

# The Diocese of Gloucester Academies Trust

## Safer Recruitment Policy

Status & Review Cycle:	Non-statutory and every year
Responsible group:	The Trust
Implementation date:	August 2021
Next Review Date:	August 2023



*Authentically Christian*

*Boldly passionate about excellence in learning*

*Relentlessly driven in our aspiration for everyone*

## Recruitment Policy

### 1. Policy Statement

The Trust is an organisation with a Christian foundation. The vision, values and ethos of the Trust, and its associated academies, are central to all aspects of the Trust's work. The Trust recognises that its employees are its single most important resource and are fundamental to the success of each academy. Our aim is to adopt a thorough, rigorous and professional approach to the recruitment processes in order to help each academy attract and appoint staff of the highest calibre and with the necessary skills and attributes to fulfil the aims of the Trust and maximise pupil outcomes so that all young people can enjoy life in all its fullness.

The Trust is committed to ensuring that the recruitment and selection process for staff is conducted in a manner that is systematic, efficient and effective and promotes recruitment of the highest quality staff and equality of opportunity.

This policy has been designed to provide a framework which promotes good practice in line with best safer recruitment practices.

For these reasons, while still ensuring that the Trust complies with relevant legislation, any significant variations in recruitment practice must be discussed with the Trust before the process begins to minimise risk to the Trust.

### 2. Scope

This policy applies to the recruitment and selection of all staff to the Trust.

All Trustees, the Local Governing Board and employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy. The appointing Headteacher (or CEO in the event of the appointment of the Headteacher) is responsible for ensuring that all involved with the recruitment process have had access to this policy prior to their involvement in the process.

Throughout the recruitment and selection process, everyone involved must be mindful of the Trust's Equal Opportunities policy and Data Protection Policy.

### 3. Aims

The aims of the policy are:

- To safeguard children and young people in each academy;
- To ensure that recruitment processes are robust, fit for purpose and can stand up to scrutiny;
- To support the appointment of the best candidate for each position in order to undertake a specific role and make a contribution to the life of the academy;
- To meet the Trusts and individual academies operational requirements and strategic aims.

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009

- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Education Act 2002
- Equality Act 2010

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education (2020)'
- DfE (2018) 'Staffing and employment advice for schools'
- DfE (2020) 'Schools coronavirus (COVID-19) operational guidance'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'
- DfE (2021) 'Basic check ID checking guidelines from 1 July 2021'
- DfE (2021) 'Recruit teachers from overseas'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'

DGAT Academies should at all times use the recruitment and selection process to:

- promote the Trust's Christian vision and values;
- attract and retain a high calibre of staff;
- ensure the highest quality of teaching and support for all students;
- be competitive with other organisations especially in the areas and categories where recruitment is particularly difficult; and
- promote the most favourable image of the Trust.

#### **4. Personnel involved in the recruitment of staff**

The Trust is the employer for all staff in DGAT academies. Therefore, before any appointments are considered by individual academies, the Trust must be informed and consulted. All adverts must be placed on the Trust website.

Consideration of the make up of the panel will take into account the nature and seniority of the position being filled. For the appointment of all Headteachers, the Academy Trust and the Local Governing Board will be involved in the recruitment and selection process. For all other senior posts within an individual academy the Local Governing Body and Headteacher will be involved in the recruitment and selection process. For all other appointments the Local Governing Board may delegate the process to the Headteacher.

The Chair of the selection panel for any appointment will ensure that the process is transparent and equitable. He/she will also be responsible for managing the interview; conveying verbal offers to preferred candidate; gathering the evidence as a record of all stages of the recruitment process, including the reasons for selecting/rejecting each candidate

#### **5. The Christian Foundation of DGAT Academies and the Recruitment Process**

If a DGAT academy has a religious designation, it is important that the academy is able to maintain and development the Christian distinctiveness. In interviewing for a Headteacher, regard must be given to candidate's ability and fitness to preserve and develop the religious foundation of the academy.

The Equalities Act 2010 prevents employers from discriminating on the basis of religion or belief unless there is a genuine occupational requirement (GOR) for a person to be of a particular faith in order to carry out that particular job.

In practice this means that governing bodies may choose to have a “practising Christian” or similar as one of their selection criteria. For further information about the application of faith based criteria, the Local Governing Board should consult the Trust.

## **6. Requirement of staff involved in the recruitment process**

Everyone involved in the recruitment process, and in particular Chairs of selection panels, should ensure that they are aware of their responsibilities under the relevant employment legislation. **At least one person on the selection panel must have undertaken and passed the relevant safeguarding training for safer recruitment.**

If anyone involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individuals’ application. It would normally be necessary for the member of staff to avoid any involvement in the recruitment and selection process.

Documentation relating to applicants will be treated with the utmost confidentiality and in accordance to the requirements of the Data Protection Act 2018. Candidates have the right to feedback and, if they wish, to access any documentation held on them in accordance with the DPA.

## **7. Review of vacancies**

The recruitment and selection process should not commence until a full evaluation of the need for the role against the academy improvement plan and budget has been completed. The Headteacher is responsible for undertaking this review who will communicate the findings to the Chair of Governors and the Central Team.

The recruitment of staff will take into account the wider Trust’s need and not just those of an individual institution by checking with the Central Team that there are no staff at risk from redundancy in another academy within the Trust who would be deemed eligible for this post.

Where an increase in student numbers generates the need for additional staff, it is the Headteacher’s responsibility to assess the level and nature of that need. The Headteacher should report the conclusions of that assessment to the Local Governing Board and Central Team and seek approval for any increase in the number of posts. It is anticipated that this would normally form part of the annual budget process. Any posts which are unbudgeted, must be approved by the Trust before recruitment commences.

Consideration must be given to whether vacancies can be filled by a part time appointment or a job share. The requirements of continuity for the learning experience of students are of primary importance.

## **8. Job description and person specification**

The job description should outline the full duties and responsibilities of the job, whilst the person specification should outline the characteristics and attributes which are both essential and desirable from potential applicants. This should be published online.

When determining the person specification, DGAT academies should avoid setting standards of qualifications, experience or personal qualities which may unfairly discriminate against applicants on grounds of age, race, gender or sexuality or disability.

The person specification should be used to evidence the skills, expertise and attributes in the short-listing, interviewing and appointment process.

All appointments will be subject to a Disclosure from the Disclosure and Barring Service (DBS) at the appropriate level.

## **9. Application Form**

Responsible Dept: Trust  
Implementation Date: August 2021  
Policy Review Date: August 2023

The academy should use a standard application form for the appointment of staff (Appendix [1](#) and [2](#)).

The use of an application form as a standard recruitment tool is intended to contribute to ensuring that the recruitment process is non-discriminatory and transparent.

### **Job Information Pack**

A job information pack should be produced for all vacancies prior to advertising the vacancy. The pack should include:

- Application form
- Equal Opportunities Monitoring form
- Job description
- Person specification
- Background information on the Academy and the Trust.
- Contextual information, where appropriate (e.g. staffing structure)

## **10. Sourcing Candidates**

As a minimum, all vacancies will normally be advertised across the Trust. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff. In extenuating circumstances, the Headteacher may waive the need to advertise. This is likely to include the following circumstances:

- Where positions may provide suitable alternative employment for existing staff whose post has been identified for redundancy, including the termination of fixed term contracts or following a restructuring exercise.
- Positions requiring specialised expertise where the Headteacher can demonstrate that a comprehensive search has been conducted and the nominated individual are the most suitable person for the position.

However, in the circumstances outlined above, if the successful candidate is likely to require a work permit the post must be advertised in line with the Work Permits (UK) Regulations.

Where it is deemed appropriate to go to external advert, all DGAT academies will advertise using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. This may include local, national publications and websites and should adhere to the Trust's branding and visual identity. Internal advertisements should appear for a minimum of **7 days** and external advertisements should appear for a minimum of **14 days**. All advertised posts details must be passed to the central team so the post(s) can be advertised on the DGAT website and recorded for ESFA purposes.

Applicants will be treated with respect and provided with sufficient information to make informed decisions regarding their suitability for the role.

All advertisements **must** include a short statement on safeguarding and equal opportunities. An individual academy may use an agency or external consultancy to assist in recruiting staff where the vacancy is hard to fill only after consultation with the Trust.

## **11. Selection Process**

The selection process for all DGAT academies should be:

- Transparent
- Timely and cost effective
- Equitable
- Free from conflict of interest

All recruitment in DGAT academies must be based on agreed job descriptions and person specifications. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed

against agreed selection criteria, based on relevant knowledge, skills, competencies, experience and qualifications to perform the role as outlined in the person specification. All written evidence and the final decisions must be recorded and kept securely for a minimum of six months.

The academy will determine the size and composition of the selection panel, taking into account the nature and seniority of the position being filled. Shortlisting must be undertaken by at least three individuals who are involved in the interviewing process. Panel members must be present at shortlisting either in person or remotely and all elements of the interview process as they must be party to all the evidence against the selection criteria.

Following the shortlisting process, the successful candidates will be invited to complete the self-declaration of their criminal records and suitability to work with children (Appendix 3). When this is received electronically, candidates will be asked to sign a hard copy of this completed declaration at their interview. These declarations will be submitted to the Headteacher, or CEO in the event of a Headteacher's recruitment process, prior to interview. This information must only be disclosed to those that are authorised to see it in the course of their duties. DGAT aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Failure to disclose this information may result in disciplinary action or dismissal by the Trust and may lead to criminal proceedings.

Interviews should normally be conducted by the Headteacher and at least two other people and all interviews for a particular post must be conducted by the same panel. The Trust will lead the selection process of any Headteacher, working with the Local Governing Board.

Any skills tests (e.g. presentations, in-tray exercises) must be directly related to the role and measured against objective criteria, and presentations for one post must be assessed by the same persons. Candidates must be notified of the details of any skills test when they are invited for interview and the selection process for teaching posts must include a presentation or demonstration of teaching skills.

Where required, all DGAT academies will make every effort to make reasonable adjustments for candidates with disabilities.

Interview questions must relate to the job requirements as exemplified in the person specification and the candidate's suitability for the position. The person specification should be used as the basis for determining the interview questions. All candidates must be asked the same initial questions – the exception being question relating to information on the application form and contained within references see appendix 2 for question that should not be asked at interview). All questions must include and test out candidates understanding of safeguarding including finding out why they have applied for the post as well as probing gaps in employment or frequent changes in employment as well as understanding of safeguarding process.

Interview questions must appear on an interview assessment form on which answers to questions are recorded.

References **must** be taken before interview. No reference may be sought without the prior agreement of the candidate. This permission is requested on the application form. References must be actively scrutinised before interview in order to identify any areas of concern that may need to be explored with the candidate. Any reference should include whether the referee knows of any reason why the candidate would not be suitable to work with children.

Trust reference request for both teachers and support staff are at appendix 4 and 5 respectively.

The choice of appointee will be determined by only the members of the selection panel.

## 12. Confidential References

Referee should have been completed by a senior person within the organisation. However, where appropriate, for example an early career stage teacher, a tutor's reference would be acceptable.

Referees should be asked to state their relationship to the applicant.

Referees should be asked to confirm the employee's suitability to work with children and their reason for the candidate leaving their current/most recent position. The academy should follow up any concerns with the referee to ensure clarity of information.

Similarly, where a reference is ambiguous on a material point, the academy may make further enquiries of the referee.

Referees should be asked to respond to predetermined questions or tailor their reference to the selection criteria for the post. Care must be taken to ensure that any questions asked are fair and based on the job role. The job description and person specification should be included with all reference requests.

The disclosure requirement is clearly stated in the contract of employment but should be explicitly stated during the selection process. This gives the candidate the opportunity to raise any known issues themselves before and during the interview.

All references received electronically should be checked to ensure that these originate from a legitimate source.

All references received should be cross checked back with the candidate's application form to ensure that there are no discrepancies. Where there are, these should be clarified with the candidate.

### **13. Appointing Staff**

It is important to ensure that personal data used during, and retained after the interview process, is justifiable against any challenge of it being relevant and necessary. DGAT academies may be asked to prove that the non-selection of a candidate was on the basis of something other than a discriminatory attitude held by the interviewer. Applicants will have subject access rights regarding interview notes taken. It is for this reason that all interview notes must be legible and understandable. DGAT interview notes will be kept for a period of 6 months after the date of interview.

Offers of employment are dependent upon medical assessment, proof of qualifications and DBS check. This must be clearly stated in any correspondence.

All appointments must be ratified by the Local Governing Board on behalf of the Trust.

A letter confirming any appointment must be sent to the successful candidate.

### **14. Pre-Appointment Checks**

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.

#### **14.1 Key Checks**

When appointing new staff, the school will complete the following checks:

- Verify the candidate's identity
  - Obtain an enhanced DBS certificate (via the candidate) and, for candidates engaging in regulated activity, barred list information
  - Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
  - Verify a candidate's mental and physical fitness to carry out their role
  - Verify the person's right to work in the UK
  - Make further checks on any individual who has lived or worked outside the UK
- Verify professional qualifications, as appropriate

- For those in management, trustee or governor roles, a section 128 check will be carried out

The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

If the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.

The school will use the Employer Secure Access sign-in portal via the Teaching Regulation Agency Teacher Services web page to check if a proposed senior staff member or governor is barred as a result of being subject to a section 128 direction.

Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [web page](#).

There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the candidate has worked:

- In a school in England in a post which brought them into regular contact with children or young persons; or
- In any post in a school since 12 May 2006 which did not bring the person into regular contact with children or young persons.

#### **14.2 Candidates who have lived outside the UK**

For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary. This includes the safer recruitment checks outlined in the KCSIE statutory guidance paragraph 262 – 267

For candidates who have lived or worked outside the UK, the school will make further checks where necessary, including, but not limited to:

- Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
- For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.
- Obtaining evidence that candidates have the right to work in the UK through the government's [online portal](#), using a share code, or the candidate's date of birth.
- Obtaining proof of candidates' immigration status in the UK.

If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.

#### **14.3 Agency and third-party staff**

In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

#### **14.4 Trainee/student teachers**

The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried candidates for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The school will obtain written confirmation from the agency that the checks have been carried out.

#### **14.5 Existing staff**

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.

#### **14.6 Concerns about suitability to work with children**

The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children raised as part of these checks. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation it will be referred to the LADO for advice. This may result in a referral to the DBS. The CEO must be consulted in this instance.

#### **14.7 Single Central Record**

The school will maintain and regularly update the SCR.

All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.

The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A section 128 check
- A check to establish the person's right to work in the UK
- For those in management, trustee or governor roles, a section 128 check

For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

If checks are carried out on volunteers, this will be recorded in the SCR.

#### **14.8 Qualifications**

All appointments are conditional upon documentary proof of the applicant's qualifications, ID and address (if applicable). This condition is clearly stated in the contract of employment but should be explicitly stated during the selection process. This should be seen at interview.

#### **14.9 Storage of Information**

Appropriate and secure arrangements for storing disclosure documents during the recruitment process must be made. This information must be stored separately from personnel files and only those governors and senior members of staff directly involved in the recruitment process should have access to the documents. Records of the checks undertaken will be recorded on the DGAT staff check list (Appendix 8)

## **15. Pay Decisions**

The pay decision will be made in line with the published pay policy, the experience and qualifications of the successful candidate and the previously approved salary band agreed, as advertised. When appointing a Headteacher the decision will be taken by the CEO in consultation with the Local Governing Board.

## **16. Safer Recruitment Training**

At least one member of the recruitment panel will have completed formal safer recruitment training.

As a measure of good practice, the school will ensure that this training is renewed every three years.

Once a recruitment (or other relevant) decision has been made, disclosure information should not be kept for any longer than is absolutely necessary. For those applicants who are not appointed this should generally be for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. Once the retention period has elapsed, the academy must ensure that any disclosure information is destroyed by secure means, e.g. by shredding.

## **17. Monitoring and Review of Policy**

This policy will be reviewed every year when safeguarding information is updated to ensure that it remains current.

## **18. Related Policies**

- Data Protection Policy
- Equal Opportunities Policy
- Pay Policy
- Safeguarding Policy

# TEACHING STAFF APPLICATION FORM



The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please ensure that you complete all sections of the application form. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the Police.

The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

Application for the post of **XXX** at: **NAME OF SCHOOL / ACADEMY**

For Office use only: Application number \_\_\_\_\_

## Personal Details

<b>Title:</b>	
<b>First Name:</b>	
<b>Surname:</b>	
<b>Former name(s):</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	
<b>Mobile number:</b>	

## Present or most recent employment

<b>Name and address of current or most recent employer:</b>	
<b>Post held:</b>	
<b>If a school: age range and no. on roll:</b>	
<b>Gross salary:</b>	
<b>Start date:</b>	

<b>End date / period of notice:</b>	
<b>Reason for leaving:</b>	
<b>Description of key duties and responsibilities:</b>	

**Previous experience**

(Please give details of all previous positions you have held since leaving school, starting with the most recent first)

Name	If a school: type, number on roll and age range	Post held	Reason for leaving	Date from	Date to

### Previous other employment

Name of employer	Post held	Reason for leaving	Date from	Date to

Please give details of any gaps in your employment history

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### Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. **It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum.** This will help us decide whether to invite you to the next stage of the selection process.

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Relevant skills and experience continued

### Qualifications

If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.

Name of educational establishment	Qualification taken	Grade	Date

### Training and Development

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any professional memberships relevant to this position.

Year Course Taken	Course Title	Date	Outcome <i>grade achieved where relevant</i>

**Qualified Teachers Only:**

<b>DFE number:</b>		Date:
<b>Age range qualified to teach:</b>		
<b>Subjects qualified to teach:</b>		

Are you related to or have a close relationship with any existing employee of the School or Governors?

Yes

No

**If yes, please provide details of their name, job title and your relationship with them.**

**To help us monitor the success of our advertising, please state where you saw this position advertised.**

**Data Protection Act 1998**

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and no other purpose.

**Declaration**

I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that The Diocese of Gloucester Academies Trust reserves the right to ask relevant questions about an individual's health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should the Trust require further information and wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through their occupational health adviser. Information the Trust receives will only be retained on a personnel file during an individual's tenure in post and will be only stored/processed in accordance with the Data Protection Act.

I agree that where a role may require a criminal records check the Diocese of Gloucester Academies Trust will apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should a required disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.

I confirm that I am not included on the (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body.

I understand that employees working for the Diocese of Gloucester Academies Trust have duties that require them to represent or speak on behalf of the Church and may not be a member of or promote or solicit support

for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP. I can confirm that I am able to comply with this.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

## References

Please give details of two referees, one of whom **must** be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in your organisation. We do not accept references from friends or family members. **To comply with safer recruitment practices, references will be taken up on all short-listed candidates, where you have confirmed that the referee can be approached at this stage.**

Referee one – current or previous employer			
If you are invited for interview, may we approach this referee without further reference to you?			Yes / No
Name		Title	
Address			
Telephone number			
Email address			
Occupation			
Relationship to you			

Referee two			
If you are invited for interview, may we approach this referee without further reference to you?			Yes / No
Name		Title	
Address			
Telephone number			
Email address			
Occupation			
Relationship to you			

Please submit your completed application form electronically by **DATE** to **NAME, POST**, at **EMAIL ADDRESS** or by post to: **ADDRESS**

**For Office Use only Application number:**

### Equal Opportunities in Employment – sheet to be removed prior to shortlisting

DGAT is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

**This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates before interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.**

#### What is your ethnic group?

Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background;

##### (a) White

- British  
 Irish  
 Any other White background  
*(Please write in below)*

##### (b) Mixed

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other Mixed background  
*(Please write in below)*

##### (c) Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background  
*(Please write in below)*

##### (d) Black or Black British

- Caribbean  
 African  
 Any other Black background  
*(Please write in below)*

##### (e) Chinese

- Chinese  
 Any other  
*(Please write in below)*

- Would rather not state

**Do you consider yourself to have a disability?**  Yes  No  Would rather not state

#### Which of the following best describes your religion/belief?

- Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None  
 Other *(please specify)*  Would rather not state

#### Which of the following best describes your sexual orientation?

- Heterosexual  Gay  Lesbian  Bisexual  Would rather not say

#### Which of the following best describes your gender?

- Male  Female Date of Birth: / / Age:

**Transgender: Is your gender identity the same as your gender at birth?**

Yes

No

**Data Protection**

The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to DGAT to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of successful candidates will be retained for six months, after which time they will be destroyed.

# ASSOCIATE STAFF APPLICATION FORM



The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please ensure that you complete all sections of the application form. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the Police.

The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

Application for the post of **XXX** at: **NAME OF SCHOOL / ACADEMY**

For Office use only: Application number \_\_\_\_\_

## Personal Details

<b>Title:</b>	
<b>First Name:</b>	
<b>Surname:</b>	
<b>Former name(s):</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	
<b>Mobile number:</b>	

## Present or most recent employment

<b>Name and address of current or most recent employer:</b>	
<b>Post held:</b>	
<b>If a school: age range and no. on roll:</b>	
<b>Gross salary:</b>	

<b>Start date:</b>	
<b>End date / period of notice:</b>	
<b>Reason for leaving:</b>	
<b>Description of key duties and responsibilities:</b>	

**Previous experience**

(Please give details of all previous positions you have held since leaving school, starting with the most recent first)

<b>Name</b>	<b>If a school: type, number on roll and age range</b>	<b>Post held</b>	<b>Reason for leaving</b>	<b>Date from</b>	<b>Date to</b>

### Previous other employment

Name of employer	Post held	Reason for leaving	Date from	Date to

### Please give details of any gaps in your employment history

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### Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. **It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum.** This will help us decide whether to invite you to the next stage of the selection process.

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Relevant skills and experience continued

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### Qualifications

If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.

Name of educational establishment	Qualification taken	Grade	Date

### Training and Development

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any professional memberships relevant to this position.

Year Course Taken	Course Title	Date	Outcome <i>grade achieved where relevant</i>

Are you related to or have a close relationship with any existing employee of the School or Governors?

Yes

No

**If yes, please provide details of their name, job title and your relationship with them.**

**To help us monitor the success of our advertising, please state where you saw this position advertised.**

### Data Protection Act 1998

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and no other purpose.

### Declaration

I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that The Diocese of Gloucester Academies Trust reserves the right to ask relevant questions about an individual's health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should the Trust require further information and wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through their occupational health adviser. Information the Trust receives will only be retained on a personnel file during an individual's tenure in post and will be only stored/processed in accordance with the Data Protection Act.

I agree that where a role may require a criminal records check the Diocese of Gloucester Academies Trust will apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should a required disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.

I confirm that I am not included on the (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body.

I understand that employees working for the Diocese of Gloucester Academies Trust have duties that require them to represent or speak on behalf of the Church and may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP. I can confirm that I am able to comply with this.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

## References

Please give details of two referees, one of whom **must** be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in your organisation. We do not accept references from friends or family members. **To comply with safer recruitment practices, references will be taken up on all short-listed candidates, where you have confirmed that the referee can be approached at this stage.**

Referee one – current or previous employer			
If you are invited for interview, may we approach this referee without further reference to you?			Yes / No
Name		Title	
Address			
Telephone number			
Email address			
Occupation			
Relationship to you			

Referee two			
If you are invited for interview, may we approach this referee without further reference to you?			Yes / No
Name		Title	
Address			
Telephone number			
Email address			
Occupation			
Relationship to you			

Please submit your completed application form electronically by **DATE** to **NAME, POST**, at **EMAIL ADDRESS** or by post to: **ADDRESS**

**For Office Use only Application number:**

### Equal Opportunities in Employment – sheet to be removed prior to shortlisting

DGAT is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

**This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates before interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.**

#### What is your ethnic group?

Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background;

#### (f) White

- British  
 Irish  
 Any other White background  
*(Please write in below)*

#### (g) Mixed

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other Mixed background  
*(Please write in below)*

#### (h) Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background  
*(Please write in below)*

#### (i) Black or Black British

- Caribbean  
 African  
 Any other Black background  
*(Please write in below)*

#### (j) Chinese

- Chinese  
 Any other  
*(Please write in below)*

- Would rather not state

**Do you consider yourself to have a disability?**     Yes     No     Would rather not state

#### Which of the following best describes your religion/belief?

- Buddhist     Christian     Hindu     Jewish     Muslim     Sikh     None  
 Other *(please specify)*     Would rather not state

#### Which of the following best describes your sexual orientation?

- Heterosexual     Gay     Lesbian     Bisexual     Would rather not say

#### Which of the following best describes your gender?

- Male     Female    Date of Birth:    /    /    Age:

**Transgender: Is your gender identity the same as your gender at birth?**

Yes

No

**Data Protection**

The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form, you are giving your consent to DGAT to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of successful candidates will be retained for six months, after which time they will be destroyed.

# SHORTLISTED CANDIDATE DECLARATION FORM

Please note form must be signed in person on day of interview.



<b>Name:</b>		
<b>Contact details:</b>		
<b>Role applied for:</b>		
<b>Do you have a criminal history?</b>	Yes	No
<b>Are you included on the barred list?</b>	Yes	No
<b>Are you prohibited from teaching?</b>	Yes	No
<b>Are you prohibited from taking part in the management of an independent school?</b>	Yes	No
<b>Please provide information about any criminal offences committed in any country in line with the law as applicable in England and Wales (not the law in your country of origin or where crime/s were convicted).</b>		
<b>Are you known to the Police and/or children's social care?</b>	Yes	No
<b>Have you been disqualified from providing childcare?</b>	Yes	No
<b>Please include any other relevant overseas information in the space provided.</b>		
<b>Signed:</b>		
<b>Date:</b>		

**STRICTLY PRIVATE AND CONFIDENTIAL**

## REFERENCE REQUEST FORM TEACHING STAFF

<b>Reference for:</b>		
<b>Position applied for:</b>		
<b>Details of current/previous employment:</b>		
Position:		
Dates of service:		
Salary:		
Reason for leaving:		

**Please answer the following questions regarding the candidate, continuing on a separate sheet if necessary:**

	Yes	No
Is the candidate suitable to work with children?		
Would you re-employ the candidate?		
If you answered 'no' to either of these questions, please provide full details below (substantiated facts):		
Did you ever have cause to be concerned about the candidate's honesty and integrity?		
If you answered 'yes' to the above, please provide full details:		
	Yes	No
Based on the job description provided would you class the candidate as being suitable for the role?		
Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people including any where the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed?		
Have there been any allegations or concerns expressed about the candidate, formally or informally during his or her employment that relate to the safety and welfare of children and young people?		
Have there been any concerns about the candidate's behaviour towards children or young people?		
Are you satisfied to the best of your knowledge, that the applicant is not involved in "extremism" being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? Extremism also includes calls for the death of members		

of our armed forces, whether in this country or overseas.		
To the best of your knowledge has the applicant have been referred to, or are they subject of a sanction, restriction or prohibition issued the Teaching Regulation Agency, (Previously NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country?		
Has the applicant, to the best of your knowledge, ever been the subject of a direction under section 142 of the Education Act 2002?		
If you answered 'yes' to one or more of the above, please provide full details below:		
Any additional comments regarding your judgements above:		

**Assessment of applicant from your experience in his/her work. Please mark the relevant box:**

<b>General Roles</b>	<b>Out-standing</b>	<b>Good</b>	<b>Satis-factory</b>	<b>Poor</b>	<b>N/A</b>
Reliability in meeting deadlines and completing a course of action. Punctuality.					
Managing own time effectively.					
Knowledge, skills and level of competence.					
IT skills and knowledge.					
Accuracy and appropriateness of written communication e.g. report and letter writing					
Working with others					
Resilience when facing problems or difficulties					
Exercising responsibility and showing initiative					
Ability to work effectively within a team					
Proactively reviewing own performance, positively accepting and acting on advice for improvement.					
Positively addressing own personal development, seeking out learning opportunities.					
Positive relationships with children. Behaviour management in accordance with school policy.					
Understanding of child protection and safeguarding issues					

<b>Senior Roles – Please only complete this section if requested</b>					
Managing staff effectively, delegating and communicating appropriately					
Sufficient depth of knowledge and experience to be able to give advice to colleagues					
Playing a critical role in the life of the school					
Showing initiative and taking positive action towards continuous improvement in job role and more widely.					

**Should you wish, you may enclose a further statement giving your opinion of the applicant's suitability or otherwise for this post.**

<b>Your post title:</b>	
<b>Your employer:</b>	
<b>Your relationship to applicant:</b>	
<b>How long have you known the applicant:</b>	

**Referee signature:**

**Date:**

# STAFF SAFER RECRUITMENT CHECK LIST - TO CROSS CHECK WITH SCR



For implementation | September 2021 by all Trust Schools

Check undertaken	Evidence Check	Date	Signed
Before interview	Job Advert including safeguarding statement dates placed. Para 192 and 193 of KCSIE202		
	Job Description		
	Person specification		
	Job application		
	Short listing declaration form re criminal record or information that may make them unsuitable to work with children. Para 198 KCSIE. This should be signed at interview.		
	Two references received before the interview date and dated and signed to show best practice. Para 204 and 205 KCSIE.		
At interview	Interview Questions - must include safeguarding questions to comply with Safer recruitment advice. Para 206-210 KCSIE.		
	Proof of identity to show DOB, Address Drivers licence, passport, birth certificate, bills etc. See the guidance on the gov.uk website.		
	Photographic proof of identity		
	Proof of Qualifications		
After interview	Offer letter		
	Acceptance letter		
	Proof of Identity		
	Enhanced DBS certificate including barred list information if appropriate. See Para 214 – 227 KCSIE		
	Medical form – returned and in envelope (best practice)		
	Copy of work permit if applicable and any other further checks required if member of staff has lived outside the UK. KCSIE para 262-267.		
	If management post - Section 128 check undertaken. Para 237-241 KCSIE		
	Teachers prohibition check undertaken. Para 242 – 249 KCSIE.		

	Verification of professional qualifications as appropriate via TRA re QTS and completion of induction/probation.		
	New Starter payroll form		
	P45/46 (if P45 unavailable)		
Commencement of employment	Induction Checklist completed including Safeguarding H and S and Trust code of Conduct		
	Staff member entered onto SCR		
	Pension Forms		
	Statement of Particulars		