



LOCHINVER  
HOUSE

## Application Form

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training. The School will not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probation period.

Any questions regarding the School's recruitment process should be directed to [HR@lochilverhouse.com](mailto:HR@lochilverhouse.com).

Lochinver House School ("the School") is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment Policy (on the School's website).

In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. By completing and submitting this form to Lochinver House School you give the School permission to process your sensitive data for recruitment and selection purposes in accordance with the School's Privacy Notice. 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.

Applicants will be asked to provide details of their online profile, including account names and social media handles so that online searches can be carried out. The School will determine how it approaches online searches on a case by case basis. However, all applicants for a role at the School will be treated consistently with regard to online searches.

If your application is successful, the School will retain the information provided in this form (together with any attachments and personal data obtained during any selection process) on your personnel file for the duration of your employment. If your application is unsuccessful, your application form (together with any attachments and personal data obtained during any selection process) will be shredded immediately on the date on which you have been notified of the outcome unless you have ticked the box at the end of this paragraph which gives the School permission to retain the completed application form for any future potential opportunities.

Candidates must confirm the following policies (Lochinver House School's website) have been read:

- Child Protection and Safeguarding Policy and Procedure (inc. Staff Behaviour and Code of Conduct)
- Recruitment Policy
- Privacy Notice (how the School uses personal data)

<b>FULL NAME:</b>	
<b>POSITION APPLIED FOR:</b>	
<b>APPLICATION DATE:</b>	

**Section 1 : Personal Details**

Full Name:	
Former Name:	
Preferred Name:	
Home Address: (include postcode)	
Contact Numbers:	Home : Mobile :
Email address:	
Teacher Registration Number: (if applicable)	
National Insurance Number:	
Are you able to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>  Please provide details:

Are you related to or do you have a close relationship with an existing employee, Governor or volunteer of Lochinver House School.  If so please provide details:

**Section 2 : Details of Online Profile**

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. You are required to provide the following information as part of your application:

- the social media platforms on which you have accounts
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym
- any websites you are involved with, in or featured on or named on
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.

You are not required to provide account passwords or to grant the School access to private social media accounts. If you are not shortlisted for the role, online searches will not be carried out on you.

Social Media Platform	Username/handle/nickname or pseudonym

### Section 3 : Sanctions, Restrictions and Prohibitions

The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:

- planning and preparing lessons and courses for pupils
- delivering lessons to pupils
- assessing the development, progress and attainment of pupils
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.

The School is not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:

- Head
- teaching posts on the senior leadership team
- teaching posts which carry a departmental head role
- support staff posts on the senior leadership team

The School is not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:

- all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday
- provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.

Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.

The declaration at Section 13 of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and/or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact [HR@lochilverhouse.com](mailto:HR@lochilverhouse.com).

The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form.

**Section 4 : Education****Higher Education:**

Degree / Course	University / College	Level	Qualification	Years attended

**School's attended:**

School (include town, county, country)	Year Start	Year End

**A-levels or equivalent (ie. IB, AP)**

Subject	Exam	Grade

**GCSEs or equivalent**

Subject	Exam	Grade

**Section 5 : Other Vocational qualifications, skills or training**

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

**Section 6 : Current / Most Recent Employment****Current / Most Recent Employment**

Job Title:			
Employers' Name:			
Employers' Address:			
Contract Type:			
Start Date:			
End Date (if applicable):			
Notice required/date you would be available to take up employment if offered:			
Reason for Leaving/seeking other employment:			
Current salary / salary on leaving:		Grade/scale (if applicable)	
Additional Allowances/benefits:			
Briefly outline the role and responsibilities:			

**Section 7 : Previous Employment**

Job Title:			
Employers Name:			
Employer's Address:			
Start Date:		Leave Date:	
Briefly outline role and responsibility:			
Reason for leaving:			

Job Title:			
Employers Name:			
Employer's Address:			
Start Date:		Leave Date:	
Briefly outline role and responsibility:			
Reason for leaving:			

Job Title:			
Employers Name:			
Employer's Address:			
Start Date:		Leave Date:	
Briefly outline role and responsibility:			
Reason for leaving:			

Job Title:			
Employers Name:			
Employer's Address:			
Start Date:		Leave Date:	
Briefly outline role and responsibility:			
Reason for leaving:			

Job Title:			
Employers Name:			
Employer's Address:			
Start Date:		Leave Date:	
Briefly outline role and responsibility:			
Reason for leaving:			

Job Title:			
Employers Name:			
Employer's Address:			
Start Date:		Leave Date:	
Briefly outline role and responsibility:			
Reason for leaving:			

**Section 8 : Gaps in your employment**

Document any gaps from Section 6/7 above in your employment history.

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**Section 9 : Interests**

Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purpose of enriching its extra-curricular activity.

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### Section 10 : Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and describe any personal qualities, experience and skills you have gained in other jobs or similar environments which demonstrate your ability to undertake the duties of the post.

### Section 11 : Disclosure and Barring Service checks, criminal record and Children's Barred List

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at Section 13 of this Form therefore asks you to confirm whether you are barred from working with children.**

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's Recruitment Policy.

## Section 12 : References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you must recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up any references from any previous employer.

- If the School receives a factual reference containing only limited information about you, additional references may be sought.
- If you have previously worked overseas the School may take up references from your overseas employers.
- The School may also telephone your references in order to verify the reference they have provided.

The School treats all references given or received as confidential which means you will not usually be provided with a copy.

### Current or most recent employer:

Full Name of Referee:	
Position held:	
Organisation:	
Organisation address:	
Relationship to Referee:	
Email address:	
Referee Contact number:	
May be contacted prior to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 2<sup>nd</sup> Referee:

Full Name of Referee:	
Position held:	
Organisation:	
Organisation address:	
Relationship to Referee:	
Email address:	
Referee Contact number:	
May be contacted prior to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section 13 : Declaration**

I confirm I am not named on the Children's Barred List or otherwise disqualified from working with children	<input type="checkbox"/>
I confirm I am not prohibited from carrying out 'teaching work'. Do not tick this box if the role for which you are applying does not involve 'teaching work'.	<input type="checkbox"/>
I confirm I am not prohibited from being involved in the management of an independent school. Do not tick this box if the role for which you are applying is not a management role.	<input type="checkbox"/>
I confirm, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight. Do not tick this box if the role for which you are applying does not involve the provision of 'childcare'.	<input type="checkbox"/>
I confirm I have provided details of all my online profiles (including social media accounts under nicknames and/or pseudonyms) and I have not knowingly withheld any information.	<input type="checkbox"/>
I confirm that the information I have given on this application form is true and correct to the best of my knowledge.	<input type="checkbox"/>
I understand providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence	<input type="checkbox"/>

Signed:		Dated:	
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Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13.

## Appendix 1 : Spent convictions and the DBS filtering rules

### Spent Convictions

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of conviction
Prison sentence of more than 4 years.	Never	Never
Sentence of imprisonment, youth custody, detention in a young offender institution or corrective training of over 4 years.		
Sentence of preventive detention.		
Sentence of detention at Her Majesty's Pleasure.		
Sentence of custody for life.		
Public protection sentences* (imprisonment for public protection, detention for public protection, extended sentences of imprisonment or detention for public protection and extended determined sentences for dangerous offenders).		
A public protection sentence (the provisions for which are set out in Part 12 of the Criminal Justice Act 2003 and Part 8 of the Armed Forces Act 2006 means a sentence of imprisonment or detention, as detailed above, imposed for specific sexual and violent offences.		
Prison sentence of more than 30 months but less than or equal to 4 years.	Length of Service + 7 years	Length of service + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months.	Length of Service + 4 years	Length of Service + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of Service + 2 years	Length of Service + 18 months
Remove from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order or youth rehabilitation order	1 year	6 months
Fine	1 year	6 months
Compensation order	Once paid in full	Once paid in full
Absolute discharge	Spent immediately	Spent immediately
Driving disqualification	End of the disqualification	End of the disqualification
Driving endorsement	5 years from the date of conviction	30 months from the date of conviction
Relevant order (include conditional discharge orders, restraining orders, hospital orders, bind overs, referral orders, care orders and any order imposing a disqualification, prohibition or other penalty not mentioned in this table.	End of the order or, if no date given, 2 years from the date of conviction – unless the order states “unlimited”, “indefinitely” or “until further order” as in these cases it will remain unspent	End of the order or, if no date given, 2 years from the data of conviction – unless the order states “unlimited”, “indefinitely” or “until further order” as in these cases it will remain unspent
Conditional cautions, youth conditional caution	3 months or when caution ceases to have effect if earlier	3 months or when caution ceases to have effect if earlier

## Appendix 1 : Filtering rules

You are not required to disclose information about spent convictions for offences committed in the United Kingdom if you are over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction
- It is your only offence
- It did not result in a custodial sentence and
- It does not appear on the list of 'specified offences'.

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of 'specified offences'.

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- Five and a half years have elapsed since the date of conviction
- It is your only offence
- It did not result in a custodial sentence and
- It does not appear on the list of 'specified offences'.

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of 'specified offences'.

The list of 'specified offences' that will always be disclosed can be found at:

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