



The Harpur Trust

Safer Recruitment - Application Form

The School 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.

Position Applied For:

Please State Where Advertised:

1. Personal Details

Title:	Forename(s):	Surname:
Date of Birth:	Preferred Name:	Former Name(s):
Address:		Home Telephone Number:
	Postcode	Work Telephone Number:
Email Address:		Mobile Telephone Number:

Are you currently eligible for employment in the UK?

Yes No

Please provide details:

Have you read the School's Child Protection Policy?

Yes No

TEACHERS ONLY

Are you registered with the Teaching Agency (formerly the GTC) for England?

Yes No

Do you have Qualified Teacher status?

Yes No

Teacher's RP Number: _____ Date of QTS: _____

Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of The Harpur Trust? Please disclose the name of the person and the nature of the relationship.

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4. Other Vocational or Professional Qualifications, Skills or Training

Please provide details of any vocational or professional 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.

Name of Professional Body / University / College / School	Dates of attendance		Examinations			
	From	To	Subject	Result (if applicable)	Date	Awarding body

Please provide details of your Continual Professional Development (CPD) over the last 3 years.

5. Current Employment

Current/most recent employer's name and address:		Appointment Dates:	
		From:	To:
Current/most recent job title:		Most recent salary, allowances and other benefits:	
Brief description of responsibilities:			
Reason for seeking other employment:		Please state when you would be available to take up employment if offered:	

6. Employment History

Please give details of your full employment history in date order *starting with the most recent*. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since secondary education; with any gaps. Please continue on a separate sheet if necessary.

Organisation's Name and Address	Employment Dates (MM/YYYY)		Your Role:	Reason for Leaving:
	From	To		

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:

8. Interests and Co-Curricular Activities

Please give details of any interests, hobbies or skills that you could bring to the School/The Harpur Trust for the purposes of co-curricular and extra-curricular activity:

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 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.

10. Criminal records

The Trust/School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List Check for all positions at the Trust/School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Trust or at any of its schools. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The Trust/School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions and cautions, (including those which would normally be considered "spent") in order to assess their suitability to work with children. However, **you are not required 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 (see Appendix 1 to this form)**. 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 Trust's objective assessment procedure set out in the Trust's Recruitment, Selection and Disclosure Policy and Procedure. **The DBS Privacy Policy can be found by accessing <https://www.gov.uk/government/publications/dbs-privacy-policies>.**

It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.**

Have you received a caution for or been convicted of any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see Appendix 1).**

Yes No

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

If answering "YES" to any of the above, please provide the following information on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

11. 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 Harpur Trust intends to take up references on all shortlisted candidates before interview. The Harpur Trust reserves the right to take up references from any previous employer.

Referee 1		Referee 2	
Name:		Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Telephone Number:		Telephone Number:	
Email Address:		Email Address:	

May we contact prior to interview Yes No

May we contact prior to interview? Yes No

12. Recruitment

It is The Harpur Trust's policy to employ the most suitable person for each appointment 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, pregnancy and maternity, gender reassignment or age. All appointments within the Trust are subject to a probationary period.

The Trust 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 Harpur Trust's Recruitment & Disclosure Policy is enclosed with this Application Form. Please take time to read it.

If your application is successful, the Trust will retain the information provided in this form (together with any attachments) on your personal file. 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 refer to the Trust's retention of records policy for further detail on how such information is retained by the Trust/School.

How we use your information

Information on how the Trust/School uses personal data is set out in the Harpur Trust's Information and Security Policy.

13. Declaration

Please check the boxes

Place a **X** in the boxes below

- 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 named on the Children's Barred List, or otherwise disqualified from working with children.
- 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 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.
- I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Signature: _____

Date: _____

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

Appendix 1 Spent convictions and the DBS filtering rules

Spent convictions

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence of more than 4 years <ul style="list-style-type: none"> • Sentence of imprisonment, youth custody, detention in a young offender institution or corrective training of over four years • Sentence of preventive detention • Sentence of detention at Her Majesty's Pleasure • Sentence of custody for life • Public protection sentences* (imprisonment for public protection, detention for public protection, extended sentences of imprisonment or detention for public protection and extended determinate sentences for dangerous offenders) • A public protection sentence (the provisions for which are set out in Part 12 of the Criminal Justice Act 2003 and Part 8 of the Armed Forces Act 2006 means a sentence of imprisonment or detention, as detailed above, imposed for specified sexual and violent offences. 	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order or youth rehabilitation order	1 year	6 months
Fine	1 year	6 months

Compensation order	Once paid in full	Once paid in full
Absolute discharge	Spent immediately	Spent immediately
Driving disqualification	End of the disqualification	End of the disqualification
Driving endorsement	5 years from the date of conviction	30 months from the date of conviction
Relevant order (include conditional discharge orders, restraining orders, hospital orders, bind overs, referral orders, care orders and any order imposing a disqualification, disability, prohibition or other penalty not mentioned in this table)	End of the order or, if no date given, 2 years from the date of conviction - unless the order states 'unlimited', 'indefinitely' or 'until further order' as in these cases it will remain unspent	End of the order or, if no date given, 2 years from the date of conviction - unless the order states 'unlimited', 'indefinitely' or 'until further order' as in these cases it will remain unspent
Simple caution, youth caution	Spent immediately	Spent immediately
Conditional cautions youth conditional caution	3 months or when caution ceases to have effect if earlier	3 months or when caution ceases to have effect if earlier

Filtering rules

Certain spent convictions and cautions are considered 'protected' and the DBS filtering rules mean that they are not included in a DBS certificate. Job applicants are not required to disclose protected convictions or cautions. If a protected conviction or caution is inadvertently disclosed the School/Trust will disregard that information when making a recruitment decision.

You are therefore not required to disclose information about a spent criminal conviction imposed for an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of the conviction;
- it did not result in a custodial sentence; and

- it was not imposed for a "specified offence".

You are not required to disclose information about a spent caution issued for an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and it was not issued for a "specified offence".

You are not required to disclose information about a spent criminal conviction imposed for an offence in the United Kingdom if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of the conviction;
- it did not result in a custodial sentence; and
- it was not imposed for a "specified offence".

You are not required to disclose information about a spent caution issued for an offence committed in the United Kingdom if you were under 18 years of age at the time of the offence.

The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.



Controlled Document Template: Application Form SRP 0.5

Date of Review	Amendment/Reason for Review	Authorised By
20.8.15	Added 'Please State Where Advertised'	Denise Rostron, HR Manager
2.8.16	New Section 2: Sanctions, Restrictions and Prohibitions	Denise Rostron, HR Business Partner
01.12.16	Removed macros (yes/no boxes)	Sandra McMullan Admin Mgr
12.2.18	Amended wording for Section 10 Amended wording for Declaration Section 11	Denise Rostron HRBP
12.2.18	Section 13 – added new clause relating to GDPR	Denise Rostron HRBP
11.6.18	Amended name of the NCTL	Denise Rostron HRBP
11.6.18	Section 12 – removed para relating to processing of information (in line VWV guidance)	Denise Rostron HRBP
11.6.18	Section 10. Added in reference to the DBS Privacy Policy Section 13: Declaration that they have read the DBS privacy Policy	Denise Rostron HRBP
04.01.19	Add paragraph at the start of the form regarding pre-appointment checks.	Denise Rostron HRBP
1.10.2020	Rewording regarding the Rehabilitation of Offenders Act Section 10	Denise Rostron HRBP in line with VWV update
14.12.2020	Updated wording in Section 10 in line with DBS Filtering Rules	Denise Rostron HRBP
14.12.2020	Updated Appendix 1 in line with DBS Filtering Rules	Denise Rostron HRBP