



Llandoverly College

Pride, Passion, Performance

Co-educational boarding and day school
ages 4-18

APPLICATION FORM

APPLICANTS NAME.....

POST APPLIED FOR.....

DATE.....

Llandoverly, Carmarthenshire, SA20 0EE, Wales Phone:
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mail@llandoverlycollege.com

www.llandoverlycollege.com

APPLICATION FOR A TEACHING POST

STRICTLY CONFIDENTIAL

Please type or write in black ink

POST to which this application refers.....

PERSONAL DETAILS (Block Capitals)

Title..... Surname..... Previous Surname.....

All Forenames.....

Date of Birth..... N.I No.....

Present salary..... DFES No.....

Do you have QTS? **YES / NO** Are you registered with the GTC? **YES / NO**

Nationality..... Period of notice required.....

Date available to commence employment.....

Address.....

Address for correspondence (if different from above).....

Telephone Number..... (Work)(Home)

Mobile Number..... E-mail Address.....

School..... Position held.....

Names, addresses and telephone number of two referees. Indicate their professional relationship with you; for applicants currently teaching, one referee should be your present headteacher.

Referee 1.....

Address.....

Tel No..... E-mail Address.....

Professional relationship.....

Referee 2.....

Address.....

Tel No..... E-mail Address.....

Professional relationship.....

Please turn over

EDUCATION, QUALIFICATIONS AND EXPERIENCE

Education (from age 16)

School(s)	Dates	A Level subjects	Grade

Higher Education (indicate whether full or part time)

University / College	Dates	Qualification	Subject (s)	Class

Professional Qualifications (teaching and other)

University / College (Awarding Body)	Dates	Qualification	Subject(s)

Other specialist qualifications, with dates

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.....

.....

Extra-curricular Activities give details of activities (eg games, outdoor pursuits), stating your experience and qualifications.

.....

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.....

.....

PASTORAL give details of pastoral experience

.....

.....

.....

.....

TEACHING EXPERIENCE

Include full name of school, age range, your status and reason for leaving (most recent first). You should account for any gaps in employment.

Teaching Post(s)	Dates		Reason for leaving
	From	To	

PROFESSIONAL NON-TEACHING EXPERIENCE

Posts	Dates		Reason for leaving
	From	To	

FURTHER INFORMATION TO SUPPORT YOUR APPLICATION IN THE FORM OF A LETTER, TOGETHER WITH THE COMPLETED MEDICAL STATEMENT DOCUMENT, SHOULD BE POSTED TO THE HR DEPARTMENT TOGETHER WITH THIS APPLICATION FORM

PROFESSIONAL DEVELOPMENT

Outline in-service training you have undertaken in the last three years

Course Details	Length	Date	Organised by

Continuation:

Notes

- 1. It is our practice to contact referees prior to the interview process.
- 2. Candidates are reminded that canvassing of members of the School’s Trustee Body will disqualify their application.
- 3. Individuals whose qualifications have been obtained outside ENGLAND AND WALES should attach a copy of their letter recognition from NARIC.

Declaration

I confirm that I have completed, signed and agree to be bound by the undertakings set out on the Application Coversheet.
I confirm that the information given on this form and that given on any other document supplied is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed dismissal.
Data Protection Act 1988 – I understand that the information or data I have supplied may be processed and held on the computer, and will be processed and held on personal records if I am appointed. The data may be processed by Llandovery College for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form I will be deemed to have provided information which may be considered to be sensitive personal data. I confirm that any previous employer may be approached by Llandovery College to verify any particular experience or qualification.

Signed..... Date.....



SUPPLEMENTARY APPLICATION COVERSHEET

Please note this coversheet is not referred to when selecting candidates for interview but includes details which must be made available in order that the College may meet the exacting standards required of employers in the education sector.

Position applied for

Title

Surname

Forenames (In full)

Current address:

If resident at current address for less than 5 years please provide previous addresses during this period:

Telephone Numbers

Home

Work

Mobile

E-mail

Date of birth

National Insurance Number

Are you legally eligible for employment within the UK? **YES / NO**

If you have a work permit please give the expiry date.

Do you require any special equipment or adjustments to assist you at interview?

Where did you see the vacancy advertised?

Do you have any family or other connection with Llandovery College? If yes please give details

How many days have you been absent from work or College through illness or injury in the last 12 months?

On how many occasions?

Please give details

Please turn over

Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on Dfes List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg. The General Teaching Council).

Do you have any convictions, cautions or bind-overs? **YES/NO**

If the answer to the above is 'YES', please attach, in a sealed envelope marked confidential, details of any convictions, cautions or bind-overs.

1. Further declarations

- 1.1 I agree that if my application is successful I shall complete a Disclosure from the Criminal Records Bureau so that an enhanced level check may be obtained by Llandovery College.
- 1.2 I understand that for any employment I currently hold or have held in the past, on either a paid or voluntary basis, my employer will be asked by Llandovery College about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether I have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Where neither my current nor previous employment has involved working with children, my current employer will still be asked about suitability to work with children, although it may where appropriate answer not applicable if my duties have not brought me into contact with children or young persons.
- 1.3 I understand that the provision of false information is an offence and could result in the application being rejected or summary dismissal if an applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.
- 1.4 I understand and agree that Llandovery College may approach any previous employer for information to verify particular experience or qualifications, before interview (unless I have made a specific written request that my current employer not be contacted until after the interview).

2. Notes

- 2.1 Applications will only be accepted from candidates completing and signing the Application Coversheet and the Application Form, and who provide all the information requested.
- 2.2 Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- 2.3 Candidates applying for a residential post should note that any accompanying adults resident at the College would also be subject to a background check from the Criminal Records Bureau. (Support staff applying for posts in boarding houses should be aware that many units of accommodation are suitable for single occupancy only).

I agree to the above undertakings and certify that all entries made on this form (or on any other form or document supplied) are complete and correct to the best of my knowledge.

Signed..... Date.....

Please return your completed application to: Personnel Department, Llandovery College, Llandovery SA20 0EE



LLANDOVERY COLLEGE **EQUAL OPPORTUNITIES POLICY AND PROCEDURES**

POLICY

The School is committed to a policy of equal opportunities. As part of the equal opportunities policy we treat job applicants and members of staff in the same way regardless of their sex, marital status, age, race, colour, religion, ethnic or national origin or disability. All members of staff are requested to co-operate to ensure that the policy is implemented in full.

Monitoring

All job applicants will be asked to complete a form giving details of their sex, age, ethnic origin and any disabilities. The School guarantees that this form will be used for the purpose of monitoring the effectiveness of its equal opportunities policy only.

Managing Staff Problems Fairly

A. Disabled Persons

Where a disabled person applies for a post or a member of staff becomes disabled the School will make reasonable adjustments to remove the disadvantages faced by the disabled person.

B. Discipline

Any member of staff who discriminates against or harasses any other members of staff on the grounds of race, sex or disability will be subject to the School's disciplinary procedures. Such behaviour may well constitute gross misconduct and could result in summary dismissal.

C. Grievances

Any employee who believes he or she has received less favourable treatment on grounds of age, sex, race, disability is asked to use the grievance procedure. Sexual, age, racial or disability harassment is unlawful discrimination and improper and unacceptable behaviour. Any employee who feels that they have suffered harassment should raise the matter with the Headmaster for teaching staff, or with the Bursar for non-teaching staff. All complaints will be dealt with promptly, confidentially and impartially.



LLANDOVERY COLLEGE
EQUAL OPPORTUNITIES INFORMATION

Llandovery College is an equal opportunities institution. The aim of the policy is to ensure that no job applicant, student or employee receives less favourable treatment on grounds of sex, race, age, colour, nationality, ethnic or national origins, marital status, sexual orientation, family responsibility, and trade union activity, and disability, political or religious belief. Selection criteria and procedure will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. Applications from persons with disabilities who have the necessary attributes are welcomed. All employees will be given equal opportunity and, where appropriate, training to progress within the organisation. The School is committed to a programme of action to make this policy fully effective for all who study and work in the institution.

In order to achieve this, Llandovery College is continuously monitoring the implementation and effectiveness of its Equal Opportunity Policy. The information requested is for statistical purposes only and will not be used for the purpose of short listing.

Would you please complete the following sections, ticking as appropriate:-

- | | | |
|------------|---------------------|---------|
| 1. Are you | Single | Married |
| 2. Sex | Male | Female |
| 3. Age | Date of Birth | |



LLANDOVERY COLLEGE
DISABILITY INFORMATION SHEET

Disability Statement

Llandovery College is committed to pursuing a policy of equal opportunities for people with disabilities. We are working towards better employment practices to ensure applicants with disabilities receive full and fair consideration for all types of vacancies as well as for training, career development and promotion.

Disability Information

Section 1 of the Disability Discrimination Act 1995 defines a person as having a disability if he or she 'has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'. Long term means an impairment which has lasted or is likely to last for 12 months or more. The law requires us to make reasonable adjustments where a disabled person applies for a job. You may wish to let us know if there are any reasonable adjustments you would like us to make to assist you in your application.

Name.....

Address.....

.....

.....

PostCode

Post applied for

Do you consider that you have a disability? **YES / NO**

Is there anything which you wish to tell us about your disability?

If you are appointed to this post, do you feel that any special aids or equipment or other adjustments would be required to take account of your disability? Please give details.

Thank you for providing us with this information. This form will be treated in the strictest confidence. Please return this form with your application.



LLANDOVERY COLLEGE **POLICY STATEMENT ON THE RECRUITMENT** **OF EX-OFFENDERS**

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Llandovery College complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Llandovery College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, age, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Llandovery College and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Llandovery College to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Llandovery College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



**LLANDOVERY COLLEGE REHABILITATION
OF OFFENDERS ACT 1974 (EXCEPTIONS)
ORDER 1975**

This document is to be completed by all applicants whose potential employer is Llandovery College.

The location of the position for which you are applying is exempt from the provisions of Section 4(2) of the above Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order of 1975.

Applicants are therefore not entitled to withhold information about convictions/cautions, reprimands or warnings which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such information will lead to disciplinary action which could result in dismissal.

1. I do*/do not* have any previous convictions/cautions/reprimands or warnings* (* delete as applicable)

.....
Signed & dated by Interviewer/Assessor

2. If you do have a previous conviction/caution/reprimand or warning then please complete the following –

a) What is the nature of the conviction/caution/reprimand or warning

.....

b) On what date were you convicted/cautioned reprimanded or warned

..... c)

What was the sentence?

.....

I, declare that the information given above is true to the best of my knowledge.

Signed:..... Date:
(Prospective Employee)

Interviewer/Assessor – please sign under Question 1 at the time of Interview/Assessment.



LLANDOVERY COLLEGE

POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

General Principles

As an organisation using an umbrella group to apply to the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Llandovery College complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognize that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Using an Umbrella Body

The School uses an Umbrella Body to process all of Llandovery College's CRB application forms; we will take all reasonable steps to ensure that they can comply fully with the CRB Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the CRB Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.