Mayflower High School

Success, Happiness and Opportunity for All

All applications to be sent to:

applications@mayflowerhigh.essex.sch.uk

Or post your application to:

HR Manager
Mayflower High School
Stock Road, Billericay, Essex CM12 0RT

Alternatively, contact the school office for an application pack on 01277 623171

Applicants are welcome to visit the school

MAYFLOWER HIGH SCHOOL
Recruitment and Selection Policy Statement

Safe Recruitment
The safe recruitment of staff in school is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Diversity
This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective, and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or creed.

Convictions and Bind-overs
All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service check. A previously issued Disclosure and Barring Service certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature, and circumstances of the offence(s). The School's Recruitment Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

DBS Checks
The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

Pre-employment Checks
The school will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- a list 99 check (in some residential establishments a check of PoCA list may also be required)
- a satisfactory DBS disclosure
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted)

- the production of evidence of the right to work in the UK
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

References

Two employment references will be required of all short-listed applicants. Reference requests will specifically ask:

- about the referee's relationship with the candidate,
- whether the referee is satisfied that the candidate has the ability and is suitable to undertake the job in question,
- whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the concerns and the reasons why the referee believes the person might be unsuitable.

Referees will also be asked to confirm details of:

- the applicant's current post, salary and sick record;
- performance history and conduct;
- any disciplinary procedures in which the disciplinary sanction is current;
- any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the disciplinary sanction has expired, and the outcome of those; and,
- details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns.

A copy of the School's Recruitment Procedure is available from the school upon request.

Application Form
Part A

Application for appointment as:

Contact details

First names:	Last Name and Title:
Address and postcode:	National Insurance number: Home phone number: May we call you at work? Yes / No Work phone number: Mobile phone number:
Email address:	Do you hold Qualified Teacher Status? Yes / No Teacher Reference Number:

Special Needs

Do you require us to make any special arrangements if we invited you for an interview? (for example providing a sign language interpreter?) Yes / No If 'Yes', please state your requirements:

References

Please provide two references, one of which should be from your present or most recent employer

Name: Address and postcode: Phone number: Email: Job title: Relationship to you: Can we contact this person before we interview you? Yes / No	Name: Address and postcode: Phone number: Email: Job title: Relationship to you: Can we contact this person before we interview you? Yes / No

Part B

Education, training and qualifications

Please give details of any qualifications or work-related training you have achieved (start with the most recent and work back). Please continue on a separate sheet if you need more space.

Qualifications

Place you studied at	Qualification and grade gained	Date achieved

Continuing professional development and training courses you have been on

Give details of how you have kept your skills up to date in the last two years. (Continue on a separate sheet if necessary).

Membership of professional organisations

Please list any professional organisations of which you are a member and which are relevant to the job you are applying for:

Professional organisation	Level of membership

Your current job

Please tell us about your current job (if you are not currently employed, go to the next question).

Employer's name and address	
Position held	
Date your employment started	
Main duties	
Main achievements	
Reason for leaving	
How much notice do you have to give?	
Please tell us your current salary and pay scale	Salary: Pay Scale:
Do you receive any additional allowances?	Allowance amount:

Previous Employment:

Please tell us about your previous employment. Start with the most recent and work backwards. Please show and explain any gaps in your employment history. (Continue on another sheet if necessary).

Employer's Name and Address	Position Held	Start & End Date and Reason for Leaving

Breaks in employment history

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training.

Letter of application

Using the person specification as a guide, please tell us how you feel you meet the conditions for the job. It is very important that you support your application with examples, which can come from experiences at work and in other situations.

Your right to work in the UK

Do you need permission to work in the UK? **Yes / No**

If 'Yes', please give details, including the nature of the permission and any expiration dates or other conditions applied.

Relationships to councillors, senior officers or governors

Are you a relative or partner, or do you have a close personal relationship with, any employee or Governor of the school or to any County Councillor or employee of Essex County Council? If yes, please state the name(s) of the person(s) and relationship **Yes / No** Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors, County Councillors, or Senior Managers of the School/Essex County Council by or on your behalf is now allowed.

Declaration

☐ I certify that to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

Disclosure of Criminal Convictions

Preferred candidates will be asked to complete a Self-Disclosure Form (SD2) and, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application.

A conviction/caution/reprimand will not necessarily be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

Safer Recruitment and Childcare Disqualification Checks

☐ I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

Preferred candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 ("the Regulations") will be asked to complete a Disqualification Declaration Form. A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted.

Data Protection

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

If I am the successful applicant I acknowledge that this information will be retained in line with the school's retention schedule. If I am not the successful candidate I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

Thank you for applying for this post and your interest in working for this school. It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.

Name: _____ Date: _____

Signed: _____

Correspondence

Thank you for applying for this post. Your interest in working for Mayflower High School is very much appreciated. It is not School practice to acknowledge receipt of postal applications but emailed applications will be acknowledged.

Where did you see the post advertised? _____

By electronically writing your name in the Signature space below, you are affixing your signature to this document.

Signature: **Date:**

Recruitment Monitoring Information

Post title:	
Last name:	**First name(s):**

Essex County Council and the school are committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel. This section will be detached from the application form prior to shortlisting. If you do not wish to share this information, you can select the 'prefer not to say' option.

1. Age

15-19	[ ]	35-39	[ ]	55-59	[ ]
20-24	[ ]	40-44	[ ]	60-64	[ ]
25-29	[ ]	45-49	[ ]	65-69	[ ]
30-34	[ ]	50-54	[ ]	70+	[ ]

2. Gender

Male [ ] Female [ ] Prefer not to say [ ]

3. Ethnic origin

Asian/Asian British – Bangladeshi	[ ]	Mixed – White and Asian	[ ]
Asian/Asian British – Indian	[ ]	Mixed – White and Black African	[ ]
Asian/Asian British – Pakistani	[ ]	Mixed – White and Black Caribbean	[ ]
Asian/Asian British – Chinese	[ ]	Mixed other	[ ]
Asian/Asian British – Other	[ ]	White – British	[ ]
Black/Black British – African	[ ]	White – Irish	[ ]
Black/Black British – Caribbean	[ ]	White – Other	[ ]
Black/Black British – Other	[ ]	Other (please specify) _____	
		Prefer not to say	[ ]

4. Disability

Before ticking the appropriate box below please read the definition of disability.

The definition of disability, as outlined in the Equality Act 2010 is as follows: “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.

To be protected under the Act.

- An individual must have an impairment which can be physical or mental.
- It has to be substantial, that is something more than minor or trivial.
- It needs to be long term i.e. The impairment has lasted or is likely to last in total for at least twelve months or more, or is likely to last for the rest of the life of the person affected (long term includes conditions which fluctuate or may recur such as cancer, HIV/AIDS and multiple sclerosis) **and**
- It must affect their day-to-day activities on a regular basis (day-to-day activities includes things such as reading, lifting and carrying objects, personal care, shopping, meeting and communicating with people. The effect of your impairment on everyday activities is considered as it would be without medication or aids. The only exception is eyesight which should be judged when an individual is wearing their usual lenses or spectacles).

I do consider myself to have a disability as defined by the Equality Act 2010 (as detailed above) [ ]

I do not consider myself to have a disability as defined by the Equality Act 2010 (as detailed above [ ]

Data Protection Act
I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed: _____

Date: _____