

# Moreton Hall



Please return all completed application to:

The Principal  
Moreton Hall  
Weston Rhyn  
Oswestry  
Shropshire  
SY11 3EW

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## JOB APPLICATION FORM

All information on this form will be treated as Strictly Confidential  
in accordance with the General Data Protection Regulations (GDPR)

Job Title: \_\_\_\_\_

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

Thank you for requesting an application form for the above vacancy. This application form plays an important part of our selection process and should be completed as fully and effectively as possible. Please note that CVs can be attached to the application form but should not be supplied instead of a completed application form. If you require an application form in a different format please contact [hr@moretonhall.com](mailto:hr@moretonhall.com).

◆ **DATA PROCESSING**

Please refer to the Moreton Hall Privacy Notice:

<https://moretonhall.org/privacy-notice/>

◆ **EQUAL OPPORTUNITY**

Moreton Hall adheres to current equalities legislation and codes of practice.

Preliminary Details	
Full Name	
Your resignation deadline	
Present Salary	
How did you become aware of this vacancy?	

### 1. PERSONAL INFORMATION (BLOCK CAPITALS)

Title:	Forename(s):	Surname:
Address:	Former Name (e.g Maiden name or where any previous change of name/s )	
Postcode:		
If you have been at your current address for less than 5 years please provide any previous address:		
Previous Address:	Previous Address:	
Postcode:	Postcode:	
Length of time at address:	Length of time at address:	

#### Contact Details:

Home Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. GENERAL INFORMATION

Do you hold a current valid Driving Licence? Yes  No

NB This is only relevant if driving is an essential requirement of the role. However, please note that we are in a rural area, which is not well served by public transport.

Do you have Qualified Teacher Status? Yes  No

If yes, please provide your Department of Education Number: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

### 3. PROFESSIONAL MEMBERSHIP

Date	Professional Body	Membership No:	Grade / Level



## 6. CURRENT AND PREVIOUS EMPLOYMENT

(Give details of all your previous jobs starting with the most recent first, including any other position held with your present employer. References may be sought from your previous employers)

Dates of Employment From                      To		Name of Employer	Position Held	Reason for Leaving

Duties

Dates of Employment From                      To		Name of Employer	Position Held	Reason for Leaving

Duties

Dates of Employment From                      To		Name of Employer	Position Held	Reason for Leaving

Duties

Dates of Employment From                      To		Name of Employer	Position Held	Reason for Leaving

Duties

Dates of Employment		Name of Employer	Position Held	Reason for Leaving
From	To			

Duties

**6.1. GAPS IN EMPLOYMENT**

Please provide dates and details of any gaps in employment.

## 7. FURTHER DETAILS

(Please include any information you think is relevant to the position you are applying for)

What have been your three main achievements in your current or previous employment?

1)

2)

3)

Please give any information that you think will support your application, include relevant experience, skills and any specialist knowledge you feel that you can offer. Continue on a separate sheet if necessary.

## 8. Disclosure and Barring Checks

I am aware that the post for which I am applying is subject to an Enhanced Disclosure and Barring Check and is exempt from the Rehabilitation of Offenders Act 1974 as amended. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?

If Yes, then please provide details in a sealed envelope marked as 'Confidential' and return with the application form.

**Any offer of employment made following this application is made subject to a satisfactory DBS check**

## 9. OTHER INFORMATION

Please confirm if you know any employee, volunteer or Governor of Moreton Hall please give full details of how you know them. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal. Canvassing will disqualify an applicant for appointment.

## 10. REFERENCES

Please list below the names and addresses of three referees, one of which must be your current or most recent employer. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. The school is unable to accept references from relatives or referees writing solely in the capacity of friends.

### Details of First Referee:

Name:

Position

Company

Address

Telephone Number

Email

### Details of Second Referee:

Name:

Position

Company

Address

Telephone Number

Email

### Details of Third Referee:

Name:

Position

Company

Address

Telephone Number

Email



## 11. DECLARATION

I confirm and certify that to the best of my knowledge the information I have provided on this application form, and all other supporting information are true and correct. I understand that if I provide misleading or incorrect information, or have failed to disclose information this will result in the summary termination of any contract of employment offered.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally and factually accurate answers.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. <https://www.gov.uk/government/publications/dbs-filtering-guidance>

All other spent connections and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

**I have nothing to declare/ I enclose a confidential statement  
(please delete as appropriate)**

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(If your application has been made on-line you will be asked to sign this form if invited to interview)

**In accordance with Keeping Children Safe in Education, 2022, para 220 we will undertake an online search as part of our due diligence of candidates.**

## Recruitment, Selection and Disclosures Policy and Procedure

### 1. General

Moreton Hall Educational Trust Limited ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's Application Form and recruitment process must be directed to the HR Administrator.

An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children, this includes volunteers, supply staff and those employed as third parties.

All checks will be made in advance of employment.

### 2. Scope of this Policy

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the **Education (Independent Schools Standards) (England) Regulations 2014**, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and in the case of agency workers which includes supply staff, the School insists on sight of the original DBS check.

Any staff who TUPE transfer into the School's staff, will be required to undertake the statutory requirements with regard to safer recruitment checks.

With regards to contractors, unchecked contractors will in no circumstance be allowed to work unsupervised in School.

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the governors, and who carries overall responsibility for the day-to-day management and control of the charity. At Moreton Hall this would be the Principal.
- A person who is accountable only to the Principal or the governors, and who is responsible for the overall management and control of the charity's finances. At Moreton Hall this would be the Financial Controller.

Being disqualified means that a person can't take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

### **3. Application Form**

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Upon receipt of the application form, the School will check employment history, ensuring that any gaps in employment history are noted and the candidate can explain any gaps in full at interview. A record must be kept on the Staff Checklist Form advising that all gaps have been explained. Any discrepancies will be discussed with the candidate.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for as well as details of the data the School holds in relation to their employment, as detailed in the Privacy Policy.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Principal. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Principal for advice.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (as amended 2013 and 2020) 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 at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.

### **4. Disqualification**

The Childcare (Disqualification) Regulations 2018 ("the Regulations") provide that a person who is disqualified under the Regulations may not provide relevant childcare or be directly involved in the management of such provision. Further, the Regulations provide that we are prohibited from employing a disqualified person in connection with relevant childcare provision and it is an offence to knowingly employ such an individual.

Disqualification means disqualification from providing childcare. The list of criteria for disqualification is long (the full version can be seen in the DfE guidance which can be accessed via the following link:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

but the highlights are as follows:

1. inclusion on the Disclosure and Barring Service (DBS) Children's Barred List;
2. being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the Regulations;
3. certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the Regulations;

4. refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the Regulations;
5. being found to have committed an offence overseas which would constitute an offence regarding disqualification under the Regulations if it had been committed in any part of the United Kingdom.

Please note that disqualification 'by association', living in the same household where another person who is disqualified lives or is an employee, as specified in regulation 9 of the Regulations, now only applies to domestic childcare provision and no longer applies to schools under the updated 2018 regulations. However, due concern should still be given by all staff members to raising any concerns of a safeguarding nature with their Designated Safeguarding Lead (DSL).

The disqualification requirements apply to the following staff:

- Early years provision - any member of staff who provides any care for a child up to and including reception age. This includes breakfast clubs, lunchtime supervision and after school care provided by the school both during and outside of school hours for this early years age range.
- Later years provision, for children under 8 - save that the Regulations do not apply to education or supervised activity for children above reception age during school hours or in after school or co-curricular educational clubs. However, the Regulations do apply to before school settings, such as breakfast clubs and after school provision that would constitute childcare.
- The Regulations also apply to staff, who are responsible for managing either the early or later years provision in that setting. We are required to use our judgement to determine who is covered.

With this in mind staff must inform the Principal immediately of any circumstance that may impact on their suitability to work with children in accordance with the Regulations. Staff are required to fill in a Self-Declaration Form as part of the Application Process. It is the responsibility of all staff to let the Principal know at the earliest convenience of any change in circumstance that may impact their suitability to work with children in accordance with the Regulations.

Any failure to disclose such information may be treated as a disciplinary matter in accordance with the Schools Disciplinary Procedure. If staff are unsure as to whether they are covered by the Regulations or whether a disclosure is required they must seek guidance from The Principal.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

## **5. References**

The School will seek the references for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

All references will be followed up over the telephone; electronic references will only be accepted if coming from a legitimate source.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved

working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

## **6. Invitation to Interview**

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least three people chaired by the Principal or another designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Principal's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body. If an application form has been submitted electronically candidates will be required to sign and date this in hard copy at interview and prior to interview we require at least one reference.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

The successful candidate will be required to provide proof of their right to work in the UK.

## **7. Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references, including last employer (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State; Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
  - Planning and preparing lessons and courses for pupils
  - Delivering and preparing lessons to pupils
  - Assessing the development, progress and attainment of pupils

- Reporting on the development, progress and attainment of pupils;
5. Any gaps in employment history explained in full (recorded)
  6. Verification of professional qualifications, where appropriate;
  7. Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);
  8. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered; and
  9. Satisfactory medical fitness, subject to the Equality Act and the requirements for the role.
  10. Confirmation from the candidate that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018. Or receipt of a signed Staff Suitability Declaration form showing that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018.
  11. For a candidate to be employed into a senior management position as set out above under "Scope of this Policy", receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
  12. Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department; and

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Recruitment Privacy and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn if a successful candidate is disabled without first consulting with the applicant, considering medical evidence and reasonable adjustments.

## **8. Criminal Records Policy**

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request [or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>].

## **9. DBS Update Service**

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

## **10. Retention and Security of Records**

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of documentation relating to unsuccessful applications and DBS certificates will not be retained for longer than 6 months.

The School will comply with its data protection obligations in respect of the processing of criminal records information.

More information on this is included in the Privacy Notice: <https://moretonhall.org/privacy-notice/>

## Appendix

### Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006 (As amended 2018)".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.



Reviewed: September 2022  
Reviewed by: SLT  
Next Review: September 2023