will be used to help us monitor the effectiveness of our Equality Policy and to ensure we are not discriminating unfairly. It will not be available to those involved in the selection process for the job for which you are applying.

Asylum and Immigration Act 1996

Eligibility for Employment in the UK

We are required by law to undertake document checks to ensure that all prospective employees are legally entitled to live and work in the United Kingdom.

Any candidate selected for interview must produce documentary evidence that they qualify for employment under the above Act.

Those selected for interview must bring with them **originals** of the following documents:

- A passport confirming that you are either a British Citizen, or a European Economic Area National, or which shows that you have the right to live in, or an entitlement to, re-admission to the UK.

Nationals of the EU countries of Latvia, Slovakia, the Czech Republic, Lithuania, Slovenia, Estonia, Hungary and Poland require a registration certificate from the governments Worker Registration Scheme (WRS). Please refer to the guidance notes on the websites listed below.

If you do not have a full valid passport you will need to provide a combination of the following:

- A document that shows your permanent National Insurance Number. This could be a P45, a pay slip, a P60, a National Insurance card, or a letter issued by a government agency

And

- A full birth certificate issued in the UK or the Republic of Ireland

For more information please refer to the guidance on the UK Border Agency Home Office website:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/>

Please note that in some circumstances we are able to apply for a work permit.

You should be aware that you will not be able to start employment with the School, until you are able to produce any one of the above document(s).

If you fail to produce one of these documents within a reasonable time frame, the job offer will be withdrawn. We will retain a copy of the document(s) you produce for our records.

Rehabilitation of Offenders Act 1974

Disclosure of Criminal Records

Vandyke Upper School is an equal opportunities employer and as such will only consider criminal records for their relevance to the post in question, and that a conviction is not necessarily a bar to employment with the School. The School operates to the standards of the CRB Code of Practice, and copies of this are available on request.

Introduction:

A particular concern for schools in recruitment is to make sure that it guards against appointing people who are unsuitable for working with children or vulnerable adults. There are various measures that can be taken to avoid this happening, one of which is to check whether the person to be appointed has any previous convictions for relevant offences.

The Rehabilitation of Offenders Act 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs. This enables ex-offenders to 'wipe the slate clean' of their criminal record in the sense that, unless the post they are applying for is exempt from the Act, (see below), they are not legally required to disclose convictions that have become 'spent'.

Exemptions from the Act:

In order to protect certain vulnerable groups within society there are a large number of posts and professions that are exempt from the Act. These include posts involving access to children, young people, the elderly, disabled people, alcohol or drug misusers and the chronically sick. In such cases organisations are legally entitled to ask applicants for details of all convictions, irrespective of whether they are 'spent' or 'unspent' under the Act.

The position you are applying for is exempt under the Rehabilitation of Offenders Act and if you are offered the position, you will be required to complete a 'Disclosure' application.

More information on The Criminal Records Bureau and Disclosure System can be found at:

http://www.direct.gov.uk/en/employment/startinganewjob/dg_195809

Conditions of Service

The following information provides a brief guide to conditions of service and the various benefits available.

Please ask us if you need further details.

Hours of work	Starting and finishing times will depend on where you work. Flexible working hours may be available depending on the needs of the service.	
Annual Leave	Annual leave entitlement is based on the length of your continuous service in local government as at 1st April:	
	Under 5 years' service	24 days
	5 years' and under 10 years' service	29 days
	10 years' service and over	31 days
	(For ex-manual employees, this entitlement includes two fixed extra-statutory days to be taken at the spring and summer bank holidays.)	
Pension Scheme	The Local Government Pension Scheme is open to all employees up to 75 years of age and with a contract of more than 3 months' duration. The scheme is a final average salary scheme. Contributions are dependent on salary band, commencing at 5.5% and increasing to 7.5% dependent on salary. If you are new to Local Government, but have paid into a pension scheme elsewhere, it may be possible to transfer the benefits to the Local Government Scheme.	
Personal Accident Scheme	This is a scheme for employees who sustain injury while carrying out their Council duties.	
Sick Pay	Entitlement to sick pay depends on the length of continuous Local Government service. It ranges from 1 month at commencement, to 6 months' full pay and 6 months' half pay after 5 years.	
Smoking Policy	Smoking is not permitted on the school site.	
Cafe	School cafe is available to staff as well as students.	
Training	Our policy is to provide our employees with appropriate training and development opportunities identified with line managers.	
Travelling & Subsistence	There are agreed rates for refunding expenses you incur in the course of your work with us.	