

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD APPLICATION FORM – Associate Staff – Charters School

Guidance Notes for Applicants

Thank you for your interest in working for the Royal Borough of Windsor and Maidenhead and Charters School.

We will use the application form to help to decide your suitability for the post so please make sure that it is legible, accurate and complete. You should complete all sections of the application form. Either type or write clearly in **black ink** - this helps with photocopying. Curriculum Vitae's (CV) will only be considered as part of the supporting documentation to a completed application form.

Data Protection Act 1998

Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 1998. Data contained within the Equal Opportunities monitoring form will be used to produce depersonalised statistics for reporting and monitoring purposes. If you are the successful candidate, this form and the information collected through the recruitment campaign will be stored and used as part of your personnel record.

We will not share your information with any other organisation unless required to do so by statute.

More data protection information, including guidance on how to submit a request for your personal information, can be found on the Royal Borough of Windsor & Maidenhead website www.rbwm.gov.uk

Making your Application

The following advice is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

Job Accountabilities and Person Specification

When we short-list and recruit we use:

- The job accountabilities and person specification
- The application form

The Job Accountabilities and Person Specification outline the main responsibilities of the job. The Person Specification outlines the kind of person we are looking for. It details the knowledge, experience and skills that an applicant needs to do the job. The Person Specification also details which criteria will be used to short-list for interview, which criteria will be explored at interview and if applicable, which criteria will be explored through a range of assessments and ability testing.

Essential Criteria are those that you must have to carry out the responsibilities for the job. Desirable criteria are those that are additional requirements, which we may use if we receive too many applications, which meet the essential criteria.

Application Form

Please refer to the Person Specification and ensure that you provide information that shows how you meet the criteria listed, as we cannot assume anything about you. You need to tell us anything that is relevant to the job for which you are applying. The information contained in the application form is the information we will use when short-listing for interview. CV's will not be used in the short-listing process.

You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as experience gained in the community, through volunteering and leisure activities.

Please indicate on the application form any dates that you are not available to attend interview. If you are unable to attend interview on the allocated date, it may not be possible to offer another date or time. We will keep your application and contact you if we are unable to appoint from the original interviews.

Correspondence from Charters School

To provide an efficient and effective service to all applicants Charters School endeavors to communicate in email format where possible. We therefore ask that you provide us with a contact email address and to provide email addresses, if possible, when completing the References Section of the application form.

Charters School aims to inform all unsuccessful applicants as to the outcome of their application, however on some occasions this may not be possible. If you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful on this occasion.

Equal Opportunities Monitoring Form

At RBWM we want our workforce to reflect the diversity of the community we serve. Your cooperation in providing information by completing the equal opportunities form is one of the ways we hope to achieve this. This information will be treated in the strictest confidence and will be detached before short-listing or interviewing.

It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained and promoted on the basis of the job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job. You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 1998 that the

Royal Borough of Windsor and Maidenhead may hold and use personal information about you for monitoring purposes.

Safeguarding the Vulnerable

RBWM has a responsibility for and is committed to safeguarding and promoting the welfare of children and young people to ensure that they are protected from harm.

Applicants with a Disability - Guaranteed Interview Scheme (Two Ticks Symbol)

RBWM operates a Guaranteed Interview Scheme. This scheme ensures that any disabled candidate, who meets the minimum essential criteria for the job, will be guaranteed an interview along side other short-listed candidates. The final appointment will, however, be on merit.

Please see the Equal Opportunities Monitoring section of the application form for further details.

All conditional offers of employment are subject to the following pre-employment clearances:

Satisfactory Medical Clearance

All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the Council's occupational health physician.

Satisfactory References

RBWM practice is to take up two references, one of which must be the current or most recent employer. Referees must not be a member of your family, or spouse/partner. If you are a recent school or further education leaver, one of your references must be from the Headteacher or Lecturer. Occasionally more than two references may be required, if this is the case, we will inform you before we contact former employers.

For all posts within Adult and Children's Services references will be taken up following short-listing and prior to interview. Progression of appointments within these service areas can only occur following the receipt of satisfactory references.

RBWM reserves the right to verify any information given in the application form and throughout the selection process. In the event that the Council receives any information through the verification process which may differ from the information you have provided or has an adverse effect on our decision, it is Council policy to give applicants the opportunity to comment on that before any final decision is taken.

Criminal Records Bureau Clearance

All posts within Charters School require a CRB check, therefore the successful candidate will be required to complete the appropriate CRB documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the CRB. The timescale for these checks is outside RBWM's control and this can take several weeks.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 makes it unlawful for prospective employers to take into account offences in relation to which the person concerned is deemed to be rehabilitated.

This means that after a certain period of time (dependent on the seriousness of the offence and length and severity of the punishment), the person concerned is to be assessed as if the conviction has been 'spent' (i.e. treated as if it had never occurred). Rehabilitation periods vary according to the type and length of conviction originally incurred.

Important Notes: If the post is covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 detail must be given about all convictions, whether spent or not.

Disclosure of Criminal Background - explanatory note to applicants – Criminal Records Bureau:

1. Introduction

1.1 The position for which you are applying has been determined by the Royal Borough of Windsor & Maidenhead as exempt from the Rehabilitation of Offenders Act 1974 in line with guidance from the Criminal Records Bureau. Therefore you are required to declare any convictions you may have even if they would otherwise be regarded as “spent” under this Act, and any cautions or bindovers. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

2. Factors to be considered

2.1 The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment.

2.2 The factors to be taken into account are:

- 2.2.1 the responsibilities of the position,
- 2.2.2 the vulnerability of children or adults supported,
- 2.2.3 the nature of the offence(s),
- 2.2.4 the number and pattern of offences (if there is more than one),
- 2.2.5 how long ago the offence(s) occurred,
- 2.2.6 the age of the offender when the offence(s) occurred.

3. Access to records of criminal convictions

3.1 Under government regulations the Borough is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment it is a requirement that a check is undertaken with the Criminal Records Bureau. (The Bureau is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the Bureau can be accessed on the internet at: www.crb.gov.uk. **If you do not give your permission it will not be possible to consider your application further.**

3.2 As part of its checking procedure the Bureau will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and the Department of Education and Skills.

3.3 Information received from the Bureau will be kept in strict confidence and will be destroyed following the recruitment decision. Information will be retained for 6 months (or where services are CSCI inspected until the next inspection) after the selection process has been completed in case the applicant or the appointing manager has any queries concerning the information.

3.4 You will be sent directly the results of your check by the Bureau.

3.5 If the Bureau check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

4. Further Advice

4.1 If you would like to discuss whether a conviction you have may debar you from working in the role for which you are applying, you may telephone the HR Unit on 01628 796000, then choose Option 1, then Option 3, in confidence for advice.

Evidence of Qualifications

We will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been short-listed. Copies will not be accepted.

Eligibility to work in the UK

In order to comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employ.

We ask all short-listed applicants to provide proof that they can be legally employed. We have to see satisfactory proof in the form of **original** documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn.

From the 29 February 2008 the requirements for documentation are as follows:

List A establishes that the person has an ongoing entitlement to work in the UK.

List A:

- A UK passport
- A passport containing a certificate of entitlement certifying that you have the right of abode in the UK.
- A European Economic Area (EEA) (including Switzerland) passport or EEA national identity card.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office (HO) or the Border and Immigration Agency (BIA) to a national of an EEA country or Switzerland.
- A Permanent residence card issued by the HO or the BIA to the family member of a national of a EEA country or Switzerland
- A Biometric Immigration Document issued by the BIA, which indicates that the person named, is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- A passport or other travel documentation endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK.
- An Immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer
- A full birth certificate or an adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland that specifies the names of your parents; **when produced in combination with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen; **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or a previous employer.
- A letter issued by the HO or the BIA to the holder, which indicates that the person named in, is allowed to stay indefinitely in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List B indicates that the employee has restrictions on their entitlement to be in the UK and it is a requirement for checks in List B to be repeated annually until they can provide a document from List A or they leave our employment.

List B:

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the BIA, which indicates that the person named, can stay in the UK and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the HO or BIA **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the HO or the BIA to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the HO or the BIA to or for a family member of a national of a EEA country or Switzerland stating the holder is permitted to take employment which is less than 6 months old, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service (BIAECS)
- A residence card or document issued by the HO or the BIA to a family member of a national of an EEA country or Switzerland.
- An Application Registration Card issued by the HO or the BIA stating the holder is permitted to take employment, **when produced in combination with** evidence of verification by the BIAECS.
- An Immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the HO or the BIA to the holder or employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

Copies of relevant documentation will be taken and retained for future inspection by inspectors for the Home Office, if necessary.

If you are invited to interview, please bring the appropriate original documentation with you.

Please detach and retain the above information before submitting your details.

Please return your Application Form, Equal Opportunities Monitoring Record and Criminal Disclosure Form to:

**Mrs Sally Cronk, School Manager, Charters School, Charters Road, Sunningdale,
Ascot SL5 9QY
or preferably by email to: crons001@rbwm.org**

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD APPLICATION FORM – Associate Staff



Post Applied For _____
School CHARTERS SCHOOL
Closing Date _____

PERSONAL DETAILS

Last Name _____ Forename(s) _____
Previous Names(s) _____ Title (e.g. Mr, Mrs, Miss, Ms) _____
National Insurance Number _____ Tel Nos. Home _____
Work (if convenient) _____
Mobile _____
Home Address _____
Postcode _____
Email Address _____

Please answer the following questions:

Do you hold a valid full driving licence? Yes No
Do you own a car? Yes No
Do you have a car available for business use with appropriate Business Use insurance cover? Yes No
Are you related to any Member or senior officer of the Council? Yes No
If YES, please give details:

Canvassing will disqualify candidates

Are you related to any member of staff within Adult or Children's Services? Yes No
If YES, please give details:
Are you currently a foster carer, adoptive parent or respite carer for Adult or Children's Services? Yes No
If YES, please give details:
Have you previously been employed by RBWM? Yes No
If YES, please give details:
Have you previously sought employment by RBWM? Yes No
If yes please give details:
Are you or have you ever been a Client of RBWM Social Services? Yes No
If YES, please give details:

The Royal Borough of Windsor & Maidenhead does not accept CV's alone, they will only be considered as part of the additional information on a fully completed application form.

EMPLOYMENT DETAILS

PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer

Address

Tel No

Present post

Date appointed

Current/final salary

Notice required

Reason for leaving/or why
looking to leave

Date of leaving
(if applicable)

Brief description of duties and responsibilities

PREVIOUS EMPLOYMENT

Please complete each column and explain any breaks in employment.
Start with your most recent employment and list in descending date order.

Dates (Day/Mth/Yr)		Brief summary of duties and responsibilities	Reason for leaving
From	To		
Employer & Address			
From	To		
Employer & Address			
From	To		
Employer & Address			
From	To		
Employer & Address			

Please continue on a separate sheet if necessary

VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)

(This may not be connected with the post applied for, but may still be relevant)

Supporting Information

Please refer to the Person Specification on the job accountabilities when completing this section. Describe how you consider your knowledge, skills and experience are relevant to the post for which you are applying and those factors which make you a particularly suitable candidate. Please provide examples.

Please continue on a separate sheet if necessary.

PROFESSIONAL QUALIFICATIONS, MEMBERSHIPS AND TRAINING

Please give details, including dates obtained. You will be asked to produce any relevant certificates

--

EDUCATION/QUALIFICATIONS/TRAINING

Please give details of any relevant courses, training or qualifications with the establishment and date completed.

Dates From	To	Name and address of educational establishment	Courses taken, exams passed with dates, and grades obtained

HEALTH RECORD

All Appointments are subject to medical clearance by the Council's Occupational Health Provider

REFERENCES

Please give two referees to whom confidential enquiries will be made. One must be your present or most recent employer.

NB. Referees must not be members of your family, or spouse/partner.

It is the policy of Adult and Children's Services to take up references prior to interview, unless requested otherwise. No offer of employment will be made without the receipt of two satisfactory references.

Name		Name	
Address		Address	
Tel No		Tel No	
Email		Email	
Capacity in which known (e.g. employer/line manager/teacher)		Capacity in which known	

May we approach prior to interview?

Yes No

May we approach prior to interview?

Yes No

- **The Council/Charters School may wish to make further enquiries of previous employers, in addition to the two referees given.**
- **For vacancies within the Adult and Children's Services Directorates, the selection process may involve a pre-interview establishment visit and briefing.**
- **Further enquiries of previous employers, in addition to the two referees given may also be made**
- **The Council/Charters School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.**

Rehabilitation of Offenders Act 1974

Having current convictions does not automatically bar you from employment. The Council will consider applicants on their merits and in relation to the post for which they are applying. Some Council posts, such as those that involve working with children and vulnerable adults, are exempt from the Act and previous offences must be disclosed. If you need further information, please refer to the Disclosure of Criminal Background Form.

You are therefore required to give full details of all convictions and cautions or prosecutions pending, including any 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the Council/School

Do you have any criminal convictions that are not considered 'spent' as defined by the Rehabilitation of Offenders Act 1974? Yes No

Have you ever been cautioned or have any prosecutions pending? Yes No

If YES, please give details below:

CRIMINAL RECORDS BUREAU

All posts within Charters School require an Enhanced CRB check.

Successful candidates will not commence employment until their Disclosure Certificate is received from the CRB and the decision to appoint has been confirmed.

Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the Council.

The Council has a duty to protect funds. If you are appointed we may match or share the information you provide on this form with information kept by other parts of the Council and with organisations that use public funds in order to protect and prevent fraud.

Information held about you on any of the Council's databases or records may be shared and be taken into consideration when determining your suitability for employment with the Council.

You are required to notify the Council of any information that could be considered relevant to your application for the specific post you are applying for or to your general suitability for employment with the Council.

Information supplied by you during the recruitment process may be shared with other Council Directorates for the purposes of aiding the Authority in carrying out its responsibilities.

I declare that the information given on this application form is, to the best of my knowledge, correct. I understand that this information may be stored as part of the Royal Borough of Windsor and Maidenhead monitoring of equal opportunities and as part of the recruitment procedure and I agree to the use of this data as specified.

I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discovery of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to the HR Unit.

Signed

Date

(If Appointed and you have completed this form electronically, you be asked to sign it if short-listed to interview stage.)

End of application form now please complete the Equal Opportunities Monitoring Record and the Disclosure of Criminal Background Form

Please remember to complete the Equal Opportunities Monitoring Record and the Disclosure of Criminal Background Form that are included in this document before submitting your Application Form.

This page is to be detached prior to Short- Listing by Recruiting Officer

EQUAL OPORTUNITIES MONITORING RECORD – The information contained on this page will be treated in the strictest confidence and will be detached prior to short-listing. Please see guidance notes for further information. It is not mandatory to provide this information. Doing so helps RBWM to monitor equal opportunities and complete statistical returns.

Post applied for:	
First Name:	Last Name:
Directorate: CHARTERS SCHOOL	
Where did you see this post advertised? RBWM/School Website: <input type="checkbox"/> Jobs Go Public Website: <input type="checkbox"/> Local Newspaper: <input type="checkbox"/> National Newspaper: <input type="checkbox"/> National Newspaper Website: <input type="checkbox"/> Professional Publication: <input type="checkbox"/> Professional Website: <input type="checkbox"/> Friend/Word of Mouth <input type="checkbox"/> TES <input type="checkbox"/> Greensheets <input type="checkbox"/> Website other: <input type="checkbox"/> Please specify Publication other: <input type="checkbox"/> Please specify	
Gender : Male: <input type="checkbox"/> Female: <input type="checkbox"/>	
Date of Birth: / /	Marital Status: Yes <input type="checkbox"/> No <input type="checkbox"/>
Please tick the category that most represents your race and ethnicity:	
How would you describe your ethnic origin?	
Asian or Asian British Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Other <input type="checkbox"/>	Black or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other <input type="checkbox"/>
White British <input type="checkbox"/> Irish <input type="checkbox"/> Other <input type="checkbox"/>	Mixed & Other White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other <input type="checkbox"/>
Chinese or other ethnic group Chinese <input type="checkbox"/> Other ethnic group <input type="checkbox"/>	
As users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy/ies. As we are a user of the disability symbol do you qualify for a guaranteed interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide details of any adjustments/ special requirements to assist you should you be shortlisted for interview.	

Please remember to complete the Disclosure of Criminal Background Form that is included in this document before submitting your Application Form.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

**STRICTLY CONFIDENTIAL
Disclosure of criminal background**

The Royal Borough has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults in Borough services are suitable to undertake such a role. For this reason you are required to disclose if you have any convictions, cautions and bindovers so they may be taken into account when your application is considered.

The explanatory notes provided give further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application. You are invited to read them before answering this question.

Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975) you must disclose any convictions you may have, even if they would otherwise be regarded as “spent” under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including “spent” convictions and any prosecutions pending.

Have you ever been convicted of a criminal offence, cautioned or have any prosecutions pending? YES / NO

If YES, please give details of all convictions and cautions, including “spent” convictions and cautions and any prosecutions pending.

.....
.....

DECLARATION

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

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

Print name (capitals).....

Position applied for.....

(When you have answered the above question please return this additional sheet with your application form. **If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: Your name & position applied for, and the following: DISCLOSURE INFORMATION – STRICTLY CONFIDENTIAL.** This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.).

Please return your Application Form, Equal Opportunities Monitoring Record and Criminal Disclosure Form

to:

**Mrs Sally Cronk, School Manager, Charters School, Charters Road, Sunningdale, Ascot SL5 9QY
or preferably by email to: crons001@rbwm.org**

