

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD GUIDANCE NOTES FOR APPLICANTS

Thank you for your interest in working for the Royal Borough of Windsor and Maidenhead.

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 - this helps with photocopying. Curriculum Vitae's (CV) will only be considered as part of the supporting documentation to a completed application form.

For RBWM Jobs

Applications can be completed on-line at www.rbwm.gov.uk/jobsandcareers and will be returned directly to the HR Unit via electronic means. All other applications can either be emailed to jobs@rbwm.gov.uk or posted to:

HR Unit
RBWM
Town Hall
St Ives Road
Maidenhead
Berkshire
SL6 1RF

If you would like to discuss a particular job in more detail, please do not hesitate to contact the named person in the advert or the Customer Services Centre on 01628 – 683888 or email jobs@rbwm.gov.uk.

For Schools Based Posts

Please refer to the advert on how to apply for posts within schools. Applications for school posts to be sent direct to the school.

Data Protection Act 1998

Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 1998. 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.

More data protection information, including guidance on how to submit a request for your personal information, can be found on our website www.rbwm.gov.uk

Please retain this page for your records

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 accountabilities and person specification
- The application form

The Job Accountabilities and Person Specification outline the main responsibilities of the job. The Person Specification outlines the kind of person we are looking for. It details the knowledge, experience and skills that an applicant needs to do the job. The Person Specification also details which criteria will be used to short-list for interview, which criteria will be explored at interview and if applicable, which criteria will be explored through a range of assessments and ability testing.

Essential Criteria are those that you must have to carry out the responsibilities for the job. Desirable criteria are those that are additional requirements, which we may use if we receive too many applications, which meet the essential criteria

Application Form

Please refer to the Person Specification 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 application form is the information we will use when short-listing for interview. CV's will not be used in the short-listing process.

You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as experience gained in the community, through volunteering and leisure activities. Any gaps/dates in employment should be explained.

Please indicate on the application form any dates that you are not available to attend interview. If you are unable to attend interview on the allocated date, it may not be possible to offer another date or time. We will keep your application and contact you if we are unable to appoint from the original interviews.

Correspondence from the HR Unit

To provide an efficient and effective service to all applicants the HR Unit endeavors to communicate in email format where possible. We therefore ask that you provide us with a contact email address and to provide email, addresses if possible when completing the References Section of the application form.

RBWM aims 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 RBWM we want our workforce to reflect the diversity of the community we serve. Your cooperation in providing information by completing the equal opportunities form is one of the ways we hope to achieve this. This information will be treated in the strictest confidence and will be detached before short-listing or interviewing.

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 1998 that the

Royal Borough of Windsor and Maidenhead may hold and use personal information about you for monitoring purposes.

Safeguarding the Vulnerable

RBWM 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

Applicants with a Disability - Guaranteed Interview Scheme (Two Ticks Symbol)

RBWM operates a Guaranteed Interview Scheme. This scheme ensures that any disabled candidate, who meets the minimum essential criteria for the job, will be guaranteed an interview along side other short-listed candidates. The final appointment will, however, be on merit.

The Disability Discrimination Act defines a 'disability' as follows:

"A physical or mental impairment, which has a substantial and long term effect on the persons ability to carry out normal day to day activities."

If you consider you have a disability and would like to take advantage of the Guaranteed Interview Scheme, please indicate this on the Equal Opportunities Monitoring section of the application form. Please also indicate any specific needs in relation to attending interview or to assist you at work.

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 Council's occupational health physician.

Satisfactory References

RBWM practice is to take up two references, one of which must be the current or most recent employer. Referees must not be a member of your family, or spouse/partner. If you are a recent school or further education leaver, one of your references must be from the HeadTeacher or Lecturer. Occasionally more than two references may be required, if this is the case, we will inform you before we contact former employers.

For all posts within Adult and Children's Services references will be taken up following short-listing and prior to interview. Progression of appointments within these service areas can only occur following the receipt of satisfactory references.

RBWM reserves the right to verify any information given in the application form and throughout the selection process. In the event that the Council receives any information through the verification process which may differ from the information you have provided or has an adverse effect on our decision, it is Council policy to give applicants the opportunity to comment on that before any final decision is taken.

Criminal Records Bureau Clearance

If a post requires a CRB check, then the successful candidates will be required to complete the appropriate CRB documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the CRB. The timescale for these checks is outside RBWM's control and this can take several weeks.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 makes it unlawful for prospective employers to take into account 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 applicants applying for all teaching posts will need to completed the attached Disclosure of Criminal Background form, successful applicants will also need to completed a CRB form, it is in the applicants best interest not to withhold information.

Important Notes: If the post is covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 detail must be given about all convictions, whether spent or not

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

In order 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 employed.

We ask all short-listed applicants to provide proof that they can be legally employed. We have to 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.

From the 29 February 2008 the requirements for documentation are as follows:

List A establishes that the person has an ongoing entitlement to work in the UK.

List A:

- A UK passport
- A passport containing a certificate of entitlement certifying that you have the right of abode in the UK.
- A European Economic Area (EEA) (including Switzerland) passport or EEA national identity card.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office (HO) or the Border and Immigration Agency (BIA) to a national of an EEA country or Switzerland.
- A Permanent residence card issued by the HO or the BIA to the family member of a national of a EEA country or Switzerland
- A Biometric Immigration Document issued by the BIA, which indicates that the person named, is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- A passport or other travel documentation endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK.
- An Immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer

- A full birth certificate or an adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland that specifies the names of your parents; **when produced in combination with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen; **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or a previous employer.
- A letter issued by the HO or the BIA to the holder, which indicates that the person named in, is allowed to stay indefinitely in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List B indicates that the employee has restrictions on their entitlement to be in the UK and it is a requirement for checks in List B to be repeated annually until they can provide a document from List A or they leave our employment.

List B:

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the BIA, which indicates that the person named, can stay in the UK and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the HO or BIA **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the HO or the BIA to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the HO or the BIA to or for a family member of a national of a EEA country or Switzerland stating the holder is permitted to take employment which is less than 6 months old, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service (BIAECS)
- A residence card or document issued by the HO or the BIA to a family member of a national of an EEA country or Switzerland.
- An Application Registration Card issued by the HO or the BIA stating the holder is permitted to take employment, **when produced in combination with** evidence of verification by the BIAECS.
- An Immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the HO or the BIA to the holder or employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

Copies of relevant documentation will be taken and retained for future inspection by inspectors for the Home Office, if necessary.

If you are invited to interview, please bring the appropriate original documentation with you.

Teacher Application form

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD APPLICATION FORM



Post Applied For _____
Reference No _____
School or Directorate _____
Closing Date _____

PERSONAL DETAILS

Last Name _____ First Name _____
Previous Last Name(s) _____ Title (e.g. Mr, Miss, Mrs, Ms) _____
National Insurance Number _____ Tel Nos. Home _____
Work (if convenient) _____
Mobile _____
Home Address _____

Postcode _____

Email Address _____

Please complete your
DfES /GTC Number _____

Please answer the following questions:

Do you hold a valid driving licence? Yes No
Do you have a car available for business use? Yes No
Are you related to any Member, Senior Officer or Governor of the Council/School?
 Yes No Yes

If YES, please give details:

Canvassing will disqualify candidates

Have you previously been employed by, or sought employment with this Council/School? Yes No

If YES, please give details:

The Council has a duty to protect funds. If you are appointed, we may match or share the information you provide on this form, with information kept by other parts of the Council and with other organisations who use public funds, in order to detect and prevent fraud.

QUALIFICATIONS

Please give details, including dates obtained. You will be asked to produce any relevant certificates.

Do you have QTS Yes No Are you unqualified Yes No

Are you a NQT Yes No Are you an OTT (Overseas Trained Teacher) Yes No

Do you hold an NPQH Yes No

Degrees, diplomas, post graduate qualifications, teaching qualifications stating subjects, grades & class of degree	Name of Institution	Date Awarded

GTP	Name of Institution/Designated Registered Body	Dates
List any inset courses/training attended		Dates

CURRENT OR MOST RECENT EMPLOYMENT DETAILS

Name of Employer/LEA/School

Address

Tel No

Present Post/Job Title

Date of Appointment

Date of Leaving, if applicable

Date available

Boys Girls Mixed

Group Size

Age Range/Key Stage

No on Roll

Specialist Subjects (If Applicable)

Reason for Leaving _____

CURRENT SALARY DETAILS

Current/Final salary _____

Unqualified	Spine Point	_____
Qualified Teacher	Spine Point	_____
Advanced Skills Teacher	Spine Point	_____
Upper Pay Range	Spine Point	_____
Leadership Group	Spine Point	_____

Allowances

Teacher Learning Responsibility awards (please state amount and level)

Recruitment and Retention awards (please state award type and amounts)

Special Needs 1 Special Needs 2 (please tick)

Mark time safeguarding payment (please state amount)

Brief description of duties and responsibilities

OTHER TEACHING EXPERIENCE

Please complete each column and explain any breaks in employment. Start with your most recent and list in descending date order.

Employer /LEA	Name, address and type of School (state whether independent, comprehensive, grant maintained)	Age group(s) taught	Job Title	From D/M/Y	To D/M/Y	Reason For Leaving

EMPLOYMENT EXPERIENCE OTHER THAN TEACHING

Dates (Day/Month/Year)		Job Title and brief summary of duties and responsibilities	Salary
From	To		
Employer & Address			
From	To		
Employer & Address			
From	To		
Employer & Address			

Please continue on a separate sheet if necessary

VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)

(This may not be connected with the post applied for, but may still be relevant)

SUPPLEMENTARY INFORMATION IN SUPPORT OF YOUR APPLICATION

Please refer to the Person Specification on the job accountabilities when completing this section. Describe how you consider your knowledge, skills and experience are relevant to the post for which you are applying and those factors which make you a particularly suitable candidate. Please provide examples.

Please continue on a separate sheet if necessary.

PROFESSIONAL QUALIFICATIONS, MEMBERSHIPS AND TRAINING

Please give details, including dates obtained. You will be asked to produce any relevant certificates

HEALTH RECORD — All Appointments are subject to medical clearance by the Council's Occupational Health Provider

How many sickness absence from work have you taken in the past two years over how many occasions?

Days: _____ Number of Occasions: _____

Have you had any major or recurring illness or condition over the last 5 years? Yes No

If YES, please give details:

Have you had any back problems at any time? Yes No

If YES, please give details

Do you have any health problems relevant to your application Yes No

If YES, please give details

(Note: this information may not preclude you from being shortlisted)

All successful candidates are required to complete a medical questionnaire.

REFERENCES

Please give two referees to whom confidential enquiries will be made. One must be your present or most recent employer.

NB. Referees must not be members of your family, or spouse/partner..

It is the policy of Adult and Children's Services to take up references prior to interview, unless requested otherwise. No offer of employment will be made without the receipt of two satisfactory references.

Name		Name	
Address		Address	
Tel No		Tel No	
Email		Email	
Capacity in which known (e.g. employer/line manager)		Capacity in which known	

- ***The Council may wish to make further enquiries of previous employers, in addition to the two referees given.***
 - ***For vacancies in the Adult and Children's Services Directorates, the selection process may involve a pre-interview establishment visit and briefing.***
 - ***Further enquiries of previous employers, in addition to the two referees given may also be made***
-

Rehabilitation of Offenders Act 1974 and CRIMINAL RECORDS Bureau Please note the following information:

REHABILITATION OF OFFENDERS ACT 1974

You are advised that you are not entitled to withhold information about convictions which are regarded as 'spent' under the above act. This is because the nature of the work involved renders this post exempt from Section 4(2) of the Act in accordance with the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. **Please complete the attached Disclosure of Criminal Background Form**

You are therefore required to give full details of all convictions and cautions or prosecutions pending, including any 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the Council/School

Have you ever been convicted of a criminal offence, cautioned or have any prosecutions pending? Yes No

If YES, please give details below of all convictions and cautions, including 'spent' convictions and cautions or prosecutions pending, in a sealed envelope and stapled to this application

Successful candidates for exempted posts will have to complete an Enhanced Criminal Records Bureau application form and will not commence employment until their Disclosure Certificate is received from the CRB and the decision to appoint has been confirmed.

Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the Council.

I declare that the information given on this application form is, to the best of my knowledge, correct. I understand that this information may be stored as part of the Royal Borough of Windsor and Maidenhead monitoring of equal opportunities and as part of the recruitment procedure and I agree to the use of this data as specified.

I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discovery of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to the HR Unit.

Signed

Date

(If Appointed and you have completed this form electronically, you be asked to sign it if short-listed to interview stage.)

End of application form

This page is to be detached prior to Short- Listing

EQUAL OPORTUNITIES MONITORING RECORD – The information contained on this page will be treated in the strictest confidence and will be detached prior to short-listing. Please see guidance notes for further information. It is not mandatory to provide this information. Doing so helps RBWM to monitor equal opportunities and complete statistical returns.

Post applied for:	Post Reference Number:				
First Name:	Last Name:				
School:					
Where did you see this post advertised? RBWM Website: <input type="checkbox"/> Jobs Go Public Website: <input type="checkbox"/> Local Newspaper: <input type="checkbox"/> National Newspaper: <input type="checkbox"/> National Newspaper Website: <input type="checkbox"/> Professional Publication: <input type="checkbox"/> Professional Website: <input type="checkbox"/> Friend/Word of Mouth <input type="checkbox"/> TES <input type="checkbox"/> Greensheets <input type="checkbox"/> Website other: <input type="checkbox"/> Please specify Publication other: <input type="checkbox"/> Please specify					
Gender : Male: <input type="checkbox"/> Female: <input type="checkbox"/>					
Date of Birth: / / Marital Status: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Please tick the category that most represents your race and ethnicity					
How would you describe your ethnic origin?					
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top;"> Asian or Asian British Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Other <input type="checkbox"/> </td> <td style="width: 25%; vertical-align: top;"> Black or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other <input type="checkbox"/> </td> <td style="width: 25%; vertical-align: top;"> White British <input type="checkbox"/> Irish <input type="checkbox"/> Other <input type="checkbox"/> </td> <td style="width: 25%; vertical-align: top;"> Mixed & Other White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other <input type="checkbox"/> </td> </tr> </table>		Asian or Asian British Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Other <input type="checkbox"/>	Black or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other <input type="checkbox"/>	White British <input type="checkbox"/> Irish <input type="checkbox"/> Other <input type="checkbox"/>	Mixed & Other White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other <input type="checkbox"/>
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Chinese or other ethnic group Chinese <input type="checkbox"/> Other ethnic group <input type="checkbox"/>					
Do you suffer from any condition which you feel will disadvantage you?					
Please let us know if you need any arrangements made for you to attend the interview e.g. British Sign Language, wheelchair access. (please specify assistance required)					
Do you consider yourself to have a disability as defined by the DDA? The Disability Discrimination Act defines a person with a disability as someone who has "a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry our normal day-to-day activities": Yes <input type="checkbox"/> No <input type="checkbox"/>					
Give brief details:					
Do you wish to have your application considered under the Guaranteed Interview Scheme? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Please provide details of any adjustments/ special needs to assist you at interview.					