



ETON COLLEGE

PLEASE COMPLETE THE WHOLE FORM

Rather than repeating information from a Curriculum Vitae (if enclosed), you may refer to your CV at the appropriate sections of this form, provided that you ensure that all information requested is supplied. If it is not, your application may not be accepted.

POSITION APPLIED FOR			
SURNAME		INITIALS	

GENERAL EDUCATION:

Name of School /College	Dates of Attendance	Examinations & Grades	Dates Achieved

FURTHER EDUCATION AND TRAINING:

Name of University/ College	Dates of Attendance	Examinations & Grades	Dates Achieved

MEMBERSHIP OF PROFESSIONAL BODIES *etc*:

Name of Professional Body	Level of Qualification	Date Achieved

EMPLOYMENT RECORD:

(Begin with last or present position and omit none. This record must be complete and an explanation of any gap must be provided. Use separate additional sheet if necessary)

Name & Address of Employer (Current/Most Recent)	Date Started	Date Left	Current/Leaving Salary
	Job Title		
	Description of the work you do		
Reason for Leaving:			

Name & Address of Employer	Date Started	Date Left	Leaving Salary
	Job Title		
	Description of the work you did		
Reason for Leaving:			

Name & Address of Employer	Date Started	Date Left	Leaving Salary
	Job Title		
	Description of the work you did		
Reason for Leaving:			

EMPLOYMENT RECORD (continued)

Name & Address of Employer	Date Started	Date Left	Leaving Salary
	Job Title		
	Description of the work you did		
Reason for Leaving:			

Name & Address of Employer	Date Started	Date Left	Leaving Salary
	Job Title		
	Description of the work you did		
Reason for Leaving:			

GENERAL INTERESTS

Details of Sports/Hobbies/Voluntary Activities	
Offices Held	Dates

Outline particular experience gained in previous jobs or in activities outside of work which you feel show your aptitudes and skills for the position applied for.

Salary Range Sought for Next Employment	

REFERENCES - One of Whom Should Be Your Most Recent Employer

(Please note that referees including your current employer will be contacted prior to interview unless you make a written request to the contrary.)

References will not be accepted from relatives or from those writing solely in the capacity of friends.

Name			
Address			
Telephone Number		E-mail Address	
How this referee is known to me			

Name			
Address			
Telephone Number		E-mail Address	
How this referee is known to me			

Name			
Address			
Telephone Number		E-mail Address	
How this referee is known to me			

DECLARATION

I confirm that I have completed, signed and agree to be bound by the undertakings set out on the Application Coversheet.

I confirm that the information given on this form and that given on any other document supplied is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Data Protection Act 1988 – I understand that the information or data I have supplied may be processed and held on computer, and will be processed and held on personal records if I am appointed. The data may be processed by Eton College for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form I will be deemed to have given my explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

I confirm that any previous employer may be approached by Eton College to verify any particular experience or qualification.

Signed		Date	
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Please return your completed application to: HR Department, Eton College, Windsor, Berkshire SL4 6DJ or email to: Recruitment@etoncollege.org.uk



ETON COLLEGE

APPLICATION COVERSHEET			
Please note this coversheet is not referred to when selecting candidates for interview but includes details which must be made available in order that the College may meet the exacting standards required of employers in the education sector.			
Position applied for			
Title	Current Surname	All Previous Surname(s)	
Forenames (in full)			
Current address:			
If resident at current address for less than 5 years please provide previous addresses during this period:			
Telephone Numbers	Home	Work	
	Mobile		
E-mail			

Date of birth		National Insurance Number	
Are you legally eligible for employment within the UK? YES/NO			
If you have a work permit please give the expiry date			
Do you require any special equipment or adjustments to assist you at interview?			
Where did you see the vacancy advertised?			
Do you have any family or other connection with Eton? If yes please give details			
For teaching staff only:			
Do you have qualified teacher status?		YES/NO	
Are you registered with the GTC?		YES/NO	
Please supply your DfES reference number:			

<p><u>Declaration</u></p> <p>I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council).</p> <p>Do you have any convictions, cautions or bind-overs. YES/NO</p> <p>If the answer to the above is "YES", please attach, in a sealed envelope marked confidential, details of any convictions, cautions or bind-overs.</p>
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1. Further Declarations
 - 1.1. I agree that if my application is successful I shall complete a Disclosure from the Criminal Records Bureau so that an enhanced level check may be obtained by Eton College.
 - 1.2. I understand that for any employment I currently hold or have held in the past, on either a paid or voluntary basis, my employer will be asked by Eton College about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether I have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Where neither my current nor previous employment has involved working with children, my current employer will still be asked about my suitability to work with children, although it may where appropriate answer not applicable if my duties have not brought me into contact with children or young persons.
 - 1.3. I understand that the provision of false information is an offence and could result in the application being rejected or summary dismissal if an applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.
 - 1.4. I understand and agree that Eton College may approach any previous employer for information to verify particular experience or qualifications, before interview (unless I have made a specific written request that my current employer not be contacted until after the interview).
2. Notes
 - 2.1. Applications will only be accepted from candidates completing and signing the Application Coversheet and the Application Form, and who provide all the information requested.

- 2.2. 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.
- 2.3. Candidates applying for a residential post should note that any accompanying adults resident at the College would also be subject to a background check from the Criminal Records Bureau. (Support staff applying for posts in boarding houses should be aware that many units of accommodation are suitable for single occupancy only.)

I agree to the above undertakings and certify that all entries made on this form (or on any other form or document supplied) are complete and correct to the best of my knowledge.

Signed _____ Date _____

Please return your completed application to: HR Department, Eton College, Windsor, Berkshire SL4 6DJ or email to: Recruitment@etoncollege.org.uk

INVITATION TO INTERVIEW

1. If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
2. 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 from the awarding body.
3. All candidates invited to interview must also bring with them:
 - 3.1. Three documents from the following:
 - 3.1.1. a current driving licence including a photograph
 - 3.1.2. a passport
 - 3.1.3. a full birth certificate
 - 3.1.4. a utility bill
 - 3.1.5. financial statement showing the candidate's current name and address
 - 3.2. where appropriate any documentation evidencing a change of name

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

N.B. In most cases production of these documents (3.1 to 3.2 above) will enable the College to meet the requirements imposed on it by the Asylum and Immigration Act and also the proof of identity required to obtain a CRB check. However, full details of the requirements for documentary evidence will be sent to those candidates selected for interview.

N.B. Where a candidate is:

- found to be on DfES List 99 or the Protection of Children Act List, or the CRB disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

STATEMENT OF CONDITIONS ON EMPLOYMENT

Please note that an offer of employment at Eton College is subject to the following conditions:

1. A pre-employment immigration check – the necessary documents that must be shown before employment may start.
2. A satisfactory report from the Criminal Record Bureau (CRB). This requires the completion and submission of a form and the production of various proofs of identity, details of which will be sent to those candidates selected for interview.
3. Employment is subject to a **satisfactory medical report** by the School Doctor (or a medical report supplied by a General Practitioner, submitted to the School Doctor and satisfactory to the School Doctor)
4. Those who handle food are also required to complete a questionnaire which forms part of the application form and to sign an agreement to report infectious diseases which is included in their Particulars of Terms of Employment.
5. References, satisfactory to Eton College, from at least two previous employers, or as otherwise requested will be taken for all short listed candidates. (In signing the application form you agree that Eton may approach any previous employer to verify any particular experience or qualification.)
6. A DfES List 99 check and the Protection of Children Act List.
7. Verification of qualifications and professional status (if appropriate).
8. Where the successful candidate has worked or been resident overseas in the previous five years, where possible, we will obtain a check of the candidate's criminal record from the relevant authority.

CHILD WELFARE

It is the duty of all staff to promote and safeguard the welfare of the young people for whom they are responsible or with whom they come into contact. The School Policies outlined below give practical guidance on how this might best be achieved.

Child Protection and Abuse

All schools are required by law to have a Child Protection Policy and related procedures. Eton College's nominated Child Protection Officer is Dr. R.M. Stephenson (The Deputy Head, Lower Master) or, in his absence, the Head Master. All staff are checked by the Criminal Records Bureau before employment commences.

Introduction

All teaching, domestic, and other staff should know what to do if they suspect that someone is being physically or sexually abused, or if someone tells them that this is happening.

Never imagine that abuse is impossible in a school such as Eton or that an accusation against someone whom you know well and whom you trust is bound to be unjust. Even light-hearted bullying can easily develop into physical, sexual or emotional abuse – as can idiosyncratic punishments introduced by individuals.

Members of the teaching, domestic, and other staff will be vigilant at times when, or in places where, there is a high risk of bullying or other illicit activities.

Boys often tell their friends or older boys about abuse, rather than adults: House Masters will make sure that any senior boys in positions of responsibility are familiar with these guidelines. Senior boys receive guidance from a qualified Child Protection Officer on these matters.

Guidance for members of staff on what to do.

Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.

If you possibly can, make brief notes of what they tell you while they are actually speaking – and keep these original notes, however rough they may be, since what you write down at the time is far more valuable than an 'improved' version written down subsequently. If you cannot make notes at the time, make notes of what was said as soon as possible afterwards. All such notes may help later if you have to remember exactly what was said.

Do not give a guarantee that you will keep what is said confidential or secret – if you are told about abuse, you have a responsibility to tell the right people to get something done about it. If asked, explain that if you are going to be told something very important that needs to be sorted out, you will need to tell the people who can sort it out, but that you will tell only those people who absolutely have to know.

Do not ask leading questions ("Did he do X to you?", for instance). Ask questions such as "What do you want to tell me?" or "Is there anything else you want to say?".

Contact the Lower Master (or Head Master if you cannot contact the Lower Master) immediately – do not on any account tell other adults or boys what you suspect or have been told.

Discuss with the Lower Master whether any steps need to be taken to protect the person who has told you about the abuse – this may need to be discussed with that person.

Never attempt to carry out an investigation yourself of suspected or alleged abuse – by interviewing the people involved, for example. The Lower Master is the person designated to take specific responsibility for child protection matters in the School under the Children Act and he knows the proper procedures.

Physical Contact

Staff should never touch children, however casually, in ways or on parts of the body that may be considered indecent. If there is any physical contact it must be appropriate to the situation. For example in games coaching or music tuition it might be appropriate to demonstrate a particular technique. However, in these circumstances the member of staff must clearly indicate that this is necessary before commencing and not continue if the pupil is uncomfortable or refuses permission for such contact.

Staff must bear in mind that perfectly innocent actions can be misunderstood and so may lead to allegations of misconduct.

Bullying

Bullying and unkindness, whether physical or psychological, are entirely unacceptable in any school. Flagrant cases are fortunately not normal features of Eton life, but all staff should be aware that bullying – whether by physical aggression or more often by verbal taunting – can rear its head amongst boys at any time, and that patterns of bullying, once established, can easily repeat themselves, even to the extent that those who have suffered themselves may in their turn cause others to suffer. Discreet but constant vigilance is therefore essential and is a major part of welfare policy.

If staff do become aware of or observe a boy being bullied it is their duty to report the details of any such incident to their Head of Department who will inform the relevant House Master. Clearly the more detail available (names of boys involved etc.) the more effective such action will be.

A copy of the Criminal Records Bureau Code of Practice is available to applicants upon request.

Policy on the Recruitment of Ex-Offenders & Security of Disclosure Information

1. The Requirement for Criminal Record Checks by the School

Eton College is a Registered Body with the Criminal Records Bureau for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. It is of fundamental importance to Eton College to ensure so far as possible that those who take up appointments do not pose a risk to the children in its care. It is therefore important for the School to apply for and review the past criminal records of any successful applicants for positions, before making a formal offer of appointment. The School considers it also essential that the confidential and personal Disclosure information from the Criminal Records Bureau is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the School. Candidates are selected for interview based on their skills, qualifications and experience: Eton College actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

2. Reason for requiring Disclosure

An Enhanced Disclosure will only be requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where an Enhanced Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that an Enhanced Disclosure will be requested in the event of the individual being offered the position.

3. Enhanced Disclosure

An Enhanced Disclosure is necessary for posts involving contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people. The Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act), details of any cautions, reprimands or warnings held on the police national computer and may contain information that is held locally by police..

4. Application Procedure

Applicants will be required to provide proof of their identity to the School, including a birth certificate, one item of photographic evidence (such as a passport), plus at least one item of address-related evidence (such as a utility bill). Where an applicant has changed his/her name by deed poll or for other reasons (e.g. marriage, adoption) the School will require evidence of this change of name. The CRB Application Form will be completed and signed by the applicant for the position and countersigned by a registered person at the School.

Where a Disclosure is to form part of the recruitment process, we encourage all Applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Eton College. This information will only be seen by those who need to see it as part of the recruitment process.

5. Consideration of Disclosure Information by the School

On receipt of Disclosure from the Criminal Records Bureau the School shall consider the following:

- i Whether the conviction or other information disclosed is relevant to the position in question.
- ii The seriousness of the offence or other matter revealed.
- iii The length of time since the offence or other matter occurred.
- iv Whether the applicant has a pattern of offending behaviour or other relevant matters.
- v Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.
- vi The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

We ensure that all those in Eton College who are involved in the recruitment process have received guidance in identifying and assessing the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

6. Criminal Records Bureau Code of Practice

The School agrees to comply with the provisions of the Criminal Records Bureau Code of Practice, a copy of which is attached to this Policy.

7. Security of Disclosure Information

Given the confidential nature of the Disclosure information, the School will ensure that it is stored securely. Documents will be locked away separately from personal files, with restricted access limited to senior members of staff involved in the recruitment. Once a recruitment decision has been made, the School will not retain the Disclosure information for any longer than necessary, which shall normally be less than 6 months. All disclosure information will be destroyed by secure methods (such as shredding or burning). For further details, please refer to the School's "Security Policy for Handling Disclosure Information".

8. Consequences of failure to reveal information

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or the termination of the employment if it has commenced.

**Security Policy for Handling Disclosure Information Received
from the Criminal Records Bureau**

1. Security of Access

i In accordance with s.124 of the Police Act 1997, Disclosure information will only be accessed by those authorised to receive it in the course of their duties. The subject of the Disclosure information will be given details of the names of those who have access to it.

ii We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

2. Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

3. Storage

i All recipients of Disclosure information will store all confidential documents issued by the CRB in secure conditions. Documents will be locked in non-portable storage containers.

ii Keys for such storage units will be restricted to those named individuals who have access to the Disclosure information and who are engaged in the recruitment.

4. Retention of Disclosure Information

i Once a recruitment decision has been made, the School will not retain the Disclosure information or any associated correspondence for any longer than is necessary. In general, this will not exceed 6 months from the date of the formal offer of appointment being made to the applicant.

ii In the event of any dispute with the applicant over the content of the Disclosure information, the documents may need to be retained for a longer period, but in general this should not be longer than 6 months after resolution of the dispute.

iii If, in exceptional circumstances, it is considered necessary to retain Disclosure information for a longer period, the CRB will be consulted by the School for their agreement to this.

5. Destruction of Disclosure Information

i The School will destroy Disclosure information by suitably secure means, such as shredding, pulping or burning. The Disclosure information will not be stored in any insecure receptacle whilst awaiting destruction (such as a waste bin or waste sack).

ii The School will not retain any photocopies or other notes of the Disclosure information, save for:

- retaining details of the date of a Disclosure;
- the name of the subject;
- the type of Disclosure;
- the position in question;
- the unique number issued by the CRB to the Disclosure; and
- the recruitment decision that was taken.

6. Missing Disclosure Information

If Disclosure information is lost, the School will inform the CRB and the subject of the information as soon as possible.