

Chetham's  
 Library

Visitor Services  
 Assistant  
 Ad-hoc

Details Form

**CONFIDENTIAL** The information you provide on this form will be used in connection with our Safeguarding Children and Child Protection policies

***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors , volunteers and any other people with access to Students to share this commitment.***

Please ensure that you **fully** complete **all** sections of the Details Form, paying particular attention to the Employment History section, please ensure any gaps in employment are fully explained. Please note that providing false information may result in withdrawal of your services and possible referral to the police. Please note that checks may be carried out to verify the contents of your Details Form.

**Please complete the form in black ink (or by word processing) if electronic signature not provided, you will be required to sign and date this form.**

**Part 1** Title \_\_\_ Forename \_\_\_\_\_ Surname or Family Name \_\_\_\_\_

It is not acceptable to use "refer to CV" when completing this form

**2. FULL EMPLOYMENT HISTORY** Please provide a full history in chronological order since leaving full-time education, **starting with your most recent employment.**

Job Title or Position	Name and address of employer and description of activity	F/T or P/T	Dates				Reason for leaving
			From		To		
			Mth	Yr	Mth	Yr	
1							

2							
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3									
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4									
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5.									
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6									
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7									
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**Please enclose a continuation sheet if necessary**

**Please account for any gaps in Employment History since leaving School, for example Further Education, University etc.**

8.
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**QUALIFICATIONS RELEVANT TO THE ROLE (ONLY)**

Examinations Passed	Date(s)	Subjects and Grades
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GCSE or Equivalent		
AS/A2 Level or Equivalent		
Other (please specify)		

**Part 2**

Internal Ref .

No. \_\_\_\_\_ **PERSONAL INFORMATION**

<b>Surname or family name</b>	
<b>All previous surnames</b>	
<b>All forenames</b>	
<b>Title</b>	
<b>Current Address</b>	
<b>Postcode</b>	
<b>Resident at this address since</b>	
<b>Home telephone number</b>	
<b>Mobile telephone number</b>	
<b>Email address</b>	
<b>National Insurance No (employed roles only)</b>	
<b>Do you have Qualified Teacher status?</b>	<b>Yes      No</b>
If so, have you ever been subject to an investigation by the General Teaching Council or DfE? <b>(If applicable)</b>	<b>Yes      No</b> If YES please state separately under confidential cover the outcome including any orders or conditions of registration.
Have you ever been 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 you from teaching or being involved in the management of an independent school?.	<b>Yes      NO</b> If Yes, please provide details by separate cover
Are you subject to any legal restrictions in respect of your employment in the UK?	<b>Yes      No</b> If YES please provide details separately

Please confirm if you have ever: Been or lived outside of the UK for a period of 3 months or more at any one time within the last 5 years? If yes please advise which country or countries and for what period of time	<b>Yes</b>	<b>No</b>
Are you related to or have a close personal relationship with any pupil, employee, or governor at Chetham's?	<b>Yes</b>	<b>No</b> If YES give details separately under confidential cover
Do you know of any reason, on grounds of mental or physical health, why you would not be able to fulfil the responsibilities required of the role in question?	<b>Yes</b>	<b>No</b> If YES please give details separately under confidential cover.
Have you ever been barred from working with children?	<b>Yes</b>	<b>No</b> If Yes please provide details separately
Have you ever been dismissed from a post?	<b>Yes</b>	<b>No</b> If Yes please provide details separately

### Part 3: Criminal record

An offer of employment is conditional upon Chetham's Library receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which Chetham's Library considers to be satisfactory. Chetham's Library applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at Chetham's Library which amount to regulated activity. It is unlawful for Chetham's Library to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

Chetham's Library is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared, subject to the DBS filtering rules. If you have a criminal record this will not automatically debar you from employment or Volunteer work. Instead, each case will be assessed fairly by reference to Chetham's School objective assessment procedure

Before answering these questions please see the information on spent convictions and the DBS filtering

Have you been convicted by the courts of any criminal offence?	Yes	No
Is there any relevant court action pending against you?	Yes	No
Have you ever received a caution, reprimand or final warning from the police?	Yes	No

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

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**Section 4: 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.** Chetham's Library intends to take up references from shortlisted candidates where possible before interview. Chetham's Library reserves the right to take up references from any previous employer.

**REFERENCES CONSENT**

I hereby consent to the referees whose names and relevant contact details I have set out below providing a reference to **Chetham's Library** for the purpose of assessing my suitability for employment with the School. I authorise my referees to provide either written and/or verbal references, and this includes both referees who are previous employers and non-work related personal or character referees. I agree that any reference provided about me may include information related to (but not necessarily limited to): my job title and job duties, dates of employment, reasons for leaving, final salary, competence, attitude, ability to manage workload and work without supervision, honesty, attendance record, timekeeping record, relations with colleagues and clients, disciplinary record, performance management record, grievances raised and days and instances of sickness absence.

I understand that I have a genuine choice as to whether I wish my referees to provide a reference about me. My explicit consent to the provision and release of a reference to Chetham's Library by my referees is therefore freely given and informed. Finally, I understand that I have the right to withdraw my consent at any time and that I may do this by contacting my referees directly.

I acknowledge that I have been notified that Chetham's Library will process any references provided by my referees in accordance with the terms of the privacy notice for job applicants that can be viewed on Chetham's School of Music website. This sets out why Chetham's Library wishes to process references about me and the lawful basis for doing so, i.e. it is necessary for the purposes of the Library's legitimate interests in conducting due diligence on prospective staff/Volunteers and assessing their suitability for employment or volunteering

**Name..... Signed: ..... Date: .....**  
..

**Referee 1**

Name

Occupation

Relationship to applicant

Organisation:

Address:

Telephone number:

Email address:

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**Name**..... **Signed:** ..... **Date:** .....

May we contact prior to Interview? **YES – NO**

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**Name: .....Signed: .....Date: .....**

**Referee 2**

Name

Occupation

Relationship to applicant

Organisation:

Address:

Telephone number:

Email address:

May we contact prior to Interview? **YES – NO**

**Privacy Policy- standard/enhanced checks (paper and e-Bulk applications) declaration**  
**I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.**  
Signed:                      Name:  
SssS      Signed :  
                                    Date:

## Section 5: Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

For any post that is time or task dependant, or solely offered on time limited availability of external funding, continuing employment will be dependent on those factors, and as such may be brought to an end before that date by either side giving notice. Chetham's Library recognises all statutory rights as determined by the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations (Oct 02).

Chetham's Library is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's recruitment policy and Child Protection (Safeguarding) policy are available with this application form for download from the School's website. Please take the time to read them.

If your application is successful, Chetham's Library will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

## Section 6: Declarations

- **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 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 Chetham's Library (the employing organisation) processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**
- **I consent to Chetham's Library (the employing organisation) making direct contact with the people specified as my referees to verify the reference.**
- **I consent to Chetham's Library using, when deemed necessary, the Home Office, Online Right to Work Checking Service" to provide proof of my right to work in the UK.**

**Name:**

**Signed:**

**Date:**

Disclosure and Barring Service Filtering rules (applies from 10<sup>th</sup> March 2014)

**Please return your completed application:**

or

Sue McLoughlin  
Chetham's Library  
Long Millgate  
Manchester  
M3 1SB

**Email to [admin@chethams.org.uk](mailto:admin@chethams.org.uk)**

**Please identify where you saw the advert for this position .....**

Sentence/disposal	Buffer period for adults (18 and over at the time of conviction or the time the disposal is administered). This applies from the <u>end</u> date of the sentence (including the licence period).	Buffer period for young people (under 18 at the time of conviction or the time the disposal is administered). This applies from the <u>end</u> date of the sentence (including the licence period).
Custodial sentence* of over 4 years, or a public protection sentence	Never spent	Never spent
Custodial sentence of over 30 months (2 ½ years) and up to and including 48 months (4 years)	7 years	3½ years
Custodial sentence of over 6 months and up to and including 30 months (2 ½ years)	4 years	2 years
Custodial sentence of 6 months or less	2 years	18 months
Community order or youth rehabilitation order**	1 year	6 months

\*Custodial sentence includes a sentence of imprisonment (both an immediate custodial sentence and a suspended sentence), a sentence of detention in a young offender institution, a sentence of detention under section 91 of the Powers of Criminal Courts (Sentencing) Act 2000, a detention and training order, a sentence of youth custody, a sentence of corrective training and a sentence of Borstal training.

\*\*In relation to any community or youth rehabilitation order which has no specified end date, the rehabilitation period is 2 years from the date of conviction.

The following table sets out the rehabilitation period for sentences which do not have "buffer periods" and for which the rehabilitation period runs from the date of conviction:

Sentence/disposal	Rehabilitation period for adults (18 and over at the time of conviction or the time the disposal is administered).	Rehabilitation period for young people (under 18 at the time of conviction or the time the disposal is administered).
Fine	1 year	6 months
Conditional discharge,	Period of the order	Period of the order
Absolute discharge	None	None
Conditional caution and youth conditional caution	3 months or when the caution ceases to have effect if earlier	3 months
Simple caution, youth caution	Spent immediately	Spent immediately
Compensation order*	On the discharge of the order (i.e. when it is paid in full)	On the discharge of the order (i.e. when it is paid in full)
Binding over order	Period of the order	Period of the order
Attendance centre order	Period of the order	Period of the order
Hospital order (with or without a restriction order)	Period of the order	Period of the order
Referral order	Not available for adults	Period of the order
Reparation order	Not available for adults	None

**Prison sentences of more than two and a half years are never considered spent.**

**Filtering rules:**

**You are not required to disclose information about spent criminal convictions \*, if you were over 18 years of age at the time of the offence and:**

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and

**Even then, it will only be removed if it does not appear on the list of "specified offences" which will never be removed from a certificate. If a person has more than one offence, ten details of all their convictions will always be included.**

You are not required to disclose information about a spent caution\*\* if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences" relevant to Safeguarding.

**For those under 18 years of age at the time of the offence**

The same rules apply as for adult convictions, \* except that the elapsed time period is 5.5 years.

The same rules apply as for adult Cautions, \*\* except that the elapsed time period is 2 years. \*\*

\* (A conviction is a determination of guilt by a court in relation to a specific offence. Multiple offences whether arising from different occasions or from a single event, and in relation to which a court on one or more occasions reaches a determination of guilt, are to be treated as multiple convictions for filtering purposes).

\*\* (the term "Caution" includes reprimands and warnings)

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Important Note:** This is intended as general guidance only. It is not legal advice and must not be regarded as a definitive interpretation of the 1974 Act. Anyone in doubt should seek their own legal advice.

