**APPLICATION FOR EMPLOYMENT**

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| **VACANCY:** | **Fundraising and Development Director** | **DEPARTMENT:** |  |

**If you need assistance completing this form, please contact the HR Department (telephone: 020 8347 4492; email: Recruitment@highgateschool.org.uk). If you ask someone else to complete the form on your behalf, please ask them to indicate this.**

Highgate School is committed to safeguarding and promoting the welfare of children and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas police checks if necessary.

The School is in receipt of guidance from the DfE (Keeping Children Safe in Education DFE-00129-2015) which directs that application forms should contain dates of birth and a full history in date order since leaving education with start dates and end dates, together with explanations for any periods when the applicant has not been in paid employment.

The application form must be completed in full before it can be considered. An incomplete application form or form containing gaps in the information provided may be returned for completion before it can be considered.

**SECTION A: PERSONAL DETAILS**

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| **Surname:** |  | |
| **Forenames:** |  | |
| **Name by which you like to be known:** | |  |

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| **Date of Birth:** |  | | | **Gender:** |  |
| **National Insurance No:** |  | | | **Nationality:** |  |
| **DfE Number:** |  | **(only relevant to individuals who have ever undergone teacher training)** | | | |
| **All employees are required to show that they are entitled to work in the UK (e.g. on the basis of UK or valid visa documentation). Please state your entitlement to work in the UK:** | | |  | | |

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| **Current Address:** |  | | | | | | | |
| **Previous Address/es: (if resident at current address for less than 5 years) with dates:** | **From** | **To** | | **From** | **To** | | **From** | **To** |
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|  | | |  | | |  | |
| **Contact Details:** | **Home Telephone** | | **Mobile** | | | **Email** | | |
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**SECTION B: EDUCATION AND PROFESSIONAL QUALIFICATIONS**

**B1: SECONDARY EDUCATION (SCHOOLING) – Schools/Colleges attended with dates and qualifications obtained:**

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| **Dates** | | **Name of School/College** | **Qualifications obtained – please give grades for qualifications and, where possible, their equivalence with English qualifications** |
| **From** | **To** |
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**B2: TERTIARY EDUCATION: ACADEMIC AND PROFESSIONAL QUALIFICATIONS (UNIVERSITY)**

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| **Dates (month/year)** | | **Institution (state where if not in UK)** | **Title of qualification** | **Date awarded** | **Class or Grade (please also give equivalence with British qualification if relevant)** |
| **From** | **To** |
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*Please note: You will be asked to provide the original copies of certificates of qualifications at a later date.*

**SECTION C: FURTHER EDUCATION & CAREER HISTORY**

Please supply a full history in chronological order, with start/end dates, of all further education, employment, self-employment, periods spent travelling or any periods of unemployment since leaving secondary school. Where appropriate provide explanations for any periods not in employment/further education and in all cases give reasons for leaving employment. Please use a separate sheet if necessary.

Please make sure that you account for the full period of time since leaving school (i.e. there are no gaps) as this will enable us to fulfil our obligations in respect of safer recruitment protocols. Please do not write ‘See CV’.

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| --- | --- | --- | --- | --- |
| **Dates (month/year)** | | **Description (further education, employment/job title etc)** | **Institution, employer etc, where relevant** | **Reason for leaving employment** |
| **Start** | **End** |
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**Failure to complete Section C fully will mean our returning the form to you for completion and may delay the appointment process. Please check – many thanks.**

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| **Current Salary:** | **Please indicate your current salary plus benefits package** | **Existing contacts within the School** | **Please indicate if you know any existing employees or anyone associated with Highgate and, if so, how you know them** |

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| **Where did you hear about this vacancy?** |
| **Current Employee**  Name of employee:  **Highgate School Website**  **Other Website**  Please specify:  **Local/National Press**  Please specify:  **Recruitment Agency**  Please specify:  **Other**   Please specify: |

**SECTION D: PERSONAL STATEMENT**

**Please tell us why you are interested in this position and how you meet the requirements of the post as set out in the person specification and job description. (You should write no more than two pages of A4).**

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| **Please tell us why you are interested in this position and how you meet the requirements of the post as set out in the person specification and job description. (You should write no more than two pages of A4).** |
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**SECTION E: REFEREES**

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| Please provide the names and contact details of two employment based or academic referees from two different organisations. One referee should be your current or most recent employer. In cases where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children. Please note that Highgate will not accept references from relatives or referees writing solely in the capacity of friends. | | | |
| Referee 1 | | Referee 2 | |
| **Name:** |  | **Name:** |  |
| **Post:** |  | **Post:** |  |
| **Address:** |  | **Address:** | 7NQ |
| **Telephone no(s):** |  | **Telephone no(s):** |  |
| **Email address:** |  | **Email address:** |  |
| **Capacity known to you:** |  | **Capacity known to you:** |  |

**SECTION F: REHABILITATION OF OFFENDERS ACT 1947 & DECLARATION**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974.

However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are “protected”. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

All shortlisted candidates will be required to self-declare their criminal record and provide any information which would make them unsuitable to work with children. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

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| Declaration |
| I agree that, should I be successful in this application, I will apply to the Disclosure and Barring Service for a criminal record check including the barred list. I understand that, should the check not be to the satisfaction of the School, any offer of employment may be withdrawn or my employment terminated. I understand that any offer of employment is subject to satisfactory references and medical report and an overseas police check if required.  I understand that if my role involves teaching, then I must provide information about my past conduct by providing documents issued by overseas teaching authorities.  I agree to provide documentary evidence in accordance with the requirements of the Immigration, Asylum and Nationality Act 2006 to demonstrate my right to work in the UK.  In addition, I agree to provide copies of qualifications required in the person specification and agree to have them verified.  I confirm that the information given on this application form is true and correct to the best of my knowledge.  For the purposes of the Data Protection Act 2018, I hereby confirm that by completing this form, I give my consent to the School to process the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and electronic files. I understand that, if my application is successful, the information provided in this form will be retained on my personal file; if my application is unsuccessful, all documentation relating to my application will be destroyed by confidential shredding in 12 months.  I confirm I have read and understood the above. |

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| Signature: |  | Date: |  |

*Highgate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

### APPLICATION & RECRUITMENT PROCESS - EXPLANATORY NOTES

#### Applications

* Applications will only be accepted from candidates completing this application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason.
* Candidates should be aware that all posts in Highgate 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 job description for the post.
* Where appropriate the successful applicant will be required to complete an Application for Disclosure from the Disclosure and Barring Service at the appropriate level for the post.
* We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.
* 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) and 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, although it may where appropriate answer ‘not applicable’ if your duties have not brought you into contact with children or young persons.
* 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 Independent Safeguarding Authority.

**Invitation to Interview**

* If you are invited to interview it will include suitability to work with children.
* All candidates invited to interview must bring documents confirming any educational and professional 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) passport (within date) (2) driving licence or provisional (3) birth certificate (4) proof of (if any) name change for example marriage certificate (5) Proof of address - either a bank statement or utility bill issued in the last 3 months (please note we cannot accept online print outs), or a council tax bill/P60/P45 issued in the last 12 months (6) any relevant via documentation. 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: (1) receipt of at least two satisfactory references, if these have not already been received; (2) verification of identity, right to work in the UK and qualifications; (3) a check of the Children’s Barred List, the Protection of Children Act List, the Prohibition from Teaching List (if applicable) and the Prohibition from Management List (Section 128 Directions check) as appropriate; (4) a satisfactory enhanced DBS disclosure; (5) verification of professional status such as QTS Status where required, or NPQH; (6) for teaching posts verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); (7) where the successful candidate has worked or been resident overseas in the last 10 years, such checks and confirmations as Highgate may require in accordance with statutory guidance; (8) for teachers verification of medical fitness in accordance with DfES Circular 4/99 Physical & Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training; (9) verification that the successful candidate is not disqualified from the role concerned under the Childcare (Disqualification) Regulations 2018, where applicable (10) satisfactory completion of the probationary period.

# Warning

Where a candidate is:

* found to be on the Children’s Barred List or the Protection of Children Act List or the DBS disclosure shows that 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/her 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 Independent Safeguarding Authority.