



Channing School  
Highgate Hill  
London  
N6 5HF

Telephone: 020 83402328  
Fax: 0208 341 5698  
Email: [HMSEC@channing.co.uk](mailto:HMSEC@channing.co.uk)  
Website: [www.channing.co.uk](http://www.channing.co.uk)

# 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.

<b>1 PERSONAL DETAILS</b>	
Surname:	Forename(s):
Title: DR/MR/MRS/MISS/MS	Preferred name:
Any former names:	Date of birth:
Home address:	Address for correspondence (if different):
Post Code:	Post Code:
Tel no: (day)	Email:
(eve)	DfES no:
(mobile)	National Insurance no:
Are you currently eligible for employment in the UK? Please provide details:	YES / NO
Are you related or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Channing School? If so, please provide details.	

<b>2 EDUCATION AND QUALIFICATIONS</b>			
Please start with the most recent			
Name of School/College/University	Dates of Attendance	Qualifications obtained/Examinations passed	Date
Membership of professional institutions and other training/knowledge relevant to this post. Continue on separate sheet if required			

<b>3 EMPLOYMENT HISTORY</b>		
Current or most recent employer:	Current or 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:		

<b>4. PREVIOUS EMPLOYMENT</b>		
Previous employers (most recent first - please account for all gaps in employment)	Dates	Position held and brief description of duties
Continue on separate sheet if required		

**5 ADDITIONAL INFORMATION**

Please give details of any serious illnesses during the last 5 years:

Do you have a current clean driving licence? (applicable only if duties involve driving) YES/NO

Please outline below any hobbies, interests and anything you wish to tell us about your personal and family circumstances, including any special needs:

**6 PERSONAL STATEMENT**

Please state why you believe your qualifications and experience fulfil the requirements of this post, and any other information in support of your application.

Continue on separate sheet if required

**7 REFERENCES**

Please give the names of three people who can comment on your suitability for this post. One should be your current or last employer, or if you have not been employed, your school head teacher or college tutor. If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends.

Name: <input type="checkbox"/>	Name: <input type="checkbox"/>
Address:	Address:
Tel no:	Tel no:
Relationship:	Relationship:
Name: <input type="checkbox"/>	Name: <input type="checkbox"/>
Address:	Address:
Tel no:	Tel no:
Relationship:	Relationship:

We may take up references before interview unless requested not to do so. If you do not wish us to contact a referee at this stage, please mark the  alongside the name with a cross.

**8 SIGNATURE**

- I confirm that the information I have given on this application form is true is true and accurate to the best of my knowledge.
- I confirm that I am not on List 99, nor disqualified from working 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.

Signed:

Date:



## **DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN**

The appointment for which you are applying involves access to children and is exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment are subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, and "spent" convictions.

The disclosure of a criminal record will not debar you from appointment unless the school considers that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of a Disclosure being sought, this information should be sent under confidential cover to the person inviting you to interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

If you are currently working or have previously worked with children, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be "time expired", and whether you have been the subject of any child protection concerns.

Providing false information is an offence and could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the police.

### **DECLARATION**

I declare that I am not disqualified from work with children, or (if a teacher) subject to sanctions imposed by a regulatory body e.g. the General Teaching Council, and either have no convictions, cautions, or bind-overs, or have attached details in a sealed envelope marked confidential.

Signed:

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 5 "Additional Information" 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.