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|  | **OVERTON GRANGE SCHOOL**  Stanley Road, Sutton, Surrey, SM2 6TQ  Tel 020 8239 2383 Fax No 020 8239 2382  Email: office@overtongrange.sutton.sch.uk  **INVIGILATOR APPLICATION FORM** | | | |
| **Personal details:** | | | | |
| Surname | | | Forename(s) | |
| Previous Surnames | | | | Mr / Mrs / Miss / Ms / Dr |
| Present Address (including post code) | | Home Tel: | | |
| Mobile: | | |
| Email: | | |
| National Insurance Number: | | |
| *For non-British / Irish nationals:*  Do you hold a valid Work Permit? **Yes / No** | | |

**Experience:**

Have you worked as an invigilator previously? **Yes / No**

If **Yes**, please provide details:

Dates from & to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any current maladministration / malpractice sanctions applied to you? **Yes / No**

**Personal Profile:**

*To help us find the most appropriate invigilation work for you tick any of the boxes which apply to you (training will be provided).*

I am willing to :

Work as the sole invigilator 🞏 Scribe for a candidate 🞏

Invigilate on a 1 : 1 basis 🞏 Read for a candidate 🞏

Read announcements in a full hall 🞏 Invigilate on-screen exams 🞏

Invigilate exams with audio equipment 🞏 Work after 4:30pm if necessary 🞏

Act as a lead / senior invigilator 🞏 Work as a team member 🞏

**General availability**:

*Sessions usually start at 8.10am and 1.10pm for varying times, some running past 4.00pm.*

Please tick to indicate your general availability:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning |  |  |  |  |  |
| Afternoon |  |  |  |  |  |

When would you be free to commence duty? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give dates of any pre-booked holidays during the next exams period:

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**Disclosure of relationships:**

Are you related by marriage, blood or as a co-habitee to any students at Overton Grange School?

**Yes / No**

If **Yes**, please provide details:

|  |  |  |
| --- | --- | --- |
| Student’s Name | Relationship | Tutor / Year Group |
|  |  |  |
|  |  |  |
|  |  |  |

Are you related by marriage, blood or as a co-habitee to any member of School staff or the Governing Body?

**Yes / No**

If **Yes**, please provide details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referees:**

*Please give the names and addresses of two people willing to confirm your suitability for the post. If you have been in employment, one should be your present or most recent employer. If you are in, or have recently completed, full-time education one should be from your school, college or university. Please do not give family members or close friends as referees.*

|  |  |
| --- | --- |
| Name (Mr/Mrs/Ms/Dr) | Name (Mr/Mrs/Ms/Dr) |
| Name of Organisation | Name of Organisation |
| Post Held : | Post Held : |
| Address  Post Code | Address  Post Code |
| Tel No : | Tel No : |
| Email : | Email : |
| **Protection of children:**  *Overton Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and individuals that work with our young people to share this commitment*  *The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Amendments) Order 1986. You are therefore required to declare any convictions or cautions you have even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. The School is also entitled, under arrangements introduced for the protection of children, to run an enhanced DBS disclosure check for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence.*  *The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision, the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.*  *Failure to declare a conviction may, however, disqualify you from appointment, or result in an immediate end to work at Overton Grange School if the discrepancy comes to light.*  Have you ever been convicted of a criminal offence? **Yes / No**  If **Yes**, you are required to give details - Criminal Convictions or Cautions :  *The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.* | |

|  |  |  |
| --- | --- | --- |
| Date | Offence | Sentence |
|  |  |  |

**DBS Check:**

*Invigilators are subject to enhanced DBS checks.*

Have you had a DBS check before? **Yes / No**

If **Yes**, please provide details:

Date of certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type: **Basic / Standard / Enhanced - excluding barred list / Enhanced – including barred list**

Workforce: **Adult / Child / Adult & Child**

Have you joined the Update Service? **Yes / No**

Organisation & role this check was originally carried out for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are you still working in the role the DBS check was carried out for? **Yes / No**

If **No**, please provide the date the role ended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability (see guidance notes below):**

Do you have a disability? **Yes / No**

If yes, using the guidance notes please detail any conditions you think relevant.:

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If you are asked to attend for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?

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What access arrangements, adjustments or adaptations would help you to do this job?

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**Guidance to job applicants on disability:**

*Do you think that you have a physical, sensory or mental impairment or condition, which seriously affects your day to day Life and is long-term (ie lasting, or likely to last, one year or longer)?*

* *This may be something for which you are taking medication, or*
* *It could be a previous long-term conditions, from which you have now fully recovered.*

***Here are some examples to help you decide if you have a long-term impairment or condition, which seriously affects your day-to-day life.***

* ***Hearing or visual impairment***

*Not including general short or long-sightedness*

* ***Co-ordination, dexterity or mobility***

*eg : polio, spinal cord injury, back problems, repetitive strain injury*

* ***Mental Health***

*eg : depression, sever phobias, schizophrenia*

* ***Speech impairment***

*eg : stammering*

* ***Learning disabilities***

*eg : dyslexia*

* ***Other physical or medical conditions***

*Eg : arthritis, asthma, cardiovascular conditions, cancer, diabetes, dyslexia, epilepsy, facial disfigurement, heart disease, haemophilia, HIV*

***Why do we need to know about this?***

*We have made a commitment in our equality and diversity policy to respect every individual staff member, which means treating them with dignity. We cannot check how successful we are in meeting this commitment without access to specific information about our staff.*

***Why is it important for me to declare this?***

*We want to ensure that all our staff are able to work in an environment where they feel comfortable and free from any potential prejudice or stigmatisation.*

***Where will this information be held?***

*This information will be entered onto your personal record and the information will have restricted confidential access to designated staff.*

***What do I do now?***

We would like you to voluntarily self-declare if you consider yourself to have, or have had, an impairment or condition.

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**Applicant’s declaration:**

I certify that:

* I have answered all questions on the application form fully and accurately, and I possess the qualifications I claim to hold.
* I am not on List 99 or disqualified from working with children.
* I am not subject to sanctions imposed by the General Teaching Council (or equivalent Body).
* I am not currently suspended from work or awaiting the outcome of a disciplinary enquiry.
* I am legally entitled to work in the UK.

I understand that:

* My information will be stored electronically and in paper format in line with the General Data Protection Regulations.
* Any false statements on the application form will justify an immediate end to my work at Overton Grange School. I hereby give my permission for an enhanced Criminal Records Bureau check to be carried out.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Should any of the above information change, please notify Lisa Ball without delay.***

*The information requested on this form is used to help determine your suitability to join our team of invigilators and to assist with the arrangement of any subsequent work. If you would like any further information about how your personal data will be processed, please see our Data Protection Policy and Privacy Notices on our website (www.overtongrange.sutton.sch.uk).*