

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD APPLICATION FORM - Support Staff - Schools

## **Guidance Notes for Applicants**

Thank you for your interest in working for our 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. Please do not send in CV's..

### **For Schools Based Posts**

Please refer to the advert on how to apply for posts within schools or contact the School directly for more information.

### **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 our website [www.rbwm.gov.uk](http://www.rbwm.gov.uk)

**Please retain this page for your records**

## **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 outline the main responsibilities of the job and 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 to shortlist 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..

You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as any 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.

### **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.

### **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 Head Teacher or college tutor.

Please note that for all posts within 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.

**Safeguarding the Vulnerable**

RBWM 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.

**Disclosure and Barring Service (DBS) (Previously CRB) Clearance**

If a post requires a DBS check, then the successful candidates will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS. The timescale for these checks is outside RBWM's control, however the council uses the on line system , which means that checks can be processed speedily. If you have a DBS certificate issued since 17 June 2013 and are registered with the DBS Update Service, the council will use your current certificate to check your DBS status, with your permission.

## 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 it is deemed to require DBS clearance and therefore detail must be given about all convictions, whether spent or not.

## 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.

## Since 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.

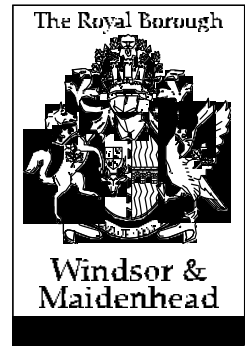
**List B:**

- 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.***

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD APPLICATION FORM – Support Staff - Schools



Post Applied For \_\_\_\_\_

Reference No \_\_\_\_\_

Directorate \_\_\_\_\_

Closing Date \_\_\_\_\_

**Please return your application form direct to the school.** RBWM does not accept C.V.'s alone, they will only be considered as part of the additional information on a fully completed application form.

## PERSONAL DETAILS

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

Postcode\*

Email Address

Fields marked with \* are mandatory

### Please answer the following questions:

Do you hold a valid full driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you own a car?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a car available for business use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you related to any Member or senior officer of the Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If YES, please give details:

### Canvassing will disqualify candidates

Are you related to any member of staff within Adult or Children's Services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If YES, please give details:

Are you currently a foster carer, adoptive parent or respite carer for Adult or Children's Services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If YES, please give details:

Have you previously been employed by RBWM?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If YES, please give details:

Have you previously sought employment by RBWM	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes please give details:

Are you or have you ever been a Client of RBWM Social Services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If YES, please give details:

# 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			
Employer & Address			
Employer & Address			
Employer & Address			
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)

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## 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.

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## PROFESSIONAL QUALIFICATIONS, MEMBERSHIPS AND TRAINING

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

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## EDUCATION/QUALIFICATIONS/TRAINING

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

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

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## 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. No offer of employment will be confirmed without the receipt of two satisfactory references.**

*It is the policy of Children's Services generally to take up references prior to interview, unless requested otherwise.*

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

Yes

No

Yes

No

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- **The Council/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/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**
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**This page is to be detached prior to Short-Listing**

**EQUAL OPPORTUNITIES 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:	Post Reference Number:
First Name:	Last Name:
Directorate:	
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	
<b>How would you describe your ethnic origin?</b>	
<b>Asian or Asian British</b>	<b>Black or Black British</b>
Bangladeshi <input type="checkbox"/>	African <input type="checkbox"/>
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Other <input type="checkbox"/>
Other <input type="checkbox"/>	
	<b>White</b>
	British <input type="checkbox"/>
	Irish <input type="checkbox"/>
	Other <input type="checkbox"/>
	<b>Mixed &amp; Other</b>
	White & Black Caribbean <input type="checkbox"/>
	White & Black African <input type="checkbox"/>
	White & Asian <input type="checkbox"/>
	Other <input type="checkbox"/>
<b>Chinese or other ethnic group</b>	
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.	

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## Explanatory note to applicants – DBS check (previously CRB)

### 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 & Exceptions Order 1975, as amended by the 2013 Order in line with guidance from the Disclosure and Barring Service (DBS) . Therefore you are required to declare any convictions cautions, reprimands, warnings and bindovers that have not been filtered. 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 In the event of an offer of employment it is a requirement that a DBS check is undertaken. (The DBS 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: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/>. **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 DBS 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 for Education.

3.3 You will be sent the results of your check by the DBS.

3.4 If the DBS check reveals a conviction, caution, reprimand, warning or bindover , 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.

3.5 DBS information will be kept in strict confidence and in accordance with the council's DBS Secure Storage, Handling, Use, Retention and Disposal of disclosures Policy.

#### 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 HR on 01628 796000, then choose Option 1, then Option 1 in confidence for advice.

4.2 For information on the filtering rules for offences refer to:

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

For information on offences that will never be filtered refer to:

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

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