



New Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The information that you are about to submit is electronically held and processed by New Hall School. New Hall school is a data controller and will not share your information with any third parties outside of our agreements. By submitting your personal information you are permitting New Hall School to access and use the information for recruitment purposes. Following the recruitment process, New Hall School will store your details for a retention period of 1 year and your personal information will be deleted once the data retention period is reached, unless you have separately requested/agreed for the school to retain this for future reference. Should you wish to remove your details prior to deletion or for any other queries about how your information is handled, please contact the HR Department on [hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk) or on 01245 467588.

Please be aware that in the event your application is successful, your personal data will be transferred to your electronic and hard copy employee file, where it will be held, updated and used throughout your employment period; any such information is retained securely for the statutory 7 years following the last date of employment. In the event that your application is successful, your email address and contact details, including telephone number, will be forwarded to Payroll and the relevant line managers for communication purposes.

Please indicate your consent by ticking the relevant box:

I give my permission to forward on my contact details to the appropriate line managers\*

I do not give my permission to forward on my contact details to the appropriate line managers\*

*N.B.\*Please note that the Principal, Deputy Principal and HR will always have access to your contact details*

**I have read and understand the above and I am happy to proceed.**

*All sections must be completed fully. Incomplete applications will not be shortlisted and may be returned for completion. You may also include a CV with your application, but only in addition to this form, not as an alternative. Please note that prior to appointment candidates will be required to provide certification to authenticate qualifications.*

## APPLICATION FOR.....

SECTION ONE: PERSONAL DETAILS			
Full Name (including middle name/s)			
Previous name/s used (including dates)		Date of Birth*	
Current Home Address			
Telephone (daytime)		Telephone (evening)	
Email address			
Current Job Title			
Current Employer (Name and address)			
National Insurance Number			
Gross salary on Joining (pro rata if p/t)		Current Gross Salary (pro rata if p/t)	
Religion** (optional)			
Current employment status?	Employed <input type="checkbox"/>	Unemployed <input type="checkbox"/>	Other <input type="checkbox"/> Please specify

\*As required by the Department for Education

\*\*As required by the Diocese of Brentwood for census purposes and by the school for assisting with identifying staff who might specifically wish to contribute to roles in support of the Catholic life of the school

NAME: .....

DATE: .....

APPLICATION FOR: .....

SECTION TWO: PRESENT/MOST RECENT POST			
Job Title (please state if full or part time(p/t))			
Brief details of responsibilities			
Date this particular role commenced			
Please list any previous roles held with this employer, with dates			
Company name and full address of employer			
Date of appointment		Notice Period/Date Left	
Current/Most recent gross salary (pro rata if p/t)		Reason for wanting to leave/ Reason for Leaving	
Additional benefits	Private medical insurance <input type="checkbox"/> Meals <input type="checkbox"/> Accommodation <input type="checkbox"/> Fee remission <input type="checkbox"/> Free car parking <input type="checkbox"/> Discounted sports facilities <input type="checkbox"/> Life Insurance <input type="checkbox"/> Other (Please specify): .....		

NAME: .....

DATE: .....

APPLICATION FOR: .....

SECTION THREE: EDUCATION AND QUALIFICATIONS			
<b>Schools Attended (11-18 years)</b>			
<b>School Name and Address</b>	<b>From</b>		<b>To</b>
School status:	Maintained <input type="checkbox"/>	Boarding <input type="checkbox"/>	
	Independent <input type="checkbox"/>	Day <input type="checkbox"/>	
GCSE or O Level ( <i>Subjects and Grades</i> ) or equivalent qualifications	<b>Subject</b>		<b>Grade</b>
A Level ( <i>Subjects and Grades</i> ) or equivalent qualifications	<b>Subject</b>		<b>Grade</b>
<b>Degree (if applicable)</b>			
<b>Name of University/College</b>	<b>From</b>		<b>To</b>
Degree ( <i>name, subject</i> )			Pass level
<b>OTHER ACADEMIC OR PROFESSIONAL QUALIFICATIONS</b> <i>(please give name of award, subject, pass level and awarding body)</i>			
<b>ACADEMIC/PROFESSIONAL QUALIFICATION INITIALS AS THEY SHOULD APPEAR AFTER YOUR NAME</b> <i>(eg MA(Oxon) PGCE(Surrey) BA(Div)(PUM) MA(EdMg)(OU))</i>			
<b>RELEVANT COURSES ATTENDED, OR STUDIES UNDERTAKEN IN THE LAST FIVE YEARS</b> <i>(Please give details including dates)</i>			

NAME: .....

DATE: .....

APPLICATION FOR: .....

**SECTION FOUR: OTHER EMPLOYMENT**

*Please give details of all posts, including start and end dates and indicating nature of employment and of your responsibility. Please provide an explanation for any gaps in employment.*

Position Held	Name & Address of Company	Start date	End date	Reason for leaving

**SECTION FIVE: HOBBIES/INTERESTS**

*(Please give brief details)*

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**Please continue on a separate A4 sheet if necessary**

NAME: .....

DATE: .....

APPLICATION FOR: .....

SECTION SIX: OTHER INFORMATION	
	Please cross
7.1 Do you have the right to work in the UK in accordance with the Asylum and Immigration Act 1996? (We will require proof of this right before an offer of employment can be confirmed - e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996)	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.2 Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (TRA), any equivalent body in the UK or a regulator of the teaching profession in any other country? If you answer Yes, please attach details in a sealed envelope marked confidential.	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.3 Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? If you answer Yes, please attach details in a sealed envelope marked confidential.	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.4 Have you ever been the subject of a direction under section 142 of the Education Act 2002? If you answer Yes, please attach details in a sealed envelope marked confidential.	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.5 Are you and have you ever been on the Children's Barred List, disqualified from work with children? If you answer Yes, please attach details in a sealed envelope marked confidential.	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.6 Are you related to or have a close relationship with any existing members of staff, student or Governor at New Hall? If yes, please state name and relationship to you below.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name: _____ Relationship: _____	
Name: _____ Relationship: _____	
7.7 Have you previously applied for a post at New Hall? If yes, please state the position/s you applied for below:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Position: _____ Month/Year: _____	
Position: _____ Month/Year: _____	

NAME: .....

DATE: .....

APPLICATION FOR: .....

**SECTION SEVEN: CRIMINAL RECORD**

An offer of employment is conditional upon the school receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the school considers to be satisfactory. The school applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the 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 School. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **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 School's objective assessment procedure set out in the school's Appointment of Staff Policy.

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

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? <b>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).</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there any relevant court action pending against you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you aware of any police enquires undertaken following allegations made against you which may have a bearing on your suitability for this post?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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

NAME: .....

DATE: .....

APPLICATION FOR: .....

**SECTION EIGHT: REFEREES**

Please give the name, address, telephone number and email address of TWO or THREE persons who may be asked about your personal and professional qualities, one of whom MUST BE your current employer (or last employer if now unemployed). Please state how the person is known to you. Please note that references will not be accepted from relatives or from those writing solely in the capacity of friends. If a third referee is given, this should be a Minister of Religion, from your place of worship, if applicable. **References will be taken up on shortlisted candidates prior to interview.**

**Please note that for working in a school, you must include the Headteacher as a referee.**

*Note: If you are currently working with children your current employer will be asked about disciplinary offences, including any for which the time has expired. They will also be asked whether you have been the subject of any child protection concern. If you are not currently working with children, previous employers where you have worked with children will be asked. We may also approach all previous employers for verification of experience or qualifications*

Name & Relationship to you	Full postal address and email address where possible	Contact telephone number (must be included in full)	Permission to contact prior to interview
1.Name:  Relationship (please circle): Employer/Character	Address:  Email address:		<input type="checkbox"/> <input type="checkbox"/> YES    NO
2.Name:  Relationship (please circle): Employer/Character	Address:  Email address:		<input type="checkbox"/> <input type="checkbox"/> YES    NO
3.Name:  Minister of Religion (if applicable)	Address:  Email address:		<input type="checkbox"/> <input type="checkbox"/> YES    NO

**SECTION NINE: ADDITIONAL INFORMATION**

Please use this space to provide any additional information related to the above (if necessary) ensuring you refer to the question number.

NAME: .....

DATE: .....

APPLICATION FOR: .....

**SECTION TEN: DECLARATION**

- 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 on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body, whether of the UK or any other country.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- 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.
- I understand that the information given to New Hall School in this form will be processed only by New Hall School for recruitment and monitoring purposes. I also authorise New Hall to retain this form and the information in it on my file if I am successful in my application and for such time as I am an employee of New Hall School and for up to 6 years after the end of my employment. Otherwise I acknowledge that this form will only be retained by New Hall School for so long as it is required in connection with my application. By signing this consent, you give us your express consent to retain and process all the information contained in this form.
- I consent to the school making direct contact with the people specified as my referees to verify the reference. I authorise New Hall to obtain references to support this application and release the organisation and referees from any liability caused by giving and receiving information.
- 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 declare that the information I have given on this form is, to the best of my knowledge, true and complete. Any misrepresentation or false information provided is an offence and may be sufficient grounds for my rejection or, if employed, dismissal.

**Signed by Applicant** ..... **Date:** .....

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 10.

**SUPPORTING STATEMENT**

*Please return this form with a covering letter in support of your application highlighting your personal qualities and experience that you believe are relevant to your suitability for the post advertised and describe how you meet the person specification.*

*Please complete the separate monitoring form enclosed.*



NAME: .....

DATE: .....

APPLICATION FOR: .....

**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	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	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order
Conditional cautions	Once conditions end	Once conditions end

NAME: .....

DATE: .....

APPLICATION FOR: .....

Caution, warning, reprimand	No period	No period
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Prison sentences of more than two and a half years are never considered spent.

**Filtering rules**

You are not required to disclose information about spent criminal convictions for offences 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 conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to 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 provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction 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 conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

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