



WALTHAMSTOW HALL
SEVENOAKS

STAFF RECRUITMENT POLICY AND PROCEDURES

Including Single Central Register Pro-Forma, Exemplar Job Description and other appendices

[This policy forms one of a suite of policies at Walthamstow Hall for safeguarding children]

Policy

Walthamstow Hall is committed to recruiting and retaining well-qualified staff of the highest possible calibre. The staff recruitment policy should be read in conjunction with other School policies including those on child protection, equality and disability. These policies have been formulated with regard to requirements of related legislation, notably safeguarding legislation including:

- Keeping Children Safe in Education, September 2020;
(<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)
(Keeping Children Safe in Education replaced Safeguarding Children and Safer Recruitment in Education in April 2014, but much of the detail of SCSRE in respect of employment procedure still forms a best practice guide to safer recruitment);
(<https://static.lgfl.net/LgflNet/downloads/online-safety/LGfL-OS-Research-Archive-2006-DfES-Safeguarding-Children.pdf>)
- Working Together to Safeguard Children, July 2018 (Updated 2019, date unchanged);
(<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>)
- Prevent Duty Guidance, July 2015;
(<https://www.gov.uk/government/publications/prevent-duty-guidance>)
- DfE guidance (May 2018) on Prohibition from Management checks;
- Disqualification under the Childcare Act statutory guidance September 2018. This policy also has regard to the following legislation:
 - Childcare Act 2006
 - The Childcare (Disqualification) Regulations 2009

Walthamstow Hall recognises fully its responsibilities for child protection and the contribution it can make to protect children and young people and support pupils and to keep them safe. It is committed to providing training for all staff and volunteers as required to support these aims. All staff are expected to follow and support the child protection measures in place. Policies apply to all staff, governors and volunteers in the School. Governors, staff and those involved in recruitment are expected to have undertaken Safer Recruitment training and to be aware of best practice in this area, including duties under Prevent and Channel.

The aim of this Recruitment Policy is to:

- Ensure the appointment of the highest calibre candidate for any particular post, whether teaching or non-teaching.
- Ensure that the selection and appointment process is rigorous, fair and efficient at every stage. We do not discriminate against any candidate on grounds of race, sex, sexual orientation, religion, gender, age, mental or physical disability, responsibility for dependants or offending background. The process may include tasks, observations and interviews as appropriate to the post, to discriminate between candidates.
- Ensure the present and future safety and well-being of all staff, pupils and others in the School.
- Secure the continued success and development of the School.

To this end those responsible for recruitment will have the appropriate training in safeguarding, safer recruitment, child protection, including Prevent/Channel, and other key issues. Appointment of a Headmistress, Bursar or other senior staff will always include Governor involvement and other appointments may include Governor involvement in the process at the Headmistress's discretion. The School is committed to providing Continuing Professional Development and Inset Training as required for employees, volunteers and Governors.

Applicants are made aware of the School's policy and procedures, which are regularly reviewed and which are available on the School's website.

Disqualification under the Childcare Act 2006 (and statutory guidance Sept 2018)

The Act and the Regulations state that it is an offence to employ anyone in connection with early years or later years provision with children up to the age of 8 who is disqualified from doing so. To this end at Walthamstow Hall all staff involved with early years or later years (up to the age of 8) childcare are required to complete a self-declaration form about any disqualifications under the Act (Appendix 5). This is an on-going duty and all relevant staff are required to inform the School if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. A record is kept centrally and in individual staff files. The grounds for disqualification include:

- Being on the DBS Children's Barred List.
- Being subject to a Section 128 direction or prohibition under the Teaching Regulation Agency (TRA) list, including individuals barred from taking part in the management of an Independent School.
- Being cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad.
- Being the subject of certain other orders relating to the care of children.
- Refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering.
- For individuals who have lived or worked outside the UK¹. Such checks and confirmations as the School may consider appropriate so that any relevant events

¹ The DfE guidance 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021' makes it clear that "Teachers will be requested to provide proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. Such evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability".

The ability or requirement to ask teachers from the EEA for proof of past conduct as a teacher is not currently in KCSIE and so it is not an inspection matter. However, in the light of the guidance, from January 2021, it is recommended that

that occurred outside the UK can be considered. **[For an EEA teaching candidate:** This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked.]

- The Home Office has published guidance on criminal record checks for overseas applicants at: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- The DfE has also issued guidance on the employment of teachers from overseas (September 2020, updated February 2021) : <https://www.gov.uk/guidance/recruit-teachers-from-overseas>

The Procedure

All appointments are made and administered by the Headmistress or, in her absence, the Deputy Heads of the School. Whilst other staff, e.g. The Junior School Management Team, may be involved in the process, the Headmistress is responsible for staff appointments. The only exceptions to this are staff recruited by the Bursar or Governors using the same procedure.

Posts may be advertised in the national, and/or local press (as appropriate) and/or on relevant websites and internally. Where appropriate, e.g. where additional teaching hours are not required, posts of responsibility may be advertised internally in the first instance, before being advertised externally should a suitable appointment not be possible from amongst existing staff. On occasions where other appropriate means are used to recruit staff, e.g. medical staff agency, teaching supply agency, requirements with regard to checks and all relevant information required still apply, e.g. Qualifications, Right to Work in the UK, DBS Enhanced disclosure, Barred List, Prohibition from teaching/management, Disqualification from childcare. [The Agency supplying details of candidates will be asked to confirm that necessary checks are in place and that the identity of the individual will be verified by the School on arrival.]

Following initial enquiries, applicants will be invited to download from our website:

- (1) General information about the School, stating its ethos and aims and the requirements of being an employee.
- (2) Specific information relating to that post, the qualifications and personal skills and qualities sought.
- (3) An Application Form (see appendix) for information required of candidates.
- (4) Application and Recruitment Process Explanatory Notes, including details of pre-appointment checks.

Candidates who request additional information in the public domain, e.g. a prospectus, may be supplied on request.

Only candidates who complete the information required on the Application Form will be considered. After an initial selection, based on the Application Form, a short-list of candidates will be selected and invited to attend for interview and further assessments. Precise details of these will be supplied to candidates invited for interview.

schools request the letter of professional standing as best practice for recruitment for teachers from the EEA. For clarity, this applies to EEA teachers only and not generally to those who are recruited from overseas.

Further assessments may include teaching a prepared lesson whilst observed (using the School's lesson observation form) or completing other tasks in controlled conditions e.g. library exercise/ admin typing task.

Candidates may be required to undergo a medical examination to test their fitness to work with children, before any offer of employment is confirmed. All candidates will be required to complete a Medical Questionnaire prior to employment.

Candidates invited to interview will be required to provide:

- Evidence of identity.
- Evidence of qualifications.
- Evidence of valid Enhanced DBS check if possible.

A Single Central Register of staff appointments is held by the Headmistress and is available to the Bursar who is the Data Protection and Compliance Officer.

Prior to interview, the School will seek at least two references, including the candidate's current or most recent employer. Please note that the School will not accept open references or references from relatives or referees writing solely in the capacity of friends. The School reserves the option of making telephone contact with referees.

Candidates will be interviewed individually and given every opportunity to ask questions as well as being asked questions.

Candidates will be reimbursed for reasonable expenses using the School's relevant application form.

After due consideration of all factors, all candidates will be contacted with the outcome of the process as swiftly as possible. The successful candidate is offered the post formally in writing, subject to satisfying the necessary statutory checks.

Teaching staff recruits will be subject to a further pre-employment check to ensure that they are not subject to a Prohibition Order issued by the Secretary of State. This check is carried out using the Employer Access Online Service.

Pre-employment checks on volunteers, staff or contractors and other individuals that are not School staff or supply staff are completed according to the requirements set out in KCSIE (Sept 2020) including section 128 directions for internal promotions to management positions.

No post is confirmed until the necessary references, checks and evidence are in place. Staff contracts can only be signed following satisfactory completion of this process.

No decision on an appointment will be made public until written confirmation of the offer is despatched, written acceptance received and all formalities and requirements satisfactorily completed and recorded.

Once a candidate has accepted a post, a file is established for that individual and maintained in accordance with data protection legislation. Successful candidates will be invited to appropriate new staff induction training provided and inducted in the School's policies and procedures.

In addition, staff are given access to the A – Z Staff Handbook (now a living document) which contains guidance and key information.

Staff are included in systems for training, support and feedback once employed and these are regularly audited.

For volunteers not engaged in regulated activity, a risk assessment will be completed.

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Reviewed May 2021
Next Review Date Sept 2021

Signed: Date:

Mrs J Adams
Chair of Governors

Appendices:

- Appendix 1: Exemplar Job Description
- Appendix 2: Exemplar Application Form and Application and Recruitment Process Explanatory Notes
- Appendix 3: Candidate Identity/Credential Form
- Appendix 4: Single Central Register Pro Forma (listing checks)
- Appendix 5: Childcare Disqualification requirements – Self-Declaration form
- Appendix 6: Pre-Employment Health Questionnaire



WALTHAMSTOW HALL

SEVENOAKS FOR GIRLS AGED 3-18

Job Description for Head of Biology

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.

Commencing

September 2021

Summary of the role

A well-qualified, dedicated, enthusiastic and inspiring teacher is required to lead our successful and forward-looking department, teaching up to Year 13, including Oxbridge preparation. IGCSE and A Level are offered and numbers in the Sixth Form are consistently strong in Biology. The department is very well-resourced and lessons are taught in well-equipped laboratories.

The person appointed will be able to lead and inspire the department, encouraging students to enjoy and succeed in Biology at all levels.

The Department

Teachers at Walthamstow Hall get to know their students very well and foster positive working relationships with them. We aim to make the lessons interesting and enjoyable, using a range of teaching techniques, and to build confidence and resilience in the students. Practical work is a key component of the lessons. The staff in Biology work closely together, sharing ideas and resources, and are extremely supportive of each other. In addition to the Head of Biology, teaching staff currently consist of 5 part-time teachers, most of whom also teach other sciences. The department is supported by a strong technician team of 2 full-time and 2 part-time members of staff.

There are 2 dedicated Biology laboratories as well as a general Science laboratory. The department is well-equipped with experimental apparatus. We have ready access to laptops for datalogging or ICT work and to iPads for lessons.

In the current academic year, 17 Year 12 students and 15 Year 13 students, each in 2 sets, are studying the AQA specification for A Level Biology. The number of students studying Biology in the Sixth Form is consistently strong, with many subsequently choosing Medicine, Veterinary Science or Biology-related subjects at university. In 2020, 33% of students achieved A* and 60% A* - A grades at A Level. In 2019, 40% of students achieved A* and 80% A* - A grades at A level.

In Years 10 and 11 all students take the Edexcel International GCSE course, the majority choosing to follow the Separate Science course, with a smaller number opting for the Double Award Science qualification.

Students studying Separate Sciences in Years 10-11 are timetabled for 4 lessons of Biology and those students studying Double Award Science are timetabled for 3 lessons of Biology.

Examination results in these courses have been excellent over the last few years, with many achieving the top grades. In 2020, 98% achieved grades 9-7 in Biology. 100% of students studying Double Award Science achieved Grades 9,9 – 5,4. In 2019, 97% of students achieved grades 9-7 in Biology and 100% of students studying Double Award Science achieved Grades 9,9 – 5,4.

Years 7-9 are taught in mixed ability groups and timetabled for 1 double lesson per week of Biology. The Biology courses in Years 7-8 are designed to develop in the students both practical expertise and theoretical understanding, aiming also to instil a sense of “awe and wonder” and an attitude of curiosity and scientific enquiry. Students are introduced to a broad range of topics, most of which are revisited during the IGCSE course. Students start the IGCSE course at the beginning of Year 9.

The Biology department offers many co-curricular activities including Year 7 Science Club and an outing to Port Lympne, focusing on adaptation, for Year 7, Royal Society Summer Science Exhibition and the Biology Challenge for Year 10 and Biology in Action lectures for Year 12. An A Level Biology field trip is organised for Year 12 students. Year 12 students also take part in the Intermediate Biology Olympiad competition.

The Biology department is committed to the Science department’s Outreach programme with local primary schools. This includes invitations to use the Science laboratories, to attend some Science Club and Science Week activities and to provide Year 6 Science Transition lessons towards the end of the summer term.

<p>The successful applicant:</p>	<ul style="list-style-type: none"> • Will be suitably qualified at degree level and in teaching across all Key Stages (including Oxbridge preparation). • Will have enthusiasm for Biology and an ability to communicate it to pupils at all levels. • Will need to be competent in ICT and willing to develop its use within the department. • Will have the ability to lead and work within a team. • Will be committed to his/her own and others’ professional development.
<p>Line Manager</p>	<p>Head of Science</p>
<p>Responsibilities</p>	<p>In addition to fulfilling the role of a subject teacher, the Head of Department has the following additional responsibilities:</p> <ul style="list-style-type: none"> • To contribute to the strategic direction and development of learning within the wide field of Biological Sciences (where this might, for example, lead to the School offering additional subject options and qualifications). • To create a positive climate and a shared understanding of the importance of Biology within the School, and of the short, medium and longer term plan for its development. • To identify and promote best practice within the Biology department. • To assist the Head of Science in maintaining the Science department’s Outreach activities with local primary schools. • To assist the Head of Science in promoting cross-curricular initiatives such as Science in the News projects.
<p>Curriculum</p>	<ul style="list-style-type: none"> • To inspire all students across all ages and aptitudes to develop their curiosity and understanding in Biology, in order to achieve their full potential in the subject.

	<ul style="list-style-type: none"> • To keep up-to-date with developments in Biology teaching, especially leading to changes in examination requirements. • To write and update programmes of study and Schemes of Work for all year groups. • To teach across all Key Stages of the Senior School.
Teaching and Learning	<ul style="list-style-type: none"> • To ensure that the aims, objectives, curriculum coverage, teaching strategies, assessment and reporting procedures and risk assessments are kept up-to-date in the department's Handbook and Schemes of Work. • To ensure that each member of the department is clear about the department's teaching objectives and methods that will challenge each student and enable her to achieve her full potential. • To establish and implement policies and procedures for assessing, recording and reporting student progress and for relating this to previous performance and to potential, including those with particular needs, whether AGT or SEN. • To make effective use of data (including ALIS, MidYIS) to help in monitoring standards of learning and teaching and to identify under-performance of students as well as those who have high potential. • To observe lessons on a regular basis to evaluate the quality of teaching and to identify and promote good practice. • To identify and promote opportunities for students to develop their ICT skills and to become increasingly independent learners. • To liaise with pastoral heads, tutors and parents about student performance and matters of discipline.
Leading and managing staff	<ul style="list-style-type: none"> • To line-manage departmental staff and to make recommendations about their professional development. • To participate fully in appraisal/performance development procedures of teachers and technicians in the department, assisting them in personal target setting and in developing to the full their potential. • To establish positive working relationships and clear expectations with the technician team. • To take an active part in arrangements for recruiting, inducting and supporting new staff and in covering for absent staff. • To hold weekly department meetings, ensuring that minutes are kept and circulated, including to the Line Manager and Senior Management. • To liaise with Senior Management in all matters relating to teaching and learning and about developments within the department. • To promote a positive and purposeful culture and a thriving environment within the department. • To encourage all staff members to further the aims of the department as much as they are able. • To oversee and coordinate the teaching and learning of Biology at the School.
Resources and Equipment	<ul style="list-style-type: none"> • To liaise with the technician team to ensure effective and efficient use of apparatus and resources. • To encourage the use of ICT, by teachers, technicians and students, and to keep abreast of new technology that may enhance teaching and learning. • To provide online and paper resources for teachers and pupils, including worksheets, tests, videos, simulations, textbooks etc.

	<ul style="list-style-type: none"> To bid for an annual budget from the School and to oversee expenditure. To liaise with ICT staff, maintenance staff and others to ensure the smooth and safe running of the department.
Health and Safety	<ul style="list-style-type: none"> To maintain a safe and pleasant working environment in all Biology rooms. To update the department Handbook and Schemes of Work annually, so that risk assessments (following/adhering to Cleapss guidance) for equipment are adhered to. To prepare risk assessments (following/adhering to Cleapss guidance) also for activities outside normal teaching time, such as Science Week.
Examinations	<ul style="list-style-type: none"> To oversee the teaching, learning and recording of examination courses. To prepare test papers and internal examinations. To write and mark scholarship and entrance papers. To introduce and prepare new examination courses as and when necessary.
Co-curricular activities	<ul style="list-style-type: none"> To coordinate activities and displays for the two Open Days each year and the Sixth Form Open Evening. To provide staffing at Biology support sessions. To enter Year 10 Separate Science students for the Biology Challenge competition. To help coordinate Year 12 students to prepare and deliver a Jeans for Genes school assembly. To organise and accompany Year 12 students on the Biology Field Trip. To accompany Year 12 students to Biology in Action lectures. To enter Year 12 students for the Intermediate Biology Olympiad competition. To assist the Head of Science to organise activities for Science Week. To assist the Head of Science to organise activities for Year 7 Science Club.

You may also be required to undertake any other comparable duties as the Headmistress requires from time to time.

Comments from current staff:

NQT: “I was completely struck by the extremely friendly, supportive and motivational atmosphere around the School during the interview process and just knew it was the right School for me.”

Head of Department: “As soon as I joined Walthamstow Hall, eight years ago, I knew I had made the right choice. There is a quite exceptional sense of unity and mutual support amongst the staff. Everyone pulls together with common purpose, in an atmosphere of warmth and friendliness.”

Head of Department: “I love the caring atmosphere where I feel that everyone is working as a team with the pupils’ success and welfare at the forefront of their minds There is a great sense of camaraderie.”

Employee benefits include:

- Staff concessionary School fees
- From September 2021 the School teaching staff will have a Defined Contribution Pension (details available from the Bursar's Office)
- Refreshments during working hours
- Ongoing training and development
- Free onsite parking
- Use of fitness suite and swimming pool (at allocated times)

Walthamstow Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

APPLICATIONS should be made on the School's Application Form and should be accompanied by a handwritten covering letter to the Headmistress, Miss Stephanie Ferro.

Please post your letter and application to:

Miss Stephanie Ferro, MA (Oxon), MA (Lond)
Headmistress
Walthamstow Hall
Holly Bush Lane
Sevenoaks
Kent TN13 3UL

The closing date for applications is Monday 22 February 2021 (by 12:00 noon)

Receipt of your application will be acknowledged.

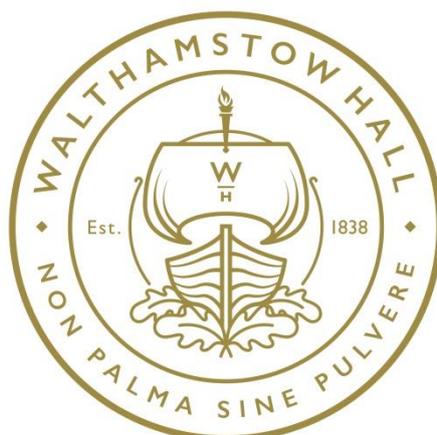
INTERVIEWS will take place in the week commencing 1 March 2021, likely day Tuesday 2 March. *References will be taken up before interviews.*

Interviews will take place with due regard to the School being Covid secure and any local restrictions or Government guidance in place at the time.

The School reserves the right to change these dates, and to close the vacancy at any time, so candidates are encouraged to apply well before the deadline.

Polite notice: Please note that it is not customary for the School to provide feedback to candidates.

February 2021



WALTHAMSTOW HALL

SEVENOAKS KENT

Staff Application Form

Position applied for:

Please complete and sign, date and return this Form to the **Headmistress, Walthamstow Hall, Holly Bush Lane, Sevenoaks, Kent TN13 3UL**, together with a covering letter in your own handwriting indicating your interest in, and suitability for this post. If you wish, you may include a photograph.

The School aims to recruit staff that share and understand our commitment to equality and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010 and welcomes applications for all posts from appropriately qualified persons regardless of sex, sexual orientation, race, religion, disability, pregnancy and maternity, gender reassignment, marriage and civil partnership or age.

Section 1: Personal details

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:	
Date of birth:		Former name:	
		Preferred name:	
Teacher registration number (if applicable):		National Insurance number:	
Address:		Telephone number(s):	
		Home:	
		Work:	
		Mobile:	
		Email address:	
How long have you lived at this address?			
If less than 5 years, please provide all previous addresses for the past 5 years:			
Length of time at address?		Length of time at address?	
Are you eligible for employment in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:			
Do you have Qualified Teacher status?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current full UK driving licence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2: Education

Please start with most recent

Name of School/college/ university	Dates of attendance	Examinations									
		Subject	Result	Date	Awarding body						
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Section 3: 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.

Professional Development

Please provide details of any Professional Development undertaken within the last 2 years:

Section 4: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any employee benefits?

Yes

No

If so, please provide details of these:

When is the earliest you could join us, were you offered the post?

Reason for seeking other employment:

Section 5: Previous employment and / or activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and / or duties	Reason for leaving			
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Section 6: Gaps in your employment

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

Section 7: Interests

Please give details of your interests, hobbies or skills, including voluntary work:

--

Section 8: Existing contacts within the School

Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

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Section 9: Please provide details of where you saw the advertisement for this role

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Section 10: 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 most 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 references from any previous employer.

Referee 1	Referee 2
Name:	Name:
Occupation:	Occupation:
Organisation:	Organisation:
Address:	Address:
Telephone number:	Telephone number:
Email:	Email:
May we contact prior to Interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 11: Declaration

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

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmistress or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Headmistress or the Bursar [as appropriate] for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (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. www.gov.uk/dbs

You should be aware that the School will institute its own checks on successful applicants for short listing with the DBS/TRA.

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
(please delete as appropriate)

I enclose a confidential statement

- **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.**
- **I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.**
- **I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.**
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
- **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**
- **I consent to the School making direct contact with the people specified as my referees to verify the reference.**
- **I confirm that, 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.**

Signed:

Date:

WALTHAMSTOW HALL - Application and Recruitment Process
Explanatory Notes

1. General

Walthamstow Hall 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 Headmistress or Bursar (as applicable).

2. Application Form

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be 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. Applicants will receive a Job Description and Person Specification for the role applied for.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] for advice.
- Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (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.
- For more information see the School's Staff Recruitment – Recruitment of Ex-Offenders Policy.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. 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.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before School and after School clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

- The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify [the School/their manager] immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- Staff and/or successful candidates who are disqualified from childcare or registration, may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the [Headmistress/Bursar] for more details.
- The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- 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.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or 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. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

3. Invitation to Interview

- 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 you from the awarding body.
- All candidates invited to interview must also bring with them:
 - A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
 - Where appropriate any documentation evidencing a change of name;

- Where applicable, proof of entitlement to work and reside in the UK².

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

- 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.

4. 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 from a senior person with appropriate authority (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 that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012;
5. Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status;
6. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
7. 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. [For an EEA teaching candidate³, this shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked];
8. Evidence of Satisfactory medical fitness;
9. [If required] Receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006 (July 2018)”;
10. For a candidate to be employed into a senior management position as set out within the School’s Recruitment, Selection and Disclosures Policy and Procedure, 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
11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

² From 1 January 2021, the UK will introduce a points-based immigration system which will change how schools employ staff from overseas. All overseas nationals arriving in the UK from 1 January 2021, including those from the European Economic Area (EEA) and Switzerland, will come under the UK’s points-based immigration system. Irish citizens will continue to be able to enter, work and study in the UK as they do now.

³ The DfE guidance ‘Changes to checks for EU sanctions on EEA teachers from 1 January 2021’ makes it clear that “Teachers will be requested to provide proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. Such evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability”. The ability or requirement to ask teachers from the EEA for proof of past conduct as a teacher is not currently in KCSIE and so it is not an inspection matter. However, in the light of the guidance, from January 2021, it is recommended that schools request the letter of professional standing as best practice for recruitment of teachers from the EEA. For clarity, this applies to EEA teachers only and not generally to those who are recruited from overseas.

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. 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 and takes seriously its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

5. References

We will seek the references referred to in section 4 above for all shortlisted candidates, including internal candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

For internal candidates, formal written references may be sought from a senior person with appropriate authority.

All referees will be asked if the candidate is suitable to work with children.

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.

6. 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.

7. 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 the School's Data Protection Policy.

CANDIDATE IDENTITY/CREDENTIALIAL FORM

Position applied for:

Interview Date:

Name:	
Tel No:	
References applied for:	
References received:	

- Identification of applicant verified by a current **photocard driving licence** **OR** current **valid passport** **OR** a full **birth certificate** :
- Proof of residency at current address provided **(I utility bill or financial statement)** showing current name and address:
- **Any documentation evidencing a change of name:**
- If not a UK citizen, **proof of entitlement to work and reside in the UK:**
- **Original documents** confirming any educational and professional qualifications:

Walthamstow Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

I verify that the information supplied to the school is accurate

Signature of Applicant:

Signature of person confirming authenticity:

Date:

APPENDIX 4

staff employed since inspection 25.6.19																
Name	Post	Actual Start Date	Date of written notification from supply agency that checks completed	Identity Check (eg address and DoB, passport) copies on file	Qualifications required Date seen or N/A	DBS - date of receipt / sight of cert. where relevant	Check of Barred List/List 99	Right to Work in UK	Overseas Check, where appropriate	EEA Check where appropriate (for teachers only)	Prohibition from Teaching (KL)	Prohibition from Management (AHO)	Two References seen by date	Employment History seen by date	Medical Pre-Employment Disclosure Date seen	Notes: including any acceptance of disclosure from another institution; arrangements with a supply agency; supervision
						If not checked, inspectors ascertain whether check was relevant	Required for those in regulated activity.				Required for those carrying out teaching work	Required for Proprietors, Heads, SLT and teacher Heads of Dept	Checked with regard to KCSIE Optional entry on Register	Required under Pt 4. Optional entry on the register.		
***	***	4/9/19	N/A	6/2/19	18/1/19	4/9/19	4/9/19	18/1/19	N/A	N/A	4/9/19	4/9/19	5/2/19	18/1/19	5/6/19	DBS check on 5 Jun Certificate number 001***** ** seen



WALTHAMSTOW HALL
SEVENOAKS

DISQUALIFICATION UNDER THE CHILDCARE ACT 2006

Self-Declaration form

Name:

.....

Position:

.....

Please respond to the questions listed below and sign the declaration to confirm that there are no reasons why you should not be working with children. If you are unable to meet any of the following aspects, please disclose this immediately to the Headmistress/Bursar/Line manager. The information contained in this declaration will be held by the School in strictest confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy.

Please circle either Yes or No for each question on this form.

When responding please disclose information relating to offences in the UK but also any equivalent offence overseas.

If you circle Yes to any question then please provide the following information in writing:

- 1 Details of the order, restriction, conviction or caution and the date that this was made;
- 2 The relevant court or body and the sentence, if any, which was imposed; and
- 3 Provide a copy of the relevant order or conviction.

Offences

To the best of your knowledge have you;

Ever been barred from working with children.

Yes

No

Ever been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, either at home or abroad? (Please see a list of the relevant offences set out in the Appendix below.)

Yes

No

Care of Children		
Have your own children been taken into care as a result of the care provided by you?	Yes	No
Have your own children been the subject of a child protection order?	Yes	No
Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering?	Yes	No
Are you 'Disqualified from Caring for Children'?	Yes	No

If you have answered 'yes' to any of the above, please provide further information below. This information will be used to determine whether or not you are disqualified from working with children. Please note that when providing further details, you do not need to provide details about any protected cautions or protected convictions. Please ask the **Bursar** for more information.

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Please note: Staff who are disqualified from childcare or registration, may apply to Ofsted for a waiver of disqualification. A factsheet explaining the process can be found on this link: <https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>. Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the **Headmistress/Bursar (as appropriate)** for more details.

I understand my responsibility to safeguard children, and I am aware that I must notify **my manager** immediately of anything that may affect my suitability to work with children.

I will ensure that I notify my employer immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.

Declaration

I confirm that I have completed this form to the best of my knowledge and that I have not knowingly withheld any relevant information. I understand that a failure to disclose relevant information now, or the providing of false information, may result in the termination of my employment [or the withdrawal of an offer of employment]. I understand that knowingly working in early or later years provision whilst disqualified is a criminal offence.

I understand that the School has a duty to disclose any relevant information provided to Ofsted and I consent to the School disclosing this information.

I understand that you may contact any previous employer, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.

Signature:

Position:

Date:

NB: Please return your completed form to the Headmistress as soon as possible. Thank you.

Under the Rehabilitation of Offenders Act 1974 (ROA), eligible convictions or cautions become 'spent' after a specified period of time, known as the 'rehabilitation period'. The rehabilitation periods depend on:

- the sentence given or disposal administered as a result of a conviction
- the age of the individual on the date they are convicted

The table below shows the rehabilitation periods for the most common sentences and disposals.

Rehabilitation Periods table

Sentence or disposal	Rehabilitation period if aged 18 or over when convicted or disposal administered	Rehabilitation period if aged under 18 when convicted or disposal administered
<ul style="list-style-type: none"> • Sentence of imprisonment for life • Sentence of imprisonment, youth custody, detention in a young offender institution or corrective training of over four 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 determinate sentences for dangerous offenders) <p>*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</p>	<p>These sentences are excluded from rehabilitation and so will always be disclosed</p>	<p>These sentences are excluded from rehabilitation and so will always be disclosed</p>

specified sexual and violent offences.		
A custodial sentence of over 2 years 6 months but not exceeding 4 years	7 years from the date on which the sentence (including any licence period) is completed	3 years 6 months from the date on which the sentence (including any licence period) is completed
A custodial sentence of over 6 months but not exceeding 2 years 6 months*	4 years from the date on which the sentence (including any licence period) is completed	2 years from the date on which the sentence (including any licence period) is completed
A custodial sentence of up to 6 months*	2 years from the date on which the sentence (including any licence period) is completed	1 year 6 months from the date on which the sentence (including any licence period) is completed
A sentence of service detention	1 year from the date on which the sentence was completed	6 months from the date on which the sentence was completed
Dismissal from Her Majesty's Service	1 year from the date of conviction	6 months from the date of conviction
Fine	1 year from the date of the conviction in respect of which the fine was imposed	6 months from the date of the conviction in respect of which the fine was imposed
Community order or youth rehabilitation order	1 year from the last day on which the order has effect	6 months from the last day on which the order has effect
Driving endorsements	5 years from the date of conviction	2 years 6 months from the date of conviction
Driving disqualification	When the period of the disqualification has passed	When the period of the disqualification has passed
Simple caution, youth caution	Spent immediately	Spent immediately
Conditional caution, 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
Compensation order	On discharge of the order (i.e. when it is paid in full). Proof of payment will be required	On discharge of the order (i.e. when it is paid in full). Proof of payment will be required

Absolute discharge	Spent immediately	Spent immediately
Relevant orders** (orders that impose a disqualification, disability, prohibition or other penalty)	The end date given by 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	The end date given by 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

*Suspended custodial sentences are treated the same as custodial sentences for this purpose. It will be the length of the sentence imposed by the court, not the period it is suspended for that dictates when it will become spent.

**Relevant orders include conditional discharge orders, restraining orders, hospital orders, bind overs, referral orders, care orders and any order imposing a disqualification, disability, prohibition or other penalty not mentioned in the table.

Further information can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741597/APPENDICES-Disqualification_under_the_childcare_act_statguidance__4_.pdf

Example scenarios

What if multiple sentences were given simultaneously?

If there is more than one sentence or disposal given for an offence, or multiple offences within the same proceedings, the rehabilitation period applied to the conviction(s) will be the one with the latest date.

Example

Anthony was convicted of burglary on 1 February 2018. He received a 6 month custodial sentence and was also ordered to pay a fine of £300. Anthony was over 18 at the time of his conviction.

The rehabilitation period for the 6 month custodial sentence would end 2 years from the completion of his sentence on 1 August 2020. The rehabilitation period for the fine would end 1 year from the date of his conviction on 1 February 2019.

However, because they were both given for the same conviction, the whole conviction would not become spent until the later date of 1 August 2020.

What if there is more than one conviction?

If there is more than one conviction but the rehabilitation periods do not overlap, there is no change.

If an individual is convicted again within the rehabilitation period of another conviction, in most instances this will affect when the convictions become spent i.e. neither conviction will become spent until the rehabilitation period with the latest date has ended.

Example 1

Sandra, age 19, was convicted of theft on 20 May 2015 and received a 4 month custodial sentence. This conviction would become spent on 20 September 2017.

On 1 February 2017, she is convicted of battery and receives a 3 month suspended custodial sentence. This conviction would become spent on 1 May 2019.

Both offences will remain unspent until the later date of 1 May 2019, because she was convicted of a further offence while within the rehabilitation period of the first offence. In this case, both convictions would be disclosed on a basic DBS certificate issued before 1 May 2019.

Example 2

Ranjit, age 32, was convicted of fraud on 20 May 2015 and received a 3 month custodial sentence. This conviction would become spent on 20 August 2017.

On 1 February 2018 he was convicted of a further offence for which he was given a fine of £200. This conviction would become spent on 1 February 2019.

Although he has been convicted of a further offence, the first conviction had reached the end of the rehabilitation period before he received the second conviction.

In this case, only the later conviction would be disclosed on a basic DBS certificate issued between 21 August 2017 and 1 February 2019.

Exceptions

When considering the impact of an offence on the rehabilitation periods of other offences, relevant orders* won't be taken into account. They could however still be extended with reference to any other sentence that may have been passed at the same time that the order was imposed.

Pre-Employment Health Questionnaire**STRICTLY CONFIDENTIAL**

Please provide information relating to your state of health by fully completing the sections below. Please do not leave any blank spaces on the form, even if it means answering 'not applicable'.

The information provided will be treated in strict confidence between the School and its medical advisers which may include the School doctor and/or occupational health adviser.

A disability or health problem does not preclude consideration for employment. Walthamstow Hall is an equal opportunities employer and will only take this information into account when considering adjustments necessary to enable you to achieve normal job performance.

As a result of the information provided you might be asked to see a doctor for a medical examination subject to the Access to Medical Reports Act 1988. The School will reimburse any cost charged by the doctor.

PLEASE COMPLETE IN CAPITAL LETTERS

Title:	Forename:	Surname::	
Address:		Date of birth:	Sex:
Name of GP:		Address:	
Telephone Number:			
Position applied for:			

Medical history

Please complete the following questions by ticking the appropriate box. If the answer is 'yes', give details including (a) date, (b) amount of time lost from work/school, (c) treatment, as appropriate.

Have you ever suffered from any of the following illnesses?

	Yes	No	If yes, please give details
Visual defects/eye conditions (including colour-blindness)			
Hearing defects/ear conditions			
Severe anxiety, depression, other psychiatric disorder			
Paralysis or other neurological disorder			
Fainting attacks, blackouts, epilepsy or fits			
Recurrent headaches, migraine			
Vertigo, giddiness or tinnitus			
Heart disease, high blood pressure			
Asthma, bronchitis, tuberculosis or other chest disease			
Peptic ulcer or other digestive or bowel disorder			
Liver disorder			
Kidney or bladder problems			
Gynaecological problems			
Recurrent backache, arthritis, rheumatism			
Any blood disorder			
Eczema, dermatitis, other skin conditions			
Diabetes, thyroid or other gland problems			
Hay fever, allergies to drugs, animals etc			
Any recurrent infections			
Any impairment of immunity to infection			
Varicose veins causing trouble			
Hernia			
Any alcohol or drug related problems or illness			
Any other medical condition, physical or mental, not mentioned above, which could impact on your ability to fulfil the role			

Have you?

	Yes	No	If yes, please give details
Ever undergone a surgical operation or been admitted to hospital for any reason?			
Had more than 20 days' sickness absence in the past 2 years?			

Suffered from an Industrial Disease/Accident?			
Had a chest X-ray in the past 12 months - if so state place/date/result			
Present Health Status			
	Yes	No	If yes, please give details
Are you at present on any medication or treatment prescribed by a doctor?			
Are you a smoker? If so please give details			
Do you have any eyesight defects other than those corrected by glasses?			
Do you have any hearing problems?			
Do you have any defect of speech or communication problem?			
Do you have any physical disability necessitating special aids, or requirements for access to premises?			
Do you have any other relevant health problems?			

Workplace Adjustments	
The School is committed to supporting individuals with disabilities that may affect them at work in accordance with our duties under Equality Act 2010 (EA).	
Do you feel that you have any condition that may constitute a disability under the EA and which may affect your ability to do this job e.g. mobility, physical strength or stamina, sight, hearing, speech, mental illness / impairment etc? If yes, please provide details of any adjustment which may enable you to carry out the role.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

To the best of my knowledge and belief the above information is correct. I believe that I am sufficiently fit and well to undertake employment at the School. I understand that I may be required to attend a medical examination. I understand that if I am appointed, a failure to disclose relevant information or giving false or misleading information may result in termination of my employment.

I consent to the School retaining this medical form and any other information about my medical fitness on my confidential personnel file for the duration of my employment. I understand and agree that the School may use any medical information about me to help discharge its obligations towards me as my employer as and when it is necessary, or reasonable, to do so. I further understand and agree that the School may confidentially retain any medical information about me for a period of six months after my employment terminates, following which it will be securely destroyed.

I hereby give my consent to Walthamstow Hall processing the data supplied above.

Signature **Date**