



Channing School  
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# CHANNING SCHOOL

## APPLICATION FOR EMPLOYMENT TEACHING, TEACHING SUPPORT AND ADMINISTRATIVE POSTS

NAME:

POSITION APPLIED FOR:

Channing School is committed to the safeguarding of children, and child protection screening will apply to this post. Some of the information we are requesting you to provide on this form is for this purpose.

# Application Form

**Position applied for:**

## Section 1 – Personal details

Title:  Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Date of birth:	Former name:	
	Preferred name:	
Address:	National Insurance number:	
	Are you currently eligible for employment in the UK?  Yes <input type="checkbox"/> No <input type="checkbox"/>  Please provide details:	
Telephone number(s):  Home:  Work:  Mobile:   Email address:	Teacher's R P number (if applicable):	
	Are you registered with the GTC for England?  Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Do you have Qualified Teacher status?  Yes <input type="checkbox"/> No <input type="checkbox"/>	

Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details.

**Section 2 – Education**

Please start with the most recent

Name of school/college/university	Dates of attendance	Examinations									
		Subject	Result	Date	Awarding body						
	From: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> To: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>										
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**Section 3 – Other vocational qualifications, skills or training**

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

**Section 4 – Employment**

Current/most recent employer:		Current/most recent employer's address:	
Current/most recent job title:		Date started:	
Brief description of responsibilities:		Date employment ended (if applicable):	
Current salary/salary on leaving:	Do you/did you receive any employee benefits? If so, please provide details of these.		
Reason for seeking other employment:			
Please state when you would be available to take up employment if offered:			

**Section 5 – Previous employment and/or activities since leaving secondary education**

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving			
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<table border="1"> <tr> <td data-bbox="129 481 201 560"></td> <td data-bbox="204 481 276 560"></td> <td data-bbox="279 481 349 560"></td> </tr> </table>						
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**Section 6 – Interests**

Please give details of any interests or hobbies (applicants for teaching posts, please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity)

**Section 7 – Suitability**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

**Section 8 – Health**

The School is committed to being an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (as amended) ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled?    Yes     No

If you wish please give further details here

.....  
.....  
.....

Are there any special arrangements you might require to attend an interview?    Yes     No

If yes, please give details here

.....  
.....  
.....

If offered the position applied for, (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role?    Yes     No

If yes, please give details here

.....  
.....  
.....  
.....

In accordance with the guidance published by the DCSF any offer of employment made by the School will be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the School's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School's medical adviser to seek access to your medical records and/or for you to be referred to a specialist clinician.

**Section 9 – Criminal records**

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the CRB which the School considers to be satisfactory. If you are successful in your application you will be required to complete a Criminal Records Bureau Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau (a copy of which is available from the School on request).

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 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 (a copy of which is available from the School on request).

Have you been convicted by the courts of any criminal offence? Yes  No

Is there any relevant court action pending against you? Yes  No

Have you ever received a caution, reprimand or final warning from the police? Yes  No

If '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.

**Section 10 – References**

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.

<b>Referee 1</b>	<b>Referee 2</b>
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Telephone number:	Telephone number:
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section 11 – Recruitment**

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment Policy is available on request.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

**Section 12 – Declaration**

- **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.**
- **I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.**
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
- **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**

Signature ..... Date .....

## **APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES**

### **Application Form**

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CV's will not be accepted in substitution for completed Application Forms in the absence of good reason, although can be included to support the application.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for more information.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to complete an application for an Enhanced Disclosure from the Criminal Records Bureau.
- For teaching and some other posts, references will be sought for short listed candidates and we may approach previous employers for information to verify particular experience or qualifications before interview. Please let us know if you do not wish references to be sought at this stage of the recruitment process.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired). They will be asked whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

### **Invitation to Interview**

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professionally qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
  1. a passport or current photo driving licence and a full birth certificate,
  2. where appropriate any documentation evidencing a change of name,
  3. a utility bill or financial statement showing the candidate's current name and address.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

**Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- ◆ receipt of at least two satisfactory references (if these have not already been received);
- ◆ verification of identity and qualifications;
- ◆ a check at DfES List 99 and the Protection of Children Act list as appropriate;
- ◆ a satisfactory CRB Disclosure;
- ◆ where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance;
- ◆ verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training;

**WARNING**

Where a candidate is:

- ◆ found to be on DfES List 99 or the Protection of Children Act List,  
or
- ◆ the CRB Disclosure shows s/he has been disqualified from working with children by a court;  
or
- ◆ found to have provided false information in, or in support of, his application;  
or
- ◆ the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

### EQUAL OPPORTUNITIES MONITORING FORM

Channing School is committed to equal opportunities. One aim of this policy is to ensure that you and other job applicants are not discriminated against on the grounds of sex, marital status, disability, colour, race, nationality or ethnic or national origin.

To **monitor** this policy, we would be grateful if you complete and return this form. The information you give will be treated as strictly confidential and will be used only for Equal Opportunities purposes. It will not be used at any stage of the selection process and will be destroyed after evaluation has taken place.

POST APPLIED FOR: \_\_\_\_\_

I am: Male      Female

My marital status is:

Single      Married      Other (*please specify*) \_\_\_\_\_

I would describe myself as:

<b>Black</b>	<b>Asian</b>	<b>White</b>	<b>Other</b>
African	Pakistani		<i>(please specify)</i>
Caribbean	Indian		_____
Other	Bangladeshi		
	Chinese		

The Disability Discrimination Act 1995 defines disability as "a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities".

Does the above statement apply to you? Yes      No

If you have answered "Yes" to this question, please complete Section 8 "Health" in the application form, indicating any special arrangements which you might require if you are selected for interview, or make these clear in your letter of application.



## **PROTECTION OF CHILDREN: SAFEGUARDING AND PROMOTING WELFARE POLICY STATEMENT**

The Head and governors of Channing School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in the '*Safeguarding Children: Safe Recruitment and Selection*' DfES/15/68/2005 issued June 2005 and the school's Child Protection Policy.

We believe that all pupils, regardless of age, special needs or disability, racial/ cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse. This policy will operate in conjunction with other related policies and procedures, such as whole school policies on Bullying and Intolerance, Channing Code of Behaviour, Internet Use and Equal Opportunities.

Our approach to child protection is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about pupils likely to suffer significant harm to the child protection agencies.

We encourage the girls in our care to raise any concerns that they might have and ensure that these are taken seriously.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our school.

Our robust approach to safeguarding and promoting the welfare of our pupils aims to help keep pupils safe and importantly equip them to tackle the challenges and opportunities of daily life with renewed confidence and vigour.