

## Guidance Notes for Applicants

### General Information

We will use the application form to help to decide your suitability for the post so please make sure that it is legible, accurate and complete. You should complete all sections of the application form. Either type or write clearly in black ink. Do not send Curriculum Vitae's (CV).

Completed application forms should be returned to: -

Email address: [admin@southfield.herts.sch.uk](mailto:admin@southfield.herts.sch.uk) or

Postal address: Southfield School, Woods Avenue, Hatfield, Hertfordshire, AL10 0DG

Applications must be received by 9:00am on the closing date and be addressed for the attention of the Headteacher.

For further information and/or a tour of the school, please call the admin team on 01707 276 504.

### Data Protection Act 2018

Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 2018. Data contained within the Equal Opportunities monitoring form will be used to produce depersonalised statistics for reporting and monitoring purposes. If you are the successful candidate, this form and the information collected through the recruitment campaign will be stored and used as part of your personnel record.

We will not share your information with any other organisation unless required to do so by statute.

### Making your Application

The following advice is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

### Job Accountabilities and Person Specification

When we short-list and recruit, we use:

- The job descriptions and person specification.
- The application forms.

The Job Description and Person Specification outline the main responsibilities of the job. The Person Specification outlines the kind of person we are looking for and it details the

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knowledge, experience, and skills that an applicant needs to do the job. The job description outlines the role requirements.

## Application Form

Please refer to the above and ensure that you provide information that shows how you meet the criteria listed, as we cannot assume anything about you. You need to tell us anything that is relevant to the job for which you are applying. The information contained in the application form is the information we will use when short-listing for interview.

## Correspondence from Southfield School

To provide an efficient and effective service to all applicants we endeavour to communicate via email where possible. We therefore ask that you provide us with a contact email address and to provide work email addresses for your referees when completing the References Section of the application form.

We aim to inform all unsuccessful applicants as to the outcome of their application, however on some occasions this may not be possible. If you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful on this occasion.

## Equal Opportunities Monitoring Form

At Southfield School, we want our workforce to reflect the diversity of the community we serve. It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained, and promoted on the basis of the job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job.

You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 2018 that the Avenue School may hold and use personal information about you for monitoring purposes.

## Safeguarding

Southfield School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults to ensure that they are protected from harm.

**All conditional offers of employment are subject to the following pre-employment clearances:**

## Satisfactory Medical Clearance

All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the Southfield School.

## Satisfactory References

It is the school's practice to take up 2 references from your last two job references. Referees must not be a member of your family, or spouse/partner and the reference must be provided on letter headed paper or come from a work email address. If you are a recent school or further education leaver, one of your references must be from your school or college.

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Occasionally more than two references may be required, if this is the case, we will inform you before we contact former employers.

In line with our safer recruitment policy, we will take up references ahead of interview.

Once we have received your references, we will call your referees to verify that the reference is from them as part of the keeping children safe in education requirement. No employment will be offered until 2 satisfactory references are received.

### **Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 makes it unlawful for prospective employers to consider offences in relation to which the person concerned is deemed to be rehabilitated.

This means that after a certain period of time (dependent on the seriousness of the offence and length and severity of the punishment), the person concerned is to be assessed as if the conviction has been 'spent' (i.e. treated as if it had never occurred). Rehabilitation periods vary according to the type and length of conviction originally incurred.

All posts within the school are covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 and DBS clearance is required and therefore detail must be given about all convictions, whether spent or not.

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

As all posts require a DBS check, the successful candidate will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS. The timescale for these checks is outside the Southfield School's control.

### **Prohibition from Teaching**

All teaching appointments are subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

### **Evidence of Qualifications**

We will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been short-listed. Copies will not be accepted.

### **Eligibility to work in the UK**

To comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employ.

We ask all short-listed applicants to provide proof that they can be legally employed. We must see satisfactory proof in the form of original documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn.

The complete list of documents that may be accepted as proof of your identity, along with information on the number and types required can be found below. There are three routes as outlined, however where possible, we encourage short listed applicants to produce documents which adhere to Route 1 of the ID Checking process to avoid delays in the ID checking process.

<b>ID Document Rules</b>
<ul style="list-style-type: none"> <li>• You must provide <b>original</b> documentation only; photocopies or documentation printed from the internet e.g. internet bank statements <b>will not</b> be accepted.</li> <li>• At least one document <b>must</b> confirm your <b>current name</b> - remember to also provide documentation to support any name changes e.g. Marriage/Civil Partnership Certificate</li> <li>• At least one document <b>must</b> confirm your <b>date of birth</b>.</li> <li>• At least one document <b>must</b> confirm your <b>current address</b> and documentation covering your previous five-year address history may also be requested.</li> </ul>
<b>ROUTE ONE</b> - All applicants must initially be considered via Route One (see page 6)
Do you have a document from Group 1?
<p>If yes, then you must produce 3 documents:</p> <ul style="list-style-type: none"> <li>• 1 document from Group 1 (<b>refer to list of Valid Identity Documents</b>); <b>and</b></li> <li>• 2 further documents from Group 1, 2a or 2b; one of which must verify your current address.</li> </ul>
If you are unable to produce a document from Group 1, please go to Route Two.
<b>For EEA Nationals (Non-UK):</b>
<p>Where an EEA National has been resident in the UK for five years or less, school/organisation should validate identity via route one through the checking of a current Passport or current UK Driving Licence (Valid photo card and counterpart only) plus 2 further documents to confirm identity.</p> <p>In the absence of a group 1 document school/organisation must satisfy themselves of a valid reason for using route two.</p>
<b>Non-EEA Nationals:</b>
All Non-EEA Nationals should be validated via <b>Route One only</b> .
<b>ROUTE TWO</b>
For Route Two, the applicant <b>must</b> produce:
<p>3 documents from Group 2 comprising of;</p> <ul style="list-style-type: none"> <li>• 1 document from Group 2a; <b>and</b></li> <li>• 2 further documents from Group 2a or 2b; one of which must verify their current address.</li> <li>• and the organisation conducting the ID check will request an external ID validation check to be undertaken with your consent.</li> </ul>
<p>Note that if you are unable to provide a Group 1 document the organisation conducting the ID check will request that an external ID validation check is carried out to establish your name and living history footprint to meet DBS ID validation requirements via their</p>

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registered body.

If you are unable to produce ID documentation to meet Group 2 requirements you will need to clearly explain the reasons for this to your school/organisation. You will then need to proceed to Route 3

### ROUTE THREE

For Route Three, the applicant **must** produce:

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) and
- 4 further documents from Group 2 comprising of:
- 1 document from Group 2a; and 3 further documents from Group 2a or 2b; one of which must verify your current address.

Applicants who fail to produce documents for Route 3 will be required to complete a paper application and will be asked to give their consent to have their **fingerprints taken** by attending a Police Station at an appointed time. This may result in a delay to the overall application process.

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### List of Valid Identity Documents

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Group 1 – Primary Trusted Identity Credentials	
Current Valid Passport	Biometric Residence Permit (UK)
Current Valid Driving Licence – Photo card - UK/Isle of Man/Channel Islands and EU (Full or provisional) <b>All licences must be valid in line with current DVLA requirements</b>	Birth Certificate (UK & Channel Islands) - issued at time of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
Adoption Certificate (UK & Channel Islands)	
Group 2a – Trusted Government/State Issued Documents	
Current Valid Driving Licence – photo card (full or provisional) All countries outside the EU (excluding Isle of Man/Channel Islands) All licences must be valid in line with current DVLA requirements	Birth Certificate (issued after time of birth) UK & Channel Islands
Current Valid Driving Licence - paper version (if issued before 1998) UK/Isle of Man/Channel Islands and EU (full or provisional) All licences must be valid in line with current DVLA requirements	Marriage/Civil Partnership Certificate (UK & Channel Islands)
HM Forces ID Card (UK)	Fire Arms Licence (UK, Channel Islands & Isle of Man)
Group 2b – Financial/Social History Documents	
Credit Card Statement * (UK or EEA)	Bank/Building Society Statement * (UK or EEA)
Utility Bill* (UK) Not Mobile Telephone	Benefit Statement* - e.g. Child Allowance, Pension
Document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*: e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security	Bank/Building Society Account Opening Confirmation Letter (UK)*
Mortgage Statement **	Council Tax Statement (UK & Channel Islands)**
P45/P60 Statement (UK) **	Financial Statement ** - e.g. pension, endowment, ISA (UK)
Work Permit/Visa UK (valid up to the expiry date)	EU National ID Card (must still be valid)
Cards carrying the PASS accreditation logo (UK & Channel Islands) – Must still be valid	Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only) – Valid only for applicants residing outside of the UK at time of application
Letter from a Head Teacher or College Principal (UK) - 16/19-year-olds in full time education (Only to be used in exceptional circumstances when all other documents have been exhausted).	

**We look forward to receiving your completed application.**