



# APPLICATION FOR EMPLOYMENT

**NAME:**

**POSITION: Teaching Assistant**

[The Belvedere Preparatory School website](#)

## APPLICATION FOR EMPLOYMENT

### Data Protection

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of The Belvedere Preparatory School and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by or on behalf of The Belvedere Preparatory School and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (GDPR)).

If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of 6 years following you leaving the school. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.

In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to a third party organisation providing administration or other relevant services to The Belvedere Preparatory School.

By submitting your personal data and application, you are:

- Declaring that the information provided in the Application Form is accurate and true.
- Giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.
- Declaring that you have read, understood and accepted the statements set out in this data protection clause.

Thank you for your interest in applying to [The Belvedere Preparatory School](#).

The Belvedere Preparatory School is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

## Information on Recruitment Checks

The school will undertake all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](#), including:

### **DBS Check**

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and [here](#).

More information about what will be filtered and will not appear on a DBS certificate can be found [here](#).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](#) or [Unlock](#) for impartial advice.

For posts in regulated activity, the DBS check will include a barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.

|  |   |
|--|---|
| <b>Do you have a DBS certificate?</b>              | <b>Yes / No</b> (please delete)<br>If yes, date of issue: |
| <b>Are you a member of the DBS update service?</b> | <b>Yes / No</b> (please delete)                           |

### **Criminal Record Self Disclosure**

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

### **Online Search**

As part of the shortlisting process, we will carry out an online search as part of our due diligence on all shortlisted candidates.

### **Disqualification Under the Childcare Act**

Under the Childcare (Disqualification) Regulations 2018 it is an offence to provide or manage childcare provision covered by these regulations. If the post you are applying for falls within the remit of these regulations, you will be required to confirm that you are not disqualified. Further information can be found here: [www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)

### **Overseas Checks**

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the school will require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we will contact you for additional information in due course.

|   |     |    |
|---|-----|----|
| <b>Have you lived or worked outside of the UK for 12 months or more in the last 10 years?</b> | YES | NO |
|---|-----|----|

### **Teacher Prohibition Order and Teacher Sanctions**

We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out "teaching work". Further information on teacher misconduct can be found at:

<https://www.gov.uk/government/collections/teacher-misconduct>

We will check for sanctions imposed by the GTCE (prior to its abolition in 2012). You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.

### **Section 128 direction**

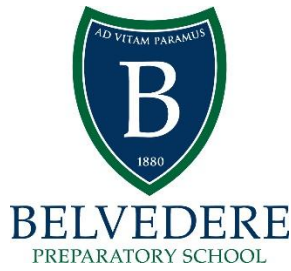
We will check for Secretary of State Section 128 prohibition from management directions for all applicants for management positions within school.

### **Right to Work in the UK**

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

**Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks, including those as set out in Keeping Children Safe in Education.**



# Application Form

Please complete all sections as fully as possible.

## Personal Details

|                                   |  |                           |                           |                   |  |
|-----------------------------------|--|---------------------------|---------------------------|-------------------|--|
| <b>Title:</b>                     |  | <b>First name(s):</b>     |                           | <b>Last name:</b> |  |
| <b>Former first name(s):</b>      |  | <b>Former surname(s):</b> |                           | <b>Known as:</b>  |  |
| <b>Address:</b>                   |  |                           | <b>Mobile Telephone:</b>  |                   |  |
|                                   |  |                           | <b>Daytime Telephone:</b> |                   |  |
| <b>Postcode:</b>                  |  |                           | <b>Evening Telephone:</b> |                   |  |
| <b>National Insurance Number:</b> |  |                           | <b>Email address:</b>     |                   |  |

## Teachers Only

|                                  |                |              |  |                |              |
|----------------------------------|----------------|--------------|--|----------------|--------------|
| <b>Teacher Reference Number:</b> |                |              |  |                |              |
| <b>Qualified Teacher Status:</b> | <b>Yes/ No</b> | <b>Date:</b> | <b>Statutory Induction Year completed (if qualified after May 1999):</b> | <b>Yes/ No</b> | <b>Date:</b> |
|                                  |                |              |  |                |              |

## Membership of Professional Bodies

| <b>Professional Body / Association</b> | <b>Current status/ Membership no:</b> |
|--|---------------------------------------|
|  |                                       |
|  |                                       |
|  |                                       |
|  |                                       |
|  |                                       |

| Education                                     |             |                  |             |      |
|---|-------------|------------------|-------------|------|
|   | Institution | Qualification(s) | Level/Grade | Date |
| Degree  |             |                  |             |      |
| Higher Degree(s)                              |             |                  |             |      |
| Other<br>(e.g. secondary,<br>further, higher) |             |                  |             |      |
|   |             |                  |             |      |
|   |             |                  |             |      |
|   |             |                  |             |      |
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|   |             |                  |             |      |
|   |             |                  |             |      |

| Details of relevant training courses |        |      |
|--------------------------------------|--------|------|
| Organising Body                      | Course | Date |
|                                      |        |      |
|                                      |        |      |
|                                      |        |      |
|                                      |        |      |
|                                      |        |      |
|                                      |        |      |
|                                      |        |      |
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|                                      |        |      |
|                                      |        |      |

## Current or Most Recent Employment Details

**Employment status:**  
(Employed/In education/Voluntary work/Not working)

**Current or most recent employer name and address (including postcode):**

**Date appointed:**

**Job title:**

**Annual Salary/Grade:**

**Period of Notice required:**

**Brief outline of specific duties and responsibilities (750 words max):**

**If you are not currently in employment, please confirm the following:**

**Date of leaving:**

**Reason for leaving:**



## Personal Statement

Please use this section to explain what attracted you to The Belvedere Preparatory School. Reflecting on your knowledge, skills and experience, provide clear examples and evidence of how you meet the requirements of the job description and person specification.



**Other skills, experience and achievements in support of your application**

**Interests** e.g. hobbies, sports, voluntary work

## References

Please provide the names of two referees, one of which must be your current and most recent employer (if applicable). References cannot be from relatives or from people writing solely in the capacity of friends.

### PLEASE NOTE:

We will address the reference request to the Headteacher of the School or Head of the company/organisation (whichever is appropriate). In line with DfE's statutory guidance, 'Keeping Children Safe in Education', **we will seek references prior to interview if you are shortlisted for this post.** By providing details of two referees, you have given your consent for us to contact them. If you have any concerns about this, please contact the school. In addition to your suitability to working with children we will seek information about any known past disciplinary issues relating to children and/or child protection concerns. References may be sought from all positions that include working with children.

|  | <i>Referee One</i> | <i>Referee Two</i> |
|--|--------------------|--------------------|
| Name:                                    |                    |                    |
| Job Title:                               |                    |                    |
| Contact Address<br>(including postcode): |                    |                    |
| Contact email address:                   |                    |                    |
| Contact telephone<br>number:             |                    |                    |
| Relationship to<br>applicant:            |                    |                    |

## Asylum and Immigration Checks

It is a requirement under the Immigration, Asylum and Nationality Act 2006 that we obtain information regarding entitlement to live and work in the UK.

|   |            |           |
|---|------------|-----------|
| Are there any restrictions to your residence in the UK which may affect your right to take up employment.<br><b>If yes, please provide details:</b> | <b>YES</b> | <b>NO</b> |
| Do you require a work permit to undertake full or part time work in the UK?   | <b>YES</b> | <b>NO</b> |
| Do you hold a valid current work permit which allows you to take up employment in the UK?<br><b>If yes, when is this work permit due to expire?</b> | <b>YES</b> | <b>NO</b> |

## Declaration

**I certify that:**

I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body including outside of the UK.

I am aware that deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal or withdrawal of an offer of employment.

I understand and agree that the information I provide in my application as part of the recruitment process will be processed and managed in accordance with the School's Information Policy.

I have completed and returned the guidance on recruitment checks.

I understand that any offer of employment is subject to satisfactory references and all of the DfE pre-employment checks outlined in the statutory guidance, Keeping Children Safe in Education.

The information contained in this application form is accurate and true.

I am aware that by submitting my application, it is assumed that I have accepted the above declarations.

**Signed:**

**Date:**

**Thank you for your application.**

Please return to us via: [recruitment@belvedereprep.com](mailto:recruitment@belvedereprep.com)