



GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM (Support Staff)

The following information is designed to help you complete the application form as effectively as possible. Only those Sections marked with an asterisk (*) have Guidance Notes below.

SECTION 1: PERSONAL PARTICULARS

In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

SECTION 10: REFERENCES

All offers of appointment depend upon receipt of satisfactory references. You must give two professional referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer (if applicable).

If you have not been in paid employment for some time or have not worked, please give the name of someone who can comment on your ability to do the job *or* the head of education or training establishment and/or the manager of a voluntary organisation for whom you have worked. References will not be accepted from relatives or from people writing solely in the capacity of friends. We reserve the right to ask for substitute referees if any of the references you have provided is deemed not to be suitable.

Please note that references will normally be taken up prior to interview or if you are being considered for shortlisting. Please ensure that you tick the relevant box if you do not wish the School to approach your present employer without your permission.

We will specifically enquire about whether disciplinary action has ever been taken or is pending. If you are currently working, or have previously worked, with children, either on paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is “time-expired” and whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

SECTION 12: DECLARING AN INTEREST

Failure to disclose an interest will disqualify you from being appointed to a post with the School.

SECTION 13: DISCLOSURE OF CRIMINAL RECORD

Please see page 3.

SECTION 15: SUPPORTING STATEMENT *

Please provide a written statement on this page only, detailing why you believe that your skills, experience, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification.

(continued overleaf)

FINALISING YOUR APPLICATION: WHAT YOU NEED TO DO NOW

We wish to give your application careful consideration. To enable us to do so, please:

APPLICATION FORM

- complete your application form carefully, making sure that you have fully answered all the questions;
- ensure that you read the declaration statement before signing and dating your completed application form;

ADDITIONAL SHEETS

- ensure that all additional sheets are numbered, *single-sided*, unstapled and clearly marked with your name; If you find that you are unable to fit sufficient information onto the application form and wish to submit a separate CV, please feel free to do so.

RETURNING YOUR APPLICATION

- make sure that you send your application in plenty of time before the closing date;
- e-mail your completed application form to recruitment@jfs.brent.sch.uk or send it to Mrs V Harris, Recruitment Officer, JFS School, The Mall, Kenton, Harrow, Middlesex, HA3 9TE.

To ensure that we receive your application in time, please note that if you use an A4 envelope, a large, first-class stamp must be attached; may we also suggest that you check the weight of the envelope.

We hope that the information we have provided has been helpful and we wish you luck with your application. If you are not successful this time, please do not be discouraged. Your skills and experience may be what we need for our next vacancy. Always pay particular attention to the person specification and remember, the most important thing is for you to tell us about yourself, your skills and work experience.

The appointment will be subject to pre-employment checks, including satisfactory Enhanced Level CRB clearance.

(continued overleaf)

IMPORTANT

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of “spent” convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the accompanying Guidance Notes.

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

Filtering of Cautions and Convictions

This section provides guidance on the convictions which *do not* need to be declared on your application form. Please read carefully before answering this question. Further information is available from: www.gov.uk/government/organisations/disclosure-and-barring-service

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a Data and Barring Service (DBS) Certificate were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013;
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The Filtering Rules

For those 18 or over at the time of the offence:

An adult **conviction** will be removed from a DBS Certificate if:

- 11 years have elapsed since the date of conviction; *and*
- it is the person’s only offence; *and*
- it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the range of offences which will never be removed from a certificate, which include serious sexual and violent offences (*see Exceptions to the Rules*). If a person has more than one offence, then details of all their convictions will always be included.

An adult **caution** will be removed after six years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

For convictions, the same rules apply as for adult convictions, except that the elapsed time period is five and a half years.

For cautions, the same rules apply as for adult cautions, except that the elapsed time period is two years.

Exceptions to the Rules

Some offences will never be removed from a DBS Certificate. These include the most serious sexual and violent offences. You can view this specified list of offences:

www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

If you are unable to access the internet, please contact the School who will be able to send this information to you direct.