

Mount Carmel



R.C. HIGH SCHOOL

A family of faith & learning



Recruitment Information Pack

**IMPORTANT INFORMATION
FOR APPLICANTS**

UPDATED JANUARY 2021

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APPENDIX C – IMPORTANT ADVICE ON COMPLETING YOUR APPLICATION FORM

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Read the Person Specification carefully. This outlines the type and range of skills/experience etc. that we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
- Please remember to complete the Monitoring Job Applicants Form as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regard to employment.

Application for the post of

The full job title should be completed and the relevant school shown.

Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK.

Personal details

This part contains personal information to identify you in case we wish to shortlist you. Please ensure it is accurate and legibly written as this is our only way of contacting you.

For teaching posts, your QTS Certificate number is also required (if available).

APPENDIX C – IMPORTANT ADVICE ON COMPLETING YOUR APPLICATION FORM

Employment history

Current/most recent post/job title

Starting with your first post, ending with your present post, list all the employers you have worked for, provide job titles and the period you worked for them. Exact dates should be provided. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates are correct and in order. Please also provide an explanation for any gaps in employment.

Your present or last employer must be named as a referee (this should be the head of the establishment).

Try to give an actual salary/grade, not an approximate.

If requested, your notice period is important. If you are not presently working but have commitments that prevent you from immediately taking up the post, please give your earliest start date.

If this is your first job after leaving education, please list any part-time, casual and unpaid work, especially if there is a link to the post for which you are applying.

Education & Qualifications (evidence of your qualifications will be required at interview)

Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing important has been omitted. Please include the name of the awarding body, the grade and the date the qualification was obtained.

If you are awaiting results, give the expected grade if possible. Make clear that this result is still uncertain. For teaching posts, details of any in-service training (as a contributor or participant) are also requested.

Whilst a specific qualification may have been requested, it is recognised that a number of equivalent qualifications may have preceded or replaced the example given, and if you feel this is the case, please enter here. We will accept qualifications e.g. degrees etc, obtained from abroad if they are demonstrably equivalent to UK qualifications.

If you need more space, continue on an extra sheet. At the top of the sheet, write the post title and job reference number.

Training

List any training that is relevant to this post, even if it was undertaken outside your formal employment, including dates and awarding bodies where appropriate.

APPENDIX C – IMPORTANT ADVICE ON COMPLETING YOUR APPLICATION FORM

Experience or achievements (or 'Letter of Application' for teaching posts)

Carefully read the information in the Person Specification and describe in some detail your relevant experience and achievements and their application to this post.

Also, identify any skills or competencies you have which are relevant to the post. These need not be skills you have developed as a direct result of previous employment; they may be something from your hobbies or interests that you can use to help you do this job.

It is important that you address each of the essential requirements in the Person Specification in completing this section. You will not be shortlisted if you are not able to provide evidence of how you meet all of the essential requirements.

If you have any other information that you feel may help us in making a decision about your suitability for this post then also provide this within this section.

Disclosure of criminal background

All posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such, all will be subject to Disclosure and Barring Service (DBS) clearance. Such a check will disclose details of cautions, reprimands, final warnings, and convictions that are not 'protected.' The Authority also checks the lists of those presently barred from working with children and/or vulnerable adults.

Details of any convictions or cautions that you have should be placed in a sealed envelope marked 'Private and Confidential' for the attention of the Chair of Governors c/o the school.

Disability

We encourage applications from people with disabilities.

The Equality Act 2010 defines a disabled person as:

'A person with a physical (including sensory) or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.' Or someone that has had such a disability but is now recovered. Or someone with a severe disfigurement.

If a disability or health problem prevents you from carrying out some aspects of a post, you are not excluded from applying, as it may be possible to make a reasonable adjustment to some of the duties.

If as a result of a disability you have difficulty completing the form, please contact the School.

Canvassing

Canvassing (asking someone to apply influence to help you get an appointment) directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including councillors and governors).

APPENDIX C – IMPORTANT ADVICE ON COMPLETING YOUR APPLICATION FORM

Confirmation of details

Please read the declaration on the application form. Sign and date it to confirm that the information you have supplied is accurate and true and that you agree to the information being processed, transferred and disclosed during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.

Your signature also confirms that you understand that deliberately giving false information or incomplete answers may lead to you being disqualified from consideration or if appointed may result in your summary dismissal with possible referral to the police. We will not consider applications that are not signed and dated. If you return your form electronically online, we will ask you to sign the form at interview.

Referees

Your referees should be two people who can comment on your ability to do the job for which you are applying. If you have previous experience of working with children or vulnerable adults, a reference is required from the employer for whom you most recently worked with either of these groups. Therefore ensure that their details are included within this section.

If you are currently in employment, one referee should be your present employer. If you are a student, one referee should be your tutor. If you are unemployed, please give details of your most recent employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

References are sought on all shortlisted candidates prior to interview. If you indicate that you do not wish your employer to be contacted prior to interview, then you may be contacted to reconsider this position. If you are the successful applicant and your referee has not been contacted, this will delay confirmation of any offer of appointment, as it is against the School's policy to confirm an appointment without satisfactory references being received.

Return address

Please ensure that you return your completed application form to the school before the closing date.

GOOD LUCK WITH YOUR APPLICATION

How to complete the application form



Applying for a job with Lancashire County Council Important advice on completing this form

APPLICATION NUMBER AND JOB REFERENCE NUMBER

To be filled in by our employees. Please keep a note of the job reference number and quote it whenever you contact us about your application.

Private and Confidential Application No. Job Ref.



Lancashire County Council as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, faith, sexual orientation or disability, nor be disadvantaged in any unjustifiable way by any other condition.

Please read the accompanying note 'How to complete the application form' before completing this form

1 **Application for the post of** _____
Section/Location/School/Establishment _____ Grade _____
To be returned by _____

2
Title _____ Forename _____ Surname _____
Previous name(s) _____
Address _____
Postcode _____ Telephone number (Home) _____ (Mobile) _____
Email address _____ (Work) _____
National Insurance number

3
Present post/job title _____
Name and address of present employer _____
Date appointed _____ Salary/grade _____ Notice period _____

Previous employment and voluntary experience
(Please give exact dates and indicate the reasons for any gaps in employment records)

Employer	From	To	Post/job title (please indicate if in local government and give the grade)	Reason for leaving

APPLICATION FOR THE POST OF

The post details, section/location etc. are usually completed by the Directorate before you get this form. If not, you must fill in these details.

Please note that we can only consider applications from EU citizens or those who are fully able to show a legal right to work in the UK. Relevant checks will be made.

PERSONAL DETAILS

This part contains personal information to identify you in case we wish to shortlist you. Please ensure it is accurate as this is our only way of contacting you. For legal reasons you must state your National Insurance Number.

PRESENT EMPLOYER

Give details of your present or last employer – give a contact name, full address including postcode, the exact date of appointment, and (if appropriate) the date you left.

Try to give an actual salary/grade, not an approximate.

Your notice period is important. If you are not presently working but have commitments that prevent you from immediately taking up the post, please give your earliest start date.

If this is your first job after leaving education, give the school/college's name and address in place of the employer's name and address, and your date of leaving. Disregard the other items.

PREVIOUS EMPLOYMENT

List your previous employment, including voluntary work, starting with the most recent.

You should try to make the information you give as full and accurate as possible.

If this is your first job after leaving education, please list any part-time, casual and unpaid work, especially if there is a link to the post for which you are applying.

Please indicate the reasons for any gaps in employment records, unless legally exempt.



QUALIFICATIONS

If you are called for an interview, you will be asked to provide evidence of your qualifications.

List your schools; colleges; Universities; Professional Education and qualifications. Do not miss any identified in the person specification or you may disqualify yourself. If you are awaiting results, give the expected grade if possible. Make clear that this result is still uncertain.

Whilst a specific qualification may have been requested, it is recognised that a number of equivalent qualifications may have preceded or replaced the example given, and if you feel this is the case, please enter here.

We will accept qualifications, eg degrees, obtained from abroad if they are demonstrably equivalent to UK qualifications.

If you need more space, continue on an extra sheet. If there is not enough space in this box, continue on an extra sheet. At the top of the sheet, write the post title, job reference and application number from the section 'Application for the post of' on the form.

TRAINING

List any training that is relevant to this post, even if it was undertaken outside your formal employment.

MEMBERSHIP OF PROFESSIONAL BODIES

Please give details of current professional membership or apprenticeship. List your membership or professional bodies/associations. If membership of a professional body is a requirement for this post, make sure you state it here or you may disqualify yourself.

EXPERIENCE OR ACHIEVEMENTS

Carefully read the information in the Person Specification and identify examples of work you have done, or activities from outside work, that demonstrate how you have identified, addressed and learnt from challenges or problems that may now help you to meet similar demands in the job you are applying for.

It is important that you address each of the essential requirements in the Person Specification in completing this section. Use the list of essentials as headings to identify how you consider you meet each one. We will consider you for shortlisting only if you give evidence here that you meet an essential requirement.

Carefully read the Person Specification and the Job Description. Identify any skills or competencies you have which are relevant to the post for which you are applying. These need not be skills you have developed as a direct result of past work – they may be something from your hobbies or interests that you can use to help you do this job.

If you have any other information that you feel may help us in making a decision about your suitability for this post, then tell us here.

4

Education (details of Secondary Schools, Colleges, Universities and Professional Education)	
Schools/Colleges/Universities and Professional Education (including start and end dates)	Qualifications obtained (including awarding body, grades and dates)

*Certificates for qualifications shown as essential will be checked at interview

5

Current course of study (if any) and the date you expect to complete it _____

6

Details of any other specialised training or qualifications not covered in previous sections (eg. short courses, on-the-job training, etc.)

Membership of professional bodies _____

You must be registered with the GSCC to practice as a Social Worker

General Social Care Council (GSCC) registration number _____

GSCC Registration date _____

4

7

Experience or achievements

Give a concise account of relevant experience, current duties, or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those related to the list of essential experiences, skills etc. for the post set out in the Person Specification.
Also include any appropriate voluntary and other interests (membership of relevant societies etc.)
Please use an additional sheet if necessary.

5

CRIMINAL CONVICTIONS

Lancashire County Council strives to be an equal opportunities employer and challenges all forms of unlawful and unfair discrimination. If you disclose a criminal conviction, formal caution or binding-over order, this will not necessarily disqualify you from consideration for employment unless the nature of the offence(s) and the work you will be doing is covered by the exemption provisions of the Rehabilitation of Offenders Act 1974 or other legislation restricting and governing those working in particular areas of employment.

The Council is registered with the Criminal Records Bureau (CRB) and for appropriate posts makes background checks on potential employees. This may disclose details of cautions, reprimands and final warnings as well as convictions. The Authority also makes checks under section 142 of the education Act 2002 (formerly known as List 99).

DRIVING

Some posts require you to have a driving licence, access to a car or both, and not giving this information may disqualify you from further consideration. However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive. Please indicate, if required, whether you have an LGV or PSV licence.

DISABILITY

We encourage applications from people with disabilities. A disability is a physical or mental impairment that has a substantial and adverse long-term effect on an individual's ability to carry out normal day-to-day activities. This can also include people with a past disability or people with a severe disfigurement. If a disability or health problem prevents you from carrying out some aspects of a post, you are not excluded from applying, as it may be possible to adjust some of the duties.

If as a result of a disability you have difficulty completing the form, you may submit a CV. We can on request provide information in large print, in Braille on tape or electronically.

Applicants with disabilities who meet the minimum essential requirements are guaranteed an interview.

CANVASSING

You must not canvas (ask someone to apply influence to help you get an appointment) councillors or other employees of the Council to gain you an unfair advantage. Such actions may result in your application or subsequent employment being challenged.

8 **Disclosure of Criminal Background** (please refer to enclosed advisory notes)

Have you ever been found guilty of any criminal offence? Yes No

If yes, please specify date of conviction, caution, conditional discharge or bind-over, court, nature of offence and sentence imposed.

.....

Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a 'regulated post' for employment (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements.

If this post involves working with Children
I certify that I am not included on List 99, POVA or POCA, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulatory body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.

Signed: Date:

9 Do you hold a current full driving licence for a car (or other relevant vehicle)? Yes No Not required for post

10 Do you consider yourself to have a disability, or to be a deaf person? Yes No
For a definition, see our advice note 'How to complete the application form'.

11 Canvassing directly or indirectly will disqualify candidates.

12 By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.
I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be dismissed without notice.

Signed: Date:

When you have completed this form, please return it by email to
or post to:-
Lancashire Employee Services,
3rd and 4th Floor,
County Hall,
Preston.
Tel No.

RETURN ADDRESS
Please ensure that you return your fully completed form to this address before the closing date.

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. You may telephone the Lancashire Employee Services if you wish to check on the progress of your application, quoting the job reference number.

CONFIRMATION OF DETAILS

Please read the declaration on the application form. Sign and date it to confirm that the information you have supplied is complete and truthful and that you agree to the information being processed and used by the Council for the purposes of recruitment, monitoring and, if appropriate, subsequent employment. Your signature also confirms that you understand that, to prevent and detect possible fraud, we may share this information with other appropriate organisations; and that to give false information would lead to you being disqualified from consideration or if appointed may result in your dismissal. We will not consider applications that are not signed and dated. If you return your form online, we will ask you to sign the form at interview.

Please note that we will detach this information and we will NOT show it to members of the Selection Panel. It will be used solely for reference contacts and monitoring purposes.

Please complete this section fully, so that after we have detached it from the form we can later relate it to the post applied for.

You must complete this form even if you work for the Authority. If you fail to complete or return it, we will not consider your application further

You must complete this form which will be detached by the Employee Services Unit/School Admin and will not be shared by the Selection Panel.

Details of the job you have applied for

Directorate/DSO _____ Job title _____
 Establishment/School _____
 Job Ref: _____ Grade: _____
(if known)

Details of Referees

Please give the name, address and occupation of two referees and state their relationship to you (eg a employer/supervisor/tutor). Where appropriate, one referee should be your current or most recent employer. **Please refer to the guidelines for advice on appropriate referees.**
The Authority reserves the right to seek any further references deemed appropriate.

1 _____ 2 _____

 Postcode _____ Telephone No. _____ Postcode _____ Telephone No. _____
 Email Address _____ Email Address _____
 Relationship _____ Relationship _____
 Note: please tick if you do not want us to contact your current employer before your interview

Equal Opportunities Monitoring

1. Name (in block capitals) _____

2. I am: (Please tick the appropriate box)

MALE	FEMALE
------	--------

3. I consider my marital status to be _____
Please note: If you are widowed or divorced and you live alone, please tick 'single'.

Single	Married
--------	---------

4. Date of Birth _____

5. Please tick the box which best describes your ethnic/cultural/racial origin

(o) White British
 (9) White Irish
 (H) Any other White background
(please write in) _____

(J) Mixed White and Black Caribbean
 (K) Mixed White and Black African
 (L) Mixed White and Asian
 (M) Any other Mixed background
(please write in) _____

(4) Asian or Asian British Indian
 (5) Asian or Asian British Pakistani
 (6) Asian or Asian British Bangladeshi
 (8) Any other Asian or Asian British background
(please write in) _____

(1) Black or Black British Caribbean
 (2) Black or Black British African
 (N) Any other Black or Black British background
(please write in) _____

(7) Chinese
 (A) Any other ethnic group
(Please write in) _____

6. Do you consider yourself to have a disability or to be a deaf person? YES NO
(Please see the definition of disability in the advice note 'How to complete the application form'.)

7. How did you find out about this job? (Please tick the appropriate box)

Internal circular	Job Centre
Newspaper/journal (please say which)	Internet (please say which site or other source)

Thank you for your assistance. Your co-operation will help promote equality of opportunity

REFERENCES

Your referees should be two people who can comment on your ability to do the job for which you are applying. If the job involves you working with children or vulnerable adults and you have experience of working with either of these groups in the past, please provide the employer's details from which a relevant reference can be sought. If you are currently in employment one referee should be your present employer. If you are a student, one referee should be your tutor. If you are unemployed, please give details of your last employer.

Do not use referees who you live with, unless they are your current or last employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

We usually ask for references before the interview unless you state that you do not wish your current employer to be contacted before interview. If you are the successful applicant and have asked us not to contact your referee, this will delay confirmation of an offer of appointment, as it is against Council policy to confirm an appointment without satisfactory references.

Under current UK legislation this is your sex as registered at birth.

This information helps to ensure that consideration of marital status does not influence our appointments.

Completing this section and others on this monitoring page, helps us to ensure that our policies and procedures do not discriminate.

Please tick the appropriate box as you define your ethnic/cultural/racial origin.

Completing this section, and the others on this monitoring page, helps us to ensure that our policies and procedures do not discriminate.

This is a physical or mental impairment that has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities.

Advertising and recruitment are expensive, and as a public body using public funds we wish to ensure that this activity is appropriately carried out at minimum cost. Information on the places our applicants use when job hunting helps us to achieve better, more targeted and cost-effective recruitment in the future.

LANCASHIRE COUNTY COUNCIL

REHABILITATION OF OFFENDERS ACT 1974

Note of Guidance for Applicants

The Rehabilitation of Offenders Act (1974) is a piece of legislation protecting ex-offenders employment opportunities, although if you have convictions, you must disclose these until a certain length of time passes, and the conviction becomes 'spent'.

	Aged 17 or over on conviction	Aged under 17 on conviction
Prison (immediate or suspended sentence) or young offender institution: more than 6 months but less than 2.5 years	10 years	5 years
Prison (immediate or suspended sentence) or young offender institution: 6 months or less	7 years	3.5 years
Fine or community service order	5 years	2.5 years
Absolute discharge	6 months	6 months
Probation, supervision, care order, conditional discharge or bind-over	1 year or until order expires (whichever is longer)	
Attendance Centre Order	1 year after the order expires	
Hospital Order (with or without restriction order)	5 years, or 2 years after the order expires (whichever is longer)	

If you have been sentenced for any offence and the above periods of time have not passed you must declare the offence. If the period of time **has** passed you do not need to mention it on your application form.

There nevertheless remain certain job categories and classes of employment which are exempt from such time limitations. This means that convictions never become 'spent' if you are looking for work in certain job categories.

Exempted categories include employment connected with the provision of services for persons under 18 years of age or vulnerable adults.

Accordingly, if you are applying for a position which falls into one of these categories, you must declare any convictions you have had, regardless of whether or not any time limit has elapsed. It does not mean that you cannot apply for the position. All appointments are considered on merit and individual consideration of the conviction and the circumstances.

The information you provide will be treated in the strictest confidence. Having a conviction will not necessarily bar you from employment. However, failure to disclose convictions may result in the offer of employment being withdrawn, or if already appointed, you could be dismissed without notice.

Please bear in mind; you may be subject to a Disclosure and Barring Service Disclosure for posts working with children or vulnerable adults.

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

INFORMATION FOR CANDIDATES

As an employer, we have a responsibility to ensure that each prospective employee is eligible to work in the United Kingdom, in line with the requirements set out in sections 15-25 of the Immigration, Asylum and Nationality Act 2006.

For this reason, all external candidates who are shortlisted for a post must produce any one of the documents, or combination of documents, described in **List A** or **List B** (below).

Interview Panels will check the validity of the documents provided and photocopy them. These will be retained on your personal file if you are the successful candidate (in line with the timescales outlined in the Act) or shredded if you are not appointed to the post.

Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. We do not hold a sponsorship licence and are unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system.

List A

The documents listed below show an ongoing right to work in the United Kingdom. If you are not subject to immigration control, or have no restrictions on your stay in the United Kingdom, you should be able to produce a document or a specified combination of documents from this list.

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom; **or**
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area Country or Switzerland; **or**
3. A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland; **or**
4. A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland; **or**

5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom; **or**
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **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; **or**
8. A **full** birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or adopted parents, **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; **or**
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland, **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; **or**
10. 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; **or**

List B

The documents listed below show a right to work for up to 12 months in the United Kingdom. Where your leave to enter or remain in the United Kingdom is time limited, you are required to produce a document or a specified combination of documents from List B and, if appointed, will be subject to follow-up document checks to establish your right to work in the United Kingdom

Group 1

A follow-up check will be done when the document evidencing your permission to work expires.

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2

A follow-up check will be done which expires 6 months after the date specified in your Positive Verification Notice expires.

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with** a Positive Verification Notice from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

NOTE TO APPLICANTS

DISCLOSURE AND BARRING SERVICE

You will be aware that the post you are applying for involves you working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service.

If you are successful, you will be required to apply to the Disclosure and Barring Service for a 'disclosure', to confirm any records held, prior to any final appointment decision being made by the School/Authority. (Access to the on-line disclosure application system will be provided to you to enable you to apply at the appropriate time.)

Once your on-line disclosure application has been completed it will be forwarded to the Disclosure and Barring Service, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc. and (where appropriate) whether you are included on one of the barred lists preventing you from working with children and/or vulnerable adults
- Where appropriate, information taken from police records that a chief officer of a police force considers relevant to the application.

NB. A conviction is not necessarily a bar to recruitment, unless the Authority considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position.

An individual is disqualified from working with children/vulnerable adults if he/she is included on one of the lists of those disqualified from working with children and/or vulnerable adults.

CHILD PROTECTION POLICY STATEMENT

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Enhanced Disclosure Statement

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used & stored.

ATTENDANCE POLICY STATEMENT

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.