



HORNSBY HOUSE
SCHOOL

**CONFIDENTIAL APPLICATION FORM
NON TEACHING STAFF**

NAME:

POSITION APPLIED FOR:

When completed, this form should be posted or emailed to
Ms Tarina Starkey
Hornsby House School
Hearnville Road
London
SW12 8RS
Telephone : 020 8673 4325

Email: recruitment@hornsbyhouse.org.uk
Web: www.hornsbyhouse.org.uk

1. Contact details

Title:	First Name:	Middle Name(s):
Surname:		If you have previously been known by another name, please specify:
Date of Birth:		Nationality:
Current address (including postcode):		
How long have you lived at this address?		
Previous Address (provide details of all addresses used in the last five years, use separate sheet if necessary):		
E-mail address:		
Mobile phone or home phone number:		

2. Other information about you

Do you require a Work permit/Visa to work in the UK?	YES/NO (delete as appropriate)
Do you hold a current UK Driving Licence?	YES/NO (delete as appropriate)
If currently employed, how much notice do you have to give your employer?	
Please state your current annual salary:	
National Insurance Number:	
Where did you see this vacancy advertised?	
Are you related or known to an existing employee or a member of the governing body of Hornsby House School? YES/NO (delete as appropriate) If so, please indicate how you know them.	
Health – please provide any information we need to know at this stage in your application e.g. if invited to interview would you need any particular arrangements i.e. communicator, equipment?	

3. Education History (starting with the most recent)

School / College / University include dates to and from	Subject/area of study	Qualification	Class/grade awarded

4. Employment History

Please supply details of all employment, self-employment and any periods of unemployment since the age of sixteen, **giving details of current employment first.**

Please give in each case the reasons for leaving each employment.

Please provide, where appropriate, explanations for any periods not in employment, self-employment, training, or further/higher education.

If you have worked abroad, please complete Section 5.

Please use the continuation sheet at the back if necessary.

Start date	Name of employer/position held and details of employment or explain periods not in employment	Reason for leaving	End date

5. Living or working outside the UK in the last five years.

Have you lived or worked outside of the UK (for three months or more) in the last ten years?	YES/NO (delete as appropriate)
If yes, please give details.	

6. Professional development and training

Please give details of any relevant training you have undertaken in the past three years.

Date	Course title or description	Course Provider

7. Other interests and activities

Please give information about any interests, hobbies or activities in which you are involved.

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8. Your interest in this post

Please state why you are applying for this post and say what particular attributes, qualities or special areas of interest or expertise you would bring to it. (Use the continuation sheet if necessary.)

9. Referees

Please give the contact details of two referees. **If you are shortlisted, we intend to obtain references prior to interview. If you have concerns regarding this, please specify below.**

- The first referee must be your current or most recent employer.
- If you are not currently working with children but have done so in the past, the second referee must be from the employer by whom you were most recently employed in work with children.
- If you are or have recently been a student then one of your referees should be your Tutor or Head of Year.
- Where a referee is not from a school, the referee must be a senior person from that organisation
- Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.
- The school reserves the right to take up references with any previous employer. If you have previously worked overseas the School may take up references from your overseas employers.
- Please note that referees may be contacted by telephone for verification of the reference they have provided.

First referee (current or most recent employer)

Name of referee	
Organisation	
Job title of referee	
In what capacity do you know the referee	
Address	
Telephone number	
E-mail address	
If you are shortlisted, may we contact this referee prior to interview? YES /NO (delete as appropriate)	

Second referee

Name of referee	
Organisation	
Job title of referee	
In what capacity do you know the referee	
Address	
Telephone number	
E-mail address	
If you are shortlisted, may we contact this referee prior to interview? YES /NO (delete as appropriate)	

10. Pre- employment checks

Details of all checks are to be found in our Staff Recruitment Policy which is available on request. If you are shortlisted for interview, you will be required to complete a Self Declaration Form prior to interview and online searches may be carried out as part of due diligence checks which will involve screening of social media profiles. All offers of employment are made subject to the receipt of references satisfactory to the School, proof of qualifications (where relevant), proof of eligibility for employment and a decision based on an Enhanced Disclosure and Barring Service (DBS) check. In addition, the School reserves the right to require satisfactory medical clearance.

11. The welfare, protection and safety of pupils

Hornsby House School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check. As part of our selection process shortlisted candidates should expect us to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references. The interview process will explore candidates' suitability for working with children and their previous experience in such roles.

The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. If offered employment, we are required to check your up to date DBS status before you are permitted to start work.

Do you have a DBS certificate?

YES / NO
(Please delete as appropriate)

If yes, are you a current member of the Update Service?

YES / NO
(Please delete as appropriate)

CHILDREN ACT, 1989

The *Children Act, 1989* places a statutory obligation on schools to safeguard and promote the welfare of children attending them.

It is a criminal offence for barred individuals to apply to work in a regulated activity with children, young people, or adults at risk. If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on Gov.uk

REHABILITATION OF OFFENDERS ACT, 1974

The post for which you are applying involves substantial opportunity of access to children. It is exempt from the *Rehabilitation of Offenders Act (ROA), 1974*. You are therefore required to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). Please note that the amendments to the Exceptions Order 1975 (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. You are also required to declare any outstanding case(s) against you.

You should be aware that the School will institute its own checks with the Enhanced Disclosure and Barring Service (DBS) and DfE. Please submit information in confidence, enclosing details in a separate sealed envelope which will be seen only by the Headmaster and Bursar. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if a discrepancy comes to light.

I have nothing to declare

(Please delete one of the statements, as appropriate.)

I enclose a confidential statement

I hereby certify that the statements on this form are true and correct and that no material information is omitted.

I understand that providing false or misleading information is an offence which could result in my application being rejected, or, disciplinary action being taken after my appointment; it may also amount to a criminal prosecution.

Signed _____

Name _____

Date _____

When completed, this form should be posted to Ms Tarina Starkey, Hornsby House School, Hearnville Road, London SW12 8RS or emailed to recruitment@hornsbyhouse.org.uk

Child Protection at Hornsby House School

Hornsby House School [HHS] is totally committed to doing all it can to ensure the safety and well-being of all its pupils.

Comprehensive Child Protection Policies (Safeguarding and Welfare Policy Part 1 and 2) can be found on our school website

<https://www.hornsbyhouse.org.uk/about-us/policies/>

In line with HM Government recommendations this includes a statement on Safer Employment Practices.

All adults who work at the School must be conversant with the document and must recognise that there is an absolute duty to respond to any issues that are brought to their notice.

Training in safeguarding children is given to new members of staff and covers essential issues such as:

1. Definition of Child Abuse.
2. Typical Indicators of child abuse.
3. Details of what an adult must do if a child wishes to make a disclosure of abuse.
4. The procedure for recording a disclosure.
5. The need to discuss any Child Protection concerns with the appropriate Child Protection Officer [CPO], without delay.
6. The requirement to lodge any 'Record of Child Protection Concern' with the [CPO] immediately.
7. An outline of how the work of the Child Protection Officer relates to Wandsworth Borough Safeguarding Children Boards.

Designated Safeguarding Officers are:

Designated Safeguarding Lead	Mr Alistair Gerry	Deputy Head (Pastoral)	alistair.gerry@hornsbyhouse.org.uk
Deputy Lead	Mr Edward Rees	Headmaster	edward.rees@hornsbyhouse.org.uk
Deputy Lead	Mrs Rebecca Flute	School Nurse	rebecca.flute@hornsbyhouse.org.uk
Deputy Lead	Mr Michael Cooper	Assistant Head (Pastoral)	michael.cooper@hornsbyhouse.org.uk
Deputy Lead	Mrs Amy Gemmell	Head of Lower School	amy.gemmell@hornsbyhouse.org.uk

Phone: 020 8673 7573

JOB APPLICANT PRIVACY NOTICE

Hornsby House School (our 'organisation') collects a range of data about you during a recruitment process which will include:

- Your name, contact details and address;
- Details of your skills, qualifications, experience and employment history;
- Information regarding your right to work in the UK; and
- Details regarding your current level of remuneration and any work benefit entitlements

This information will be collected from your application form, CV and/or covering letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided.

We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal record checks, as applicable. This data will be stored in an electronic format (including email) on our internal IT systems and also in paper form within our HR Department.

Your information may be shared internally for recruitment purposes with our Senior Management Team strictly for decision making purposes. We do not share your data with any third parties. If your application is unsuccessful we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing. We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during a recruitment process to ensure that we make and keep records of this process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer roles too. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims. As a data subject, you have a number of rights including access to your data on request, to stop us processing your data on demand, to ask us to delete your data on demand or to change any incorrect or incomplete data we hold on you. If you believe that we have not complied with your rights, you can complain to the Information Commissioner. Our organisation will not transfer your data outside of the European Economic Area. We will protect your data internally through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by our employees except in the proper performance of their duties. We will keep your personal data in this regard for a maximum of six months, unless you withdraw your consent during this timescale. Our recruitment processes are not based on automated decision making and you are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

More information as to how we use your data is contained in Our Privacy Notice -

<https://www.hornsbyhouse.org.uk/wp-content/uploads/2023/10/Privacy-Notice-2023.pdf>

If you have any concerns or questions about how we look after your personal information, please contact the Bursar who is the Privacy and Compliance Officer at privacyofficer@hornsbyhouse.org.uk.