

ST LAWRENCE COLLEGE

(Please complete this form in BLACK ink or typescript as it may be photocopied.)

DOCUMENTATION

Please enclose copies of the following documentation, to show that you are allowed to work in the UK, with the completed application form. Original documentation must be submitted should you be called for an interview.

A copy of your passport or birth certificate.

A copy of a recent P60/P45/Wage slip or document showing your National Insurance No.

Please note that in order to be considered for a position at St Lawrence College, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form.

St Lawrence College is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, Selection and Disclosure policy and procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful.

Please return the completed application form to: HR Manager, St Lawrence College, College Road, Ramsgate, Kent, CT11 7AE (hr@slcuk.com)

Position applied for:**Section 1: Personal details**

Title: Dr/Mr/Mrs/Miss/Ms	Forenames:	Surname:
Former name:		Preferred name:
Teacher registration number (if applicable):		National Insurance number:
Address:		Telephone number(s): Home: Work: Mobile: Email address:
Are you eligible for employment in the UK?		Yes ☐ No ☐
Please provide details:		
Do you have Qualified Teacher status?		Yes ☐ No ☐
Have you read the School's child protection policy?		Yes ☐ No ☐

Section 2: Prohibition from teaching, prohibition from management and disqualification from providing childcare

St Lawrence College is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.

St Lawrence College is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at St Lawrence College:

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role;
- support staff posts on the senior leadership team;

St Lawrence College is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:

- all supervised activities before, during and after St Lawrence College day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and
- provision for children who are not in our early years provision and who are under the age of 8, which takes place on St Lawrence College premises before or after St Lawrence College day.

Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.

The declaration at Section 13 of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and/or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact the HR Manager.

St Lawrence College will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form.

Section 3: Education

Please start with most recent

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Section 4: 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 5: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any employee benefits?

Yes ☐

No ☐

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 6: Previous employment and / or activities (including voluntary work) 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
From:			
dd / mm / yy			
To:			
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To:			
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Section 7: Gaps in your employment

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.

Have you ever lived or worked abroad for more than 3 months?	Yes ☐	No ☐
If you have lived or worked abroad in the last five years, you are required to produce an overseas Criminal Records check from that country covering the period of your residence. If you do not have an overseas Criminal Record check, you should apply for one immediately. Appointments are subject to an overseas Criminal Record check being obtained.		
If answering "YES", please provide details here:		
Have you applied for an overseas Criminal Record check? (if applicable)	Yes ☐	No ☐
If answering "YES", please provide details here:		
Where an applicant for a teaching position has worked as a teacher outside of the UK, the School will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work as a teacher. The School will also ask shortlisted applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work.		
Have you applied for evidence from the professional regulating authority of the teaching profession in each country in which you have worked as a teacher?	Yes ☐	No ☐
If answering "YES", please provide details here:		

Section 8: Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to St Lawrence College for the purposes of enriching its extra-curricular activity.

Section 9: 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 personal qualities, 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 10: Disclosure and Barring Service checks, criminal record and Children's Barred List

Please be aware that St Lawrence College applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at St Lawrence College which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with St Lawrence College is conditional upon St Lawrence College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to St Lawrence College will be handled in accordance with any guidance and / or code of practice published by the DBS.

St Lawrence College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for St Lawrence College 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 declaration at Section 13 of this Form therefore asks you to confirm whether you are barred from working with children.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and St Lawrence College 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, you will not have 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**

Having a criminal record will not necessarily prevent you from taking up employment with St Lawrence College. Instead, St Lawrence College will assess each case on its merits and with reference to St Lawrence College's objective assessment criteria set out in St Lawrence College's 'Recruitment, selection and disclosure policy and procedure'.

Section 11: References

In order to comply with Keeping Children Safe in Education, referees must be contacted before a candidate attends an interview and not if the candidate is successful at interview (as it is expected in other industries). You cannot opt out of this if you are applying for roles in schools. This process is generally accepted in the education sector and Headteachers or managers will be used to receiving reference requests for current staff.

If you work outside of the education sector and are worried about your referees being contacted before you resign, you should contact the school to explain your situation and they may make an exception.

The purpose of schools contacting your referees prior to interview is to give them the opportunity to discuss the content of the references during interview if necessary. Employment in a school is always subject to two satisfactory references along with additional pre-employment checks.

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. St Lawrence College intends to take up references on all shortlisted candidates before interview. St Lawrence College reserves the right to take up references from any previous employer. If St Lawrence College 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 St Lawrence College may take up references from your overseas employers.

St Lawrence College will also telephone your referees in order to verify the reference they have provided.

Referee 1

Name:

Organisation:

Email:

Address:

Telephone number:

Occupation:

Referee 2

Name:

Organisation:

Email:

Address:

Telephone number:

Occupation:

Section 12: Recruitment and use of information

It is St Lawrence College'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 appointments are subject to a probationary period.

St Lawrence College 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 St Lawrence College's 'Recruitment, selection and disclosure policy and procedure' (which includes St Lawrence College's 'Policy on the recruitment of ex-offenders'), and 'Child protection policy' is available for download from St Lawrence College's website www.slccuk.com Please take the time to read them.

If your application is successful, St Lawrence College will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please see our Information and Records Retention Policy for information on how long we keep your personal data. This can also be found on our website.

How we use your information

Information on how St Lawrence College uses personal data is set out in the College's Privacy Notice, which can be found here <https://www.slccuk.com/contact-us/job-vacancies>

Section 13: Declaration

- **I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children** ☐
- **I confirm that I am not prohibited from carrying out 'teaching work'** ☐ (do not tick this box if the role for which you are applying does not involve 'teaching work')
- **I confirm that I am not prohibited from being involved in the management of an independent school** ☐ (do not tick this box if the role for which you are applying is not a management role)
- **I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight** ☐ (do not tick this box if the role for which you are applying does not involve the provision of 'childcare')
- **I confirm that the information I have given on this application form is true and correct to the best of my knowledge** ☐
- **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** ☐

Signed:

.....

Date:

.....

Where this form is submitted electronically and without signature, electronic receipt of this form by St Lawrence College will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13.