



ALP Schools Application Pack – further information.



Our Prospectus

All potential candidates are invited to locate and read the Schools Prospectus on our website <http://alpschools.org> and this can be found on each Schools home page.

All applicants who are invited to an interview will be required to bring the following:

1. Evidence of identity, address and qualifications in order for the school to verify their name, date of birth and current address.:-
 - current driving licence (including photograph) or passport or full birth certificate; and
 - two utility bills or statements (from different sources) less than three months old showing their name and home address; and
 - documentation confirming their National Insurance number (P45, P60 or National Insurance card); and
 - documents confirming any educational and professional qualifications referred to in their Application Form.

These identification documents will also be sufficient to enable a Disclosure and Barring Service (DBS) check to be carried out.

2. Original documentation in respect of any specific qualifications relevant to the post (e.g. academic qualifications, vocational qualification such as the QTS or in relation to a specific subject field, First Aid or Food Hygiene) that has been entered on the application will also be required.

Please note that we may contact your referees in advance of your interview. When completing the reference section of your application form please ensure you list your previous employer and provide referees that demonstrate your experience working with children. There must be an approximate 5 year period between references and It is your responsibility to ensure all referees are

contactable and respond accordingly.

Please refer to the school's Website Policy Page and read the following:

Safeguarding Policy and Child protection statement, Equalities Policy & Recruitment Policy.



Self-Disclosure Forms

2020

These forms are an example of some of the documents organisations need to use to ensure safeguarding is at the heart of the recruitment process for staff and volunteers.

Before you use them, you should make sure they are appropriate for the roles you are recruiting to. You should also make sure they align with the safeguarding needs of the children/young people your organisation works with and your key safeguarding and organisational policies, procedures and standards.

Any information provided to you through a self-disclosure form should be kept confidential. You should appropriately risk assess any disclosures a candidate has made on the form and ensure that you comply with your legal obligations in acting upon information received.

These forms are designed for roles which involve contact with children. You may be able to adapt them for roles working with vulnerable adults.

>Find out more about safer recruitment at

<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

>For more in-depth information about safer recruitment, sign up for our training:

<https://learning.nspcc.org.uk/training/advanced/safer-recruitment-training/>

Self disclosure form for regulated activity

Part 1

For completion by the organisation

Name of Candidate/Person	
Previous name(s): Please include date(s) Each name was used (MM/YYYY)	
Address History with Postcode: Please include dates from and to (MM/YYYY) for each address	
Telephone/Mobile No:	
Date of birth:	
Gender:	

Part 2

For completion by the candidate/person named in Part 1

If the role you are in or have applied for involves regulated activity, you will be required to provide a valid criminal record certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, Please provide further information:	
Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) 2013?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	

Confirmation of declaration (tick box below)

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.	<input type="checkbox"/>
In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.	<input type="checkbox"/>
I agree to inform the organisation within 24 hours if i am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	<input type="checkbox"/>
I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.	<input type="checkbox"/>
Signature of candidate:	
Print name:	
Date:	

Contact the NSPCC's Knowledge and Information Service with any questions about child protection or related topics:

Tel: 0116 234 7246 | Email: learning@nspcc.org.uk | Twitter: [@NSPCCpro](https://twitter.com/NSPCCpro)

**Sign up for our weekly current awareness email newsletter
www.nspcc.org.uk/caspar**

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For office use:

Application Form for Employment (Teaching and Support Staff)

Please complete all sections on this form and please note CVs will not be accepted. If any sections do not apply to you, please enter 'not applicable'.

Application for the post of

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First Name:	Title:
Surname:	
Address:	
Post code:	Tel no:
Mobile no:	Email Address:
NI Number:	DBS/Update Service number:

How would you like us to contact you about your application? Email Post

Working in the UK	
Are you eligible to work in the UK/EEA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Teachers only

Teaching Ref No _____	Date of qualification _____
Have you completed an induction year as a Newly Qualified Teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Employment History

Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. It is important that you include periods of unemployment.

If you are short-listed we may obtain references before your interview, which may cover a full three-year history, which could include time spent in education.

Name of Current/Last Employer: Address:	From:	To:
	Job title:	
	Salary / Grade:	
Period of Notice:	Reason for leaving:	
Brief description of responsibilities:		

Previous employment

Name of Employer: Address:	From:	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		
Name of Employer: Address:	From:	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		
Name of Employer: Address:	From:	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		
Name of Employer: Address:	From:	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		

Qualifications and training

Secondary Education				
Name of School/ College	From	To	Qualification	Grade

Training and Development

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

Name of College/ University/Other	From	To	Qualification/Grade obtained

Professional Memberships/Qualifications

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

Name of Professional Body	Qualification/Membership and Date

Supporting Statement and Achievements

Please use the space below to tell us how you meet the criteria for this post – you will find it useful to refer to the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

Referees

Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer. Please see guidance notes for more information.

<p><u>Referee One: This referee must either be your current or previous employer</u></p> <p>If you are invited for an interview may we approach this referee without further reference to you?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: _____</p> <p>Job title: _____</p> <p>Email: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Relationship to you: _____</p> <p>Telephone No: _____</p>	<p>Referee Two:</p> <p>If you are invited for an interview may we approach this referee without further reference to you?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: _____</p> <p>Job title: _____</p> <p>Email: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Relationship to you: _____</p> <p>Telephone No: _____</p>
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Disability

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we will make adjustments or special arrangements, if required, to allow you to attend the interview should you be shortlisted for the role.

Do you have a disability you wish us to know about at this stage? Yes No

If yes, please let us know what access requirements you may have

Declaration

Are you related to, or have a close personal relationship with any current employee or Board Member?

Yes No

If yes, please state their name and the position they hold:

Name: _____ Position: _____

Name: _____ Position: _____

The canvassing of employees or Board Members directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

Disqualification under the Child Protection Act 2006 (Amended 2018)

If your application is successful, ALP Schools will inform you if your position at the school falls under the current parameters of the above act.

It would then be your responsibility to make a declaration to the Headteacher or other senior member of staff if you feel it necessary.

Data Protection

The School intends to fulfil all its obligations under the Data Protection Act 2018. Individuals whose information is held and processed by the School can be assured the information will be maintained in confidence and treated with all due care.

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

I understand that as part of the selection process the school may review publicly available information on social media sites such as Facebook.

I authorise ALP Schools to check the information supplied and process for the purposes of recruitment and selection, special categories of data, monitoring data and diversity statistics and hold all such information in both secure paper and electronic formats.

Signature: _____ Date: _____

Print Name: _____



Workforce Monitoring

Application Ref No.

In line with the Codes of Practice issued by the Equality & Human Rights Commission and as required by the Audit Commission, It will be appreciated if you will complete this section of the application form, which will be separated from the rest of the form before shortlist selection takes place.

You can be assured that this information will be treated in confidence and will not be available to shortlisting officers or interviewers.

1. Gender

Male

Female

2. What is your ethnic group?

Please choose one selection from A to E and then tick the appropriate box within your chosen section to indicate your cultural background.

A. White

British

Irish

Any other White Background

B. Mixed

White and Black Caribbean

White and Black African

White and Black Asian

Any other Mixed Background

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian Background

D. Black or Black British

Caribbean

African

Any other black background

E. Chinese or other Ethnic Group

Chinese

Any other Background

3. Do you consider that you have a disability as defined by the Equality Act 2010?

This means long term illness, health problems or disabilities that limits your daily activities or the work you can do. Yes No

4. Date of Birth

Where did you see this post advertised?



Declaration of Offences

Before completing this form, please read the following notes carefully.

Rehabilitation of Offenders Act 1974

This post is exempt from the above act, as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means you must declare on this form all offences, convictions, cautions, reprimands, warnings and bind overs except those which are “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. You must also declare any court cases you may have pending.

Convictions will not necessarily be a bar to employment with the School.

As this post involves working with or has access to children or vulnerable adults and/or their records, The successful candidate will require an Enhanced Disclosure from the Disclosure & Barring Service in accordance with the Rehabilitation of Offenders Act 1974, the Police Act 1997 as amended by the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been disqualified from working with children or vulnerable adults?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any court cases pending?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you fail to disclose any criminal convictions or cautions reprimands, warnings and bind overs, including those spent but not “protected”, it could result in withdrawal of the job offer, dismissal or disciplinary action by the School.

If you do not have any, please write none.

Details of offence(s)	Place and date of Judgement(s)	Sentences(s)

Possession of a conviction or caution reprimand, warning or bind overs will not necessarily mean that you won't be appointed, each case is considered on its merits. All information given will be treated in the strictest confidence and will be used for this job application only.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to my dismissal without notice.

Name (Please print) _____

Signed _____ Date _____



Guidance Notes

How to complete your application

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

What are selection criteria

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

Working in the UK

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

Current or most recent employment

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full five-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

Please note that we may contact your referees in advance of your interview. When completing the reference section of your application form please ensure you list your previous employer and provide referees that demonstrate your experience working with children. There must be an approximate 5 year period between references and It is your responsibility to ensure all referees are contactable and respond accordingly.

Qualifications & Training

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

Supporting statement and achievements

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

Declaration of Criminal Offences

Please read this carefully before completion.

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on The Disclosure & Barring Service can be found at www.gov.uk/disclosure-barring-service-check.

Declaration

We do not exclude people who are related to, or have a close personal relationship with our employees or school Board Members. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

Monitoring

This School has an Equal Opportunity in Employment policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

Checklist

Before you submit your application, please check that you have:

Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job	<input type="checkbox"/>
Read through your application form and make sure that you have filled out all the parts that we have asked you to	<input type="checkbox"/>
Given clear, step-by-step examples of your skills, abilities, knowledge and experience	<input type="checkbox"/>
Attached additional information if you have run out of space	<input type="checkbox"/>
Kept a copy of your completed application form and Job Description and Person Specification	<input type="checkbox"/>
Made sure that your application form will be received by the closing date <i>NB if you are sending your form in the post, please ensure that you attach the right amount of postage</i>	<input type="checkbox"/>

What happens next?

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted

Please post your completed application form to:

**ASD Learning Ltd
42-46 Harmer Street
Gravesend
Kent
DA12 2AX**



Self-Disclosure Forms

2020

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Telephone/Mobile No:	
Date of birth:	
Gender:	

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If yes, Please provide further information:	
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If yes, please provide further information:	
Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
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If yes, please provide further information:	

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In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.	<input type="checkbox"/>
I agree to inform the organisation within 24 hours if i am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	<input type="checkbox"/>
I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.	<input type="checkbox"/>
Signature of candidate:	
Print name:	
Date:	

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