



**CROFTON ACADEMY  
POST OF DEPUTY HEADTEACHER  
ADDITIONAL INFORMATION, HOW TO APPLY AND TIMELINE FOR APPLICATIONS**

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In order to apply for the post of Deputy Headteacher at Crofton Academy please request an electronic or paper copy of the application form by e-mailing [headteacher@croftonacademy.org.uk](mailto:headteacher@croftonacademy.org.uk).

At Crofton Academy safer practice in recruitment ensures that we promote all aspects of Safeguarding and Child Protection at every stage of the process. Please note and follow this procedure:

- Complete the electronic or paper copy of the application form and return to the Headteacher. Please ensure that you include:
  - Full identifying details, including current and former names
  - All qualifications (academic and/or vocational) relevant to the post
  - A full history, in chronological order, with explanation for periods not in employment, education or training and reasons for leaving employment
  - Details of referees, one must be your current or most recent employer
- Please read the enclosed RO1, then complete RO2 and return this with your application form (either via e-mail or paper copy)

In line with our Safeguarding Procedures, please note that if you are shortlisted the following checks will take place:

- Employment history and experience
- List 99

At the interview stage please present documents for:

- Formal identification checks (photographic ID documents)
- Your present CRB status

Please note: the successful candidate will still be subjected to an enhanced CRB check.

## **TIMELINE FOR APPLICATIONS AND THE APPLICATION PROCEDURE**

Friday	1 February 2013	Closing date for applications
Tuesday-Wednesday	5-6 February 2013	Shortlisting
Thursday	7 February 2013	Letters to candidates called for interview
Wednesday	13 February 2013	Day 1 interviews in school
Thursday	14 February 2013	Day 1 interviews off site

**CROFTON ACADEMY****POSTS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1971**

Because the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Amendment Order 1986 (the 'Order').

You are required to declare any convictions, cautions, reprimands or final warnings you have, even if they would otherwise be regarded as 'spent' under the Rehabilitation of Offenders Act (the 'Act'). The information you give will be treated in confidence and will only be taken into consideration in relation to an application where the exemption applies.

As an Equal Opportunities Employer, the Academy is committed to ensuring that all applicants are considered for employment on the basis of their merits and abilities, regardless of any other factors which are unrelated to the post. The disclosure of a criminal record will not debar you from consideration and appointment unless it is considered that the conviction affects your ability to do the job effectively, this rendering you unsuitable for appointment. In making this decision, consideration will be given to the nature and background of the offence, the length of time since the offence occurred and what age you were when it was committed. The relevance of any convictions you may have will be assessed against the work you would be required to do and the circumstances in which it has to be carried out.

**Any appointment will be subject to an Enhanced Disclosure Certificate being received from the Criminal Records Bureau. This will be checked against the information provided by yourself.**

If you would like to discuss whether a conviction you have would debar you from applying for this post, you may telephone Wakefield (01924) 862985.

**CROFTON ACADEMY**

**POSTS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**

As the post for which you are applying for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, **you are not entitled to withhold information about convictions, cautions, reprimands or final warnings** which for other purposes are 'spent' under the provisions of the Act.

This information is being collected by Crofton Academy. Any information given will be treated in the strictest confidence and in accordance with Data Protection principles. It will be considered only in relation to an application for positions to which the order applies.

This form will be destroyed once a decision regarding your suitability has been made.

NAME IN FULL: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

POST LOCATION: \_\_\_\_\_

DETAILS OF ANY CONVICTIONS, CAUTIONS, REPRIMANDS OR FINAL WARNINGS (Including dates):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare that the information given above is correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Any offer of appointment will be provisional until a Standard or Enhanced Disclosure Certificate is received from the Criminal Records Bureau and checked to ensure that you do not have a criminal record that may make you unsuitable for this post.

**Failure to declare a conviction, caution, reprimand or final warning, may however disqualify you from appointment or result in summary dismissal if this discrepancy comes to light following your appointment.**