**CONFIDENTIAL** 

**Invigilator Application Form**

**Applicants Details**

|  |  |
| --- | --- |
| Full name |  |
| Date of birth |  |
| Address |  |
| Email address |  |
| Tel no (Home) |  |
| Tel no (Mobile) |  |
| Names of any children at the school |  |

|  |
| --- |
| Are there any particular days/times that you are **NOT** available? |
|  |

|  |
| --- |
| Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to participate as an Invigilator in School? (Please give details) |
|  |

Please provide details of two people who can provide references for you, these should be from someone who has known you in a professional capacity, or who is able to provide a character reference. We are unable to accept references from family members:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
| **Phone no.:** |  | **Phone no.:** |  |
| **Email:** |  | **Email:** |  |

**Disclosure and Barring Service (DBS) Check**

The position you are applying for is subject to a DBS check, please complete the following section:

|  |  |
| --- | --- |
| Because of the nature of the work, this position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and Associated Order. You are therefore obliged to disclose details of any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).  You will have the opportunity to discuss these details prior to invigilating acceptance. Criminal records will only be taken into account for invigilating purposes and where the conviction is relevant to the position. As such, having convictions will not necessarily bar you from invigilating.  All information will be kept confidential and will only be used in relation to this application.  If you are successful in your invigilator post, you will be subject to a DBS check before this is confirmed. You will therefore be required to **bring original documents specified** on [www.gov.uk/guidance/documents-the-applicant-must-provide](file:///\\4127FS002.ad.wildern.hants.sch.uk\NEWSCHOOLPOOL\Admin\HR\1%20Wildern\Invigilators\www.gov.uk\guidance\documents-the-applicant-must-provide) to undertake your check. Further information on disclosures can be obtained from the Disclosure and Barring Service at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.  DBS certificates include details of cautions, reprimands or final warnings as well as convictions, spent or unspent, that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). | |
| **Have you ever had any convictions, cautions, reprimands or final warnings given by the police that are not protected?** | **Yes / No** |
| **Are you subject to any current ongoing investigations or referrals undertaken by the Police, DBS or TRA?** | **Yes / No** |
| If ‘Yes’ is selected for one or both of the above, please give details on a separate sheet and attach in a sealed envelope marked ‘**Confidential**’. | |

|  |  |  |
| --- | --- | --- |
| **Do you pay an annual fee to the DBS Update Service for an existing DBS for an employed position?** | | **Yes / No** |
| **If ‘Yes’, do you give the school permission to complete a status check on your DBS certificate?** | | **Yes / No** |
| **If ‘Yes’ Original DBS certificate number:** |  | |
| **If ‘Yes’ Original DBS type and level:**  **(E.G. Enhanced with Children’s barred list)** |  | |
| **Signature** |  | |

**IMPORTANT – PLEASE READ**

Wildern Academy Trust will cover the costs of your initial DBS certificate, however, due to the sporadic

nature of the Exam Invigilator role we do recommend that once you receive your DBS certificate you register this with the DBS Update Service (this has to be done within 30 days of the issue date and for which you will need to pay an annual fee personally) this then ensures that your DBS does not lapse. Should you not start employment we reserve the right to reclaim the costs associated in obtaining the DBS by invoice.

Your commitment to working regularly during the Exam periods at Wildern School is required, if you do not work (or attend a meeting with the Exams Officer) within a 3 month period and you haven’t registered for the Update Service your DBS will lapse and we will no longer be able to employ you as an Invigilator. In these circumstances should you wish to continue working for us it would be your responsibility to cover the cost of a replacement DBS.

I understand that the DBS disclosure certificate will become my property and I will retain it in a safe place.

**Emergency Contact Details**

|  |  |
| --- | --- |
| Full Name |  |
| Relationship to Invigilator |  |
| Tel no (Home) |  |
| Tel no (Mobile) |  |

**Declaration**

|  |  |
| --- | --- |
| I declare that the information given here is true and accept that false information may result in my invigilator role being terminated. I understand that a criminal records check will be carried out.  Wildern Academy Trust is under a duty to protect the public funds it administers, and to achieve this may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Personal data is held by Wildern Academy Trust and for the purposes of the Data Protection Act 1998, the Trust is the data controller.  As part of the invigilating process, checks may be made with your home Local Authority Adults’/Children’s Services Department. By signing this declaration, you are agreeing to checks illustrated being made. | |
|  | |
| **Signature** |  |
| **Name** |  |
| **Date** |  |

Please complete this form and hand it in to Main School Reception, marked for the attention of the HR Department, or e-mail it to [hr@wildern.org](mailto:hr@wildern.org) . This is in accordance with current guidance on safer recruitment practices in schools. This information will be stored on the computer files of the Trusts HR system.

Thank you for taking time to complete this Invigilator Application Form, your offer of help is greatly appreciated and we will be in touch as soon as possible.