



RECRUITMENT AND SELECTION POLICY AND PROCEDURE

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(date)

Last reviewed:February 2016.....
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Signed:
Clerk of School Committee

RECRUITMENT AND SELECTION POLICY AND PROCEDURE

1.0 PURPOSE

Sibford School is committed to achieving the highest standards of education and development of children and young people whilst safeguarding and promoting their welfare, and expects all staff to share in this commitment. To assist in this the School has a recruitment and selection policy and procedure which aims to treat all employees and job applicants equally and to recruit the best person for each vacancy irrespective of the applicant's race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability or marital or part-time status. The policy should be read in conjunction with other relevant policies including the School's Equal Opportunity Policy, Data Protection Policy, and Child Protection and Safeguarding Policy.

2.0 SCOPE

This policy is applicable to the recruitment and selection of people to be employed by Sibford School and Sibford Trading Limited, Sibford Ferris irrespective of whether contracted for a temporary, fixed term or permanent duration. It also applies to recruitment and selection of people for contracts for services. The policy will be communicated to all employees and applies to both internal and external recruitment.

3.0 PRINCIPLES

The following principles will apply whenever recruitment and selection for positions takes place.

- Existing staff will be given every opportunity to apply for vacancies as they arise and their applications will be considered fairly and equally with those from external candidates.
- All individuals considered for vacant posts will be screened against the job requirements as identified in a job description and person specification.
- Qualifications and requirements sought will be relevant to the vacant job
- Information on ethnic origin, sex, sexual orientation, disability, nationality, age, or religion and belief will be collected in order to monitor the number of applications from different groups. This information will not be used in the selection process or for any other purpose and will be recorded in anonymous format.
- Selection methods will be consistently and fairly applied to all candidates for the vacancy.
- Interviews will assess candidates against job-related criteria only i.e. those which relate to the requirements of the job, and names, addresses and other personal data will be removed from all applications during the shortlisting process to ensure that this is so.
- Senior managers involved in selecting for positions will be trained in selection processes being used such as interviewing

- Written records of interviews and reasons for decisions taken at each stage of the process and reasons for appointment and non-appointment will be kept for at least six months following the selection activity. Records will then be disposed of confidentially
- All candidates will be asked at the interview stage to provide documentary evidence of their right to live and work in the UK, to ensure compliance with the Immigration, Asylum and Nationality Act 2006.
- Candidates will also be asked at the interview stage to provide documentary evidence of their identity, current address and, where appropriate, their qualifications.
- Prior to confirmation of all appointments the appropriate level of Disclosure and Barring Service checks will be carried out. Barred List checks and Enhanced Disclosure and Barring Service Disclosures will be obtained for all employees involved in regulated activity as defined in the ISI Integrated Handbook – Regulatory requirements. (See separate Disclosure and Barring procedure).
- All external appointments will be conditional on receipt of satisfactory references and evidence of declared qualifications relevant to the vacant job.
- Where disabled candidates enter a recruitment and selection process reasonable adjustments will be made to aid their participation, and the process should take into account such adjustments to working arrangements or physical features of the vacant job's workplace/station/premises as are reasonable to accommodate the needs of the individual.
- Candidates will only be required to divulge medical information after they have been appointed. The medical questionnaire contains a statement that the applicant knows of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question. The questionnaire also allows the employer to be aware of any needs or special conditions of the employee, and does not form any part of the selection process.

4.0 PROCEDURE

The recruitment and selection process should proceed with the following steps in accordance with the principles set out above.

- Authority to recruit must be obtained from the Head, Business Manager or School Committee if appropriate, before any recruitment activity starts
- A thorough analysis of the job should be undertaken by senior management which takes into account current and future needs, in order to inform a recruitment decision i.e. not to replace the post; recruit into the same job on the same terms and conditions; or recruit but change the job i.e. restructure, change its scope, level, reporting arrangements, duties and responsibilities, hours, terms and conditions. Account should also be taken of any relevant information obtained from an exit interview with the previous job incumbent, where applicable, and where that person has given their permission for this information to be passed on
- The job description should be reviewed and amended according to the job analysis; and relevant qualifications, skills, experience, and competencies set out using standard job description and person specification proforma
- Job advertisements must be based on the job description and person specification. Posts will normally be advertised internally. Where additional external advertising is

required appropriate local or national press will be used together with relevant online advertising. Positions will, where appropriate, be advertised simultaneously internally and externally.

- For external applicants a standard application form will be sent. For internal applicants a standard internal process will be followed, usually involving a letter of application of regulated length. All applicants should receive details about the School, a job description and relevant application form. If possible applicants will be encouraged to apply online.
- All external applications will be initially processed by the Head's PA ensuring removal of equal opportunities monitoring forms and other personal data and appropriate recording and storage of this data. Applications will then be passed to the recruiting manager and the Head or Business Manager. Internal applications will be passed to the recruiting manager and the Head or Business Manager.
- When reviewing applications the recruiting manager and the Head will compare the applicants' details against the requirements set out in the job description and person specification and draw up a shortlist of not normally more than 6 candidates who most closely match the requirements. Notes must be made and kept of reasons for decisions taken at this stage. The manager should also identify anomalies and gaps in career history.
- To ensure greater objectivity interviews will be conducted by more than one interviewer and normally will involve the Head for teaching staff or the Business Manager for associate staff. The Head, Head of Junior School and the Business Manager have all completed online training in "safer recruitment" managed by the DfE. An interview question sheet will be prepared prior to interview which sets out relevant questions against the job and person specification criteria. The interview questions must be covered consistently for all candidates.
- Interviewers should score selection criteria for each candidate using levels indicated on the question grid. Scores and comments must be recorded and notes kept using the standard proforma. Notes should be returned for storage to Head's PA with candidate application forms and will be retained for six months.
- If other selection methods such as tests are used these must be administered by appropriate staff members qualified and trained to administer them. For teaching posts selection will usually include teaching a lesson under observation, and will also include a short panel interview discussion with a small group of pupils.
- External candidates visiting the school for interview will normally receive a tour of the school and will be introduced to relevant staff.
- Upon selection of a suitable candidate the recruiting manager will liaise with the Head and/or Business Manager to identify an appropriate starting salary, hours and terms and conditions, benchmarked against salaries for comparable posts currently on payroll. Head's PA will prepare a letter of offer and contract of employment. All offers of employment must be approved by the Head prior to any offer being made or confirmed in writing.
- All offers are made conditional on receipt of two satisfactory references normally from current/most recent employers if applicable, proof of qualifications and eligibility to work in the UK, return of a satisfactory pre-employment medical questionnaire, Barred List check and Enhanced Disclosure and Barring Service Disclosure. Where the employee has subscribed to the DBS Update Service, it will be unnecessary to carry out a an Enhanced Disclosure application provided a check of

the employee's status is made with the Update Service. Some of these checks may be undertaken at interview stage provided these have been requested of the candidate in advance. Reference requests will include details of the job and relevant questions using a standard reference questionnaire.

- All newly appointed teaching staff will be checked against the Prohibition List held by the DfE.
- Employees who will have regular contact with pupils under the age of 8 will be required to sign a declaration concerning Disqualification by Association, confirming that neither they nor the members of their household have been disqualified from working with children under the age of 8.
- Once the job offer has been accepted all remaining interviewees will be contacted by telephone by the Head or Business Manager and feedback provided if required.
- Candidates who were not shortlisted for the position will be advised of this in writing at this stage.
- The successful candidate will normally receive a letter of offer, full statement of written particulars plus a copy of Employment Procedures prior to joining, or during their first week of employment. The recruiting manager will review these details with the new recruit as part of the first week's induction. All new starters will receive a timetable of induction arrangements for their first week in their new job.
- For successful internal candidates an agreed start date will be set taking into account the requirements of their existing job.

5.0 APPEALS AND COMPLAINTS PROCEDURE

Employees who have concerns about any aspect of this policy or its operation should use the School's Grievance Procedure. Any complaints received from external applicants will be investigated by the Head's PA who will then report findings to the Head and/or Business Manager.

6.0 APPENDICES: RECRUITMENT AND SELECTION PROFORMA

- Job Description plus guidance notes for completion
- Person Specification plus guidance note for completion
- Internal Staff Application Form
- External Application Form (as currently in use-to be included)
- Equal Opportunities Monitoring Form (as currently in use-to be included)
- Sample Letter of Offer (or as per currently in use)
- Reference Questionnaires (as currently in use-to be included)
- Medical Questionnaire (as currently in use-to be included)



SIBFORD SCHOOL JOB DESCRIPTION

Job Title:

Reports to:

Key Contacts and Relationships:

Overall Purpose

Key Responsibilities

Key Performance Measures

Skills and Competencies required in the role

Rate of pay

NEW STYLE JOB DESCRIPTIONS

GUIDANCE NOTES FOR COMPLETION

Job Title

Should be a meaningful name which best describes what the job holder does. The job title is likely to suggest the job's level of responsibility and place in the organisation. Most people understand the difference between a manager and a clerk. A 'co-ordinator' may be less well understood.

Often it's better to leave the decision over job title until the rest of the job description is complete. The job title often emerges naturally from this.

Reports to, and staff supervised

Describes where they fit in the organisation and will indicate the level of responsibility.

Key Contacts and Relationships

The main job roles/people with whom the job holder must interact in order to successfully perform the role.

Overall Purpose

This is a broad statement of what the job is expected to achieve. If it was the job of Captain of the Starship Enterprise it might read, "To boldly go where no man has gone before, find new lands enabling hope, prosperity and a new future for all of mankind".

It is sometimes easier to develop this statement after other areas have been completed such as the main accountabilities.

Key Accountabilities

Should set out the main things that the job holder must do in order to achieve the job's overall purpose.

Each accountability should be structured as a statement of what the job holder does, to what or whom, for what purpose. For example, "To maintain the technical functioning of the ship and ensure that it continues to be of sufficient condition to enable a successful mission and return to Earth". Accountability statements should suggest measurement.

Note that this is not a task list. Therefore there should not be more than 8 accountabilities listed. More than this indicates either that it is a task list, or possibly that the job is inappropriately designed (i.e. too big). As such this is likely to lead to insufficient focus on what really matters in the job.

Key Performance Measures

This should be the quantitative or qualitative aspects that will tell whether the job is being performed to the standard required. E.g. number of lands discovered; technical condition of the ship; morale and motivation of the ship's crew. If these are clear and relevant they can provide a direct link into the performance management objective setting process.

Skills and Competences

These are the skills and competences which the job holder requires in order to perform this job to a satisfactory standard. You may recruit at a lesser level than this and allow the job holder to grow into the job through training and experience.

Skills are the technical or professional skills the job holder must have e.g. Degree in Aeronautics.

Competences are behaviour statements indicating skills, knowledge and attitude. E.g. “leads the ship’s crew by maintaining personal optimism, clarity of direction, harmony and a balance between firmness and fairness”.



PERSON SPECIFICATION

VACANCY JOB TITLE:

COMPLETED BY:

DATE:

FACTOR	ESSENTIAL (E) or DESIRABLE (D)
QUALIFICATIONS	
EXPERIENCE	
KNOWLEDGE	
SKILLS AND COMPETENCES	
MOTIVATION	
CONTRA-INDICATORS	

PERSON SPECIFICATION

GUIDANCE NOTES FOR COMPLETION

The Sibford School Recruitment and Selection Policy and Procedure sets out the requirement to prepare a person specification whenever a position requires to be recruited. This helps to ensure that School recruits the best person for the job whilst avoiding unfair discrimination which can be costly in legal, financial, reputational and staff morale terms.

The person specification proforma sets out a range of **Factors**. These need to be identified as **relevant to the job** being recruited using the detail from an up to date job description.

For each factor a judgement is required as to whether it is **Essential or Desirable**.

- **Essential** means it is a core requirement of the job. If an applicant fails to display evidence of an essential criterion they will not be regarded as suitable for the job. Care should therefore be taken to ensure that these factors are indeed 'essential'.
- **Desirable** means those factors which the recruiter would ideally like the applicant to have. The absence of these factors will not automatically mean that the individual is not regarded as suitable.
- If one individual has some of the 'desirables' whereas another individual merely has the 'essentials' then the first individual is likely to be considered more suitable. If one individual has all of the 'essentials' and all of the 'desirables' then they will be the 'ideal' candidate.

Qualifications, Experience and Knowledge

These should be relevant to the job being recruited. For example specifying a Degree, teaching qualification plus a minimum of 3 years relevant teaching experience could be 'essential', with 7 years plus relevant experience being 'desirable'.

Care needs to be taken to ensure that 'experience' requirements can be justified, since if not this could lead to claims of ageism.

Similarly, specifying qualifications and/or knowledge requirements which really cannot be justified for the competent performance of the job may mean that good candidates are lost.

Skills

Skills are the tools an individual brings to the job, often supported by qualification e.g. PC skills; City and Guilds qualification; PGCE qualification; ACMA and so on.

Competences

Competences are the behaviours which a competent individual would display in the successful performance of the job. Examples would be: for teaching roles planning and

preparation of lessons; delivery of educational material in an inspiring and enthusiastic way; receptivity of pupils indicating that learning has taken place. Other competences may be more generic for example: clear communication; team-working; leadership; attention to detail; planning and organising; creativity and innovation; commercial awareness.

Personal Qualities/Personality

These will typically be those personal factors which make for success in the job. Examples could include whether the job is suited to someone who is analytical or decisive; outgoing or shy and retiring; tough-minded or tender-minded; practical or conceptual; calm or driven; prefers to work with people or prefers to work on their own initiative. These are opposites and very often the individual may be neither one nor the other. Again what is important here is to identify factors which are regarded as essential or desirable for the successful performance of the job. The experience of others in the job may offer good indicators here.

Motivation

This should identify factors which will indicate the extent of the individual's likely energy level for the job role. For example a strong commitment to helping young people learn; commitment to customer service; proactive approach to problem-solving.

Contra-indicators

These are the things that would indicate unsuitability. Examples could be evidence of poor communication when clear open communication is vital in the role; evidence of other responsibilities which may make it impossible to undertake the role; or evidence that the individual lives far away from the school and has no obvious means of getting here. Where these concerns emerge during the interview care needs to be taken to ensure that unfair judgements are not made. Therefore the candidate should be asked questions about these if appropriate



INTERNAL APPLICATION FORM

Name:

Date

Job Applied For:

Please explain how you meet the skills and competence requirements of the vacant job.

Please explain your reasons for applying for the position and why you should be selected.

Please use an additional sheet if required

Please return completed application to:
PA TO HEAD
SIBFORD SCHOOL
SIBFORD FERRIS
BANBURY
OXFORDSHIRE
OX15 5QL
Telephone 01295 781208
Fax 01295 781204
Email: vacancy@sibfordschool.co.uk



APPLICATION FOR THE POST OF

SECTION ONE

Section One of the application form will be detached on receipt and stored separately prior to shortlisting to comply with our commitment to provide equal opportunities to all applicants. Sibford School will not refer to personal details and will not discriminate either directly or indirectly in the shortlisting of candidates for interview. Selection will be based on the information contained in Section Two only. The names of candidates will only be revealed to the interviewers once the shortlisting process is complete.

Surname	Forenames	
Former Name(s)		
Address		
Date of Birth	Home Tel No	
Email Address	Mobile No	
National Insurance No	Work Tel No	

SECTION TWO

Professional Qualifications	
<i>For teaching applicants only</i>	DfE No
	Do you have Qualified Teacher Status? YES / NO

EDUCATION HISTORY

Start Date	End Date	ESTABLISHMENT	QUALIFICATIONS GAINED
		School	
		Colleges/Universities	
		Other Training	

EMPLOYMENT HISTORY: Please give details of work experience beginning with your current or most recent post and explanations for any periods when you were not in employment

Start Date	End Date	Name & Address of Employer	Job Title & Duties	Finishing Salary	Reason for Leaving
Notice period required by current employer					
Current Salary					
Any other benefits					

Please continue on a separate sheet if insufficient space has been allowed

OTHER EMPLOYMENT

Please give details of any other relevant employment or voluntary experience

LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc

REASON FOR APPLICATION

Please provide details of why you think you are suited to this position

(please continue on separate sheet if necessary)

REHABILITATION OF OFFENDERS ACT

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exemption Order 1975 as amended by the Exceptions (Amendments) Order 1986, which means that convictions, cautions and bind-overs, including those regarded as “spent” under the terms of the Act **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this appointment.

You are required to submit to an enhanced Disclosure and Barring Service check. Any disclosures made by the DBS will remain strictly confidential.

Do you authorize us to obtain any necessary information from the DBS in connection with this application? **YES / NO**

Where an applicant has worked or been resident overseas in the previous 5 years, a check of your criminal record from the relevant authority in that country/countries will be necessary.

Have you ever been convicted in a Court of Law and/or cautioned/bound-over in respect of any offence? **YES / NO**

If yes, please give details in a sealed envelope marked “confidential”.

REFEREES: One referee should be your current or most recent employer. NB: references will not be accepted from relatives or people writing solely in the capacity of friends.

Name	Name
Address	Address
Telephone	Telephone
Email	Email
Position	Position

May we take these references up now? **YES / NO**

Do you have any family or close relationship to an existing employee or member of School Committee (the school's governing body)?

YES / NO

If yes, please give details

STATEMENT BY SIBFORD SCHOOL

Sibford School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

DECLARATION BY APPLICANT

- i) I confirm that the above information is complete and correct. I am aware that providing false information is an offence and could result in my application being rejected or summary dismissal if I have been appointed.
- ii) I confirm that I am not on the DBS Children's Barred List
- iii) I agree that Sibford School reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).

Signed

Date

NB Applicants who are called for interview will need to bring with them original documents verifying their identity (eg birth certificate), and documents confirming any educational and professional qualifications that are necessary/relevant for the post (eg original or certified copy of certificates/diplomas or letter of confirmation from the awarding body).

If you have received this application form by email, please feel free to copy it onto your own PC. Email applications will be accepted but only if followed by an original, signed version.

LETTER OF OFFER

TS/jm

PRIVATE AND CONFIDENTIAL

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. .
. .
. .

Date

Dear **XX**

JOB TITLE

I am now very pleased to formally confirm my offer to you of the post of **XXX**, commencing **DATE**. As discussed, the salary will be at point **xx** on the **Sibford/NJCLGS** Pay Scale, which is £**xxx** as at 1 September **xxxx**. The duties will be as described in the attached job description and as we discussed during your interview. You will be required to work **full time/part time**, unless otherwise agreed either with me or with your Head of Department but actual hours may vary at the discretion of the school. The offer is of course subject to receiving two satisfactory references and a Disclosure and Barring Service (DBS) enhanced disclosure.

With this letter I enclose your contract of employment. I would be grateful if you would sign both copies of your contract and return one to the school. The employment policies and procedures which give further detail of your terms and conditions are contained in Employment Procedures, which will be sent to you electronically. As this document forms an Appendix to your contract, you should familiarise yourself with its contents as soon as possible.

I also enclose for completion and return to Julia Morel, my PA, a medical fitness questionnaire; a personal data form and P46, which are required by the accounts' department to pay your salary; a next of kin form **and a disqualification by association form (delete as required)**. The Human Resources Manager will contact you shortly concerning the online completion of your DBS disclosure application form, or, if you have subscribed to the DBS Update Service, to request your permission to check your current status. You will see that original documents are required to verify your identity and current address. In addition, to satisfy the requirements of the Children Act and the DBS, please let us have copies of your qualifications and sight of an original birth certificate if you have not already done so.

In the meantime, may I congratulate you on your appointment. I look forward to welcoming you as a member of the Sibford team in **xxx**. Please note that induction for new staff will take place on **xxxxx**. **Further details of the programme will be forwarded to you later in the summer holidays (delete as appropriate)**.

With best wishes

Toby Spence
Head

Encl: Job Description
Contract of employment (two copies – please return one signed copy)
Personal Data Form/P46
Medical Fitness for Employment form
Disqualification by Association Declaration
Keeping Children Safe in Education – Part 1
Next of Kin form
Quaker Advices and Queries

Applicant: Post applied for:

Please circle the statements which best describe the applicant:

Teaching ability	Students learn easily in his/her class	Most students learn effectively in his/her class
Preparation of lessons	Excellent. Always attends to fine detail	Sound, sets well-focused and realistic objectives
Marking of work	Always detailed, supportive and helpful	Usually very conscientious
Learning environment	Makes extensive use of display, keeps areas tidy and attractive	Makes use of display, keeps area tidy
Relationships with students	Students respond very positively	Students are usually well-motivated
Class control	Motivates and guides students well and positively	Has only occasional difficulty
Work as a tutor	Caring, well-informed and effective	Carries out agreed tasks reliably
Attendance record	Rarely absent	Good attendance
Punctuality at school/ lessons	Always on time	Usually on time
Course attendance	Always keen to attend	Sometimes attends
Extra-curricular	Gives his/her time generously	Sometimes assists outside school hours
Relationships with colleagues	Respected and liked by all	Respected and liked within his/her own circle
Enthusiasm, drive, energy	Works very hard and with great interest	Works well
Organisation	Excellent organiser, attends to fine detail	Sound organiser, has a good idea of aims and objectives
Acceptance of advice	Seeks, welcomes and acts on advice	Makes good use of advice
Co-operation	Always works well with others	Works well in a team
Initiative/Reliability	Can always be relied on to execute duties and to 'fill any gaps'	Carries out agreed tasks
Responsibility	Always eager to accept responsibility related to his/her abilities	Accepts responsibility but does not always realise implications
Potential for further promotion	Strong capacity to take on a senior role	May be able to proceed to a higher level in the future
Suitability for this post	Recommended without reservation	Worthy of serious consideration
Would you employ this person again?	Yes – without hesitation	Possibly – with some reservations

Name of referee: Signature of referee:

..... Date:

SIBFORD SCHOOL

MEDICAL FITNESS FOR EMPLOYMENT

Sibford School wishes to be satisfied that you are medically fit to undertake the duties of the post for which you have applied. To fulfil this requirement, please read this form carefully and complete the appropriate parts.

(NB * indicates that you should delete as appropriate)

SECTION A Following completion, this section ultimately will be retained by the bursarial department.

This part to be completed by the Employing Department (or by the applicant if not already completed)

POST APPLIED FOR VDU USER: YES/NO
*

DEPARTMENT

Part 1 - Personal Details

This part to be completed by ALL PROSPECTIVE EMPLOYEES

1. SURNAME
Mr/Mrs/Miss/Ms*

FORENAME (S)
.....

ADDRESS M/F*
.....

..... Date of Birth

TEL NO.

HEIGHT WEIGHT

.....

2. Do you wear spectacles/contact lenses? Yes/No*

3. Are you a disabled person? Yes/No*

If yes, please give the nature of your disability

.....

.....

Part 2 - Declaration of Fitness

Please refer to the questions asked in Section B of this form. If you can answer NO to ALL the questions, please read the declaration below carefully, complete and sign it, then return Section A only of the form to Julia Morel, PA to the Head

DECLARATION: I (name).....
declare that I have read all the questions in Section B of this form and am able to answer NO to all of them. I have no reason to believe that my health will interfere with my ability to undertake the duties of the post for which I have applied or affect my ability to give good attendance.

I declare that this statement is, to the best of my knowledge, true and realise that a false statement on my behalf may lead to termination of any Contract of Employment formed on the basis of this statement.

Signed:

Date:

If you answer YES to any questions in Section B, please give as full details as possible. Sign the declaration on page 4 and enclose the WHOLE FORM, sealed in an envelope, addressed to the School's Medical Adviser who will decide whether to contact you or your GP for further information. Notes explaining your rights under the Access to Medical Reports Act 1988 are available upon request.

Please note that the School reserves the right to ask any prospective employee to undergo a medical examination, if it is felt necessary.

For completion by the School's Medical Adviser (when appropriate)

I have considered the medical evidence available in respect of the above named and, in my opinion, his/her* health is satisfactory.

Signed:

Date:

NAME DOB

POST APPLIED FOR

SECTION B

If it is necessary for you to complete this section, any information given will be strictly confidential to the School's Medical Adviser and to any registered practitioner he/she may need to consult. Minor illnesses should not be included.

Medical History

1. Are you currently suffering or have you suffered in the past 10 years from any of the conditions listed below? YES/NO*

<ol style="list-style-type: none"> b. Typhoid/paratyphoid c. Dysentery d. Asthma/recurrent bronchitis e. Untreated high blood pressure f. Heart disease g. Rheumatic fever h. Arthritis i. Permanent weakness of hand/limb j. Recent or recurrent back disorder k. Rupture l. Serious disturbance of stomach or bowels 	<ol style="list-style-type: none"> a. Tuberculosis m. Disease of kidneys/bladder n. Diabetes o. Fits, giddiness or fainting p. Mental illness q. Severe anxiety/depression r. Infectious skin disease s. Loss of sight, hearing or speech defect t. Obesity/anorexia u. Alcoholism/drug dependence v. Frequent migraine
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If yes, please give details of illnesses/medical condition(s), ie date of onset, duration, any sick leave taken and whether there have been any further occurrences:

2. Have you suffered from any other illnesses not listed above which have resulted in permanent disability or continuing medical treatment? YES/NO*

3. Are you at present under the care of a doctor or other medical professional, or taking any regular medication under medical direction?
YES/NO*

If yes, please give details:

4. Have you had any operations/serious accidents/injuries which have resulted in permanent disability, or continuing medical treatment?
YES/NO*

If yes, please give details:

- 5. Have you been refused or discharged from employment/military service on medical grounds? YES/NO*

If yes, please state why:

- 6. Have you been refused life assurance/medical insurance (eg BUPA) on health grounds, or only accepted on special terms?

YES/NO*

If yes, please state why:

Please give the name and address of your family doctor

.....
.....
.....

DECLARATION

(Please ensure that you make the appropriate deletions where * appears)

I (name in block capitals)

.....
declare that I have answered all the questions honestly and fully and am not aware of any other physical or mental disability which could affect my working capacity before retiring age. I realise that any false or incomplete statement on my behalf may lead to the termination of any contract of Employment formed on the basis of this statement.

I understand my rights under the Access to Medical Reports Act 1988 and hereby give/do not give* my consent for the School's Medical Adviser to seek a report on my medical position from the doctor(s) who has (have) been responsible for my physical or mental health care.

I understand that this form will be copied to the doctor(s) and shall have the validity of the original.

I do/do not* wish to see the medical report(s) before submission to the School's Medical Adviser.

I consent to Sibford School being informed, at the School's Medical Adviser's discretion, of any medical condition/disability I may have that, whilst not necessarily disbarring me from employment, may require special consideration.

Signed:
.....

Date: