



## Overseas Teachers

# Overseas Experience and Teaching in the UK Guide



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## **Section One – Working in the UK with Integrity Education**

### **Who are Integrity Education and what do we do?**

Integrity Education is a leading teacher agency which places great teachers into rewarding and satisfying jobs within the United Kingdom. We work with a variety of schools in inner London.

Established by an energetic group of young professionals including teachers Integrity Education seeks to support prospective teachers in every step they take in making the life enriching decision to work & live in the United Kingdom.

Integrity Education is a member of the Recruitment & Employment Confederations (REC) and adheres to the enforceable Code of Good Practice which ensures teachers receive the highest standard of service.

A unique focus of Integrity Education is their Relocation Support Program (more on that later) which seeks to ensure that your transition to the UK is as seamless as possible and once here you have access to a wealth of support and advice which makes the move that much easier.

### **What do we aim to do?**

Integrity Education is a small and dynamic teacher agency which views its number one responsibility as making sure all Integrity teachers land roles where they are achieving their goals (travel, career development, financial rewards) and enjoying life in the UK. Unlike many larger recruitment companies we focus on you, what you want and then make it our mission to achieve this. We consider all of our teachers as proactive individuals who have made a “big decision” to come to the UK and our role is to ensure it works out well.

In order to do this we utilise our extensive range of contacts to provide you, the candidate, with opportunities which match your skill sets and desired goals whilst in the UK.

### **Where do I come in & what is in it for me?**

Teachers: The United Kingdom is currently experiencing a significant shortage of Teachers and we always looking for qualified, highly motivated individuals who are up for a new challenge. Teachers will need to have a Bachelors degree and qualification that enables them to work as a teacher in their home country. In terms of rewards Integrity Education pays above average rates where possible, sometimes the Government sets rates so we have no control over them, we will always push for the best result. As a guide the absolute minimum a teacher would be paid is £105 per day, all the teachers we have placed earn more than this.



### **Where would I be based & would I get the chance to travel?**

Integrity Education will make every effort to ensure we best match any prospective roles and their locations with your desired location in the UK. Many of our Teaching roles will be based in London.

The UK School holidays are long and you will have plenty of time to explore both the UK and further afield. A great benefit of living in the UK is the proximity to Europe – Paris is two hours away by train – and cheap flights to nearly everywhere are available and start from as little as £25. Cycling through the flower farms just outside Amsterdam, enjoying a beer in Munich during Oktoberfest, eating Pizza in Rome, watching the Northern Lights in Iceland, strolling down the Champs Elysees after a day spent viewing the finest painters in stunning galleries (think Monet, da Vinci, van Gogh) and much more are all easily achievable and realistic when based and working in the UK.

The UK is also one of the safest countries in the Western World. Violent crime is very low, public services including health, ambulance, police & fire work extremely effectively and corruption is virtually non-existent.

As a taster of what to expect check out this link which pulls together flight information for all of the budget airlines, there are some great destinations and even better prices,

[www.skyscanner.net](http://www.skyscanner.net)

### **What can I expect to do and find in London / United Kingdom?**

The United Kingdom has a rich and vibrant history and today is the richest nation in Western Europe. It is impossible to even begin to describe the excitement and variety of things on offer in London and the UK. London has over 200 Galleries, 300 Museums and 150 + events happening every day. Integrity Education offers their teachers a free guide to what's on, key tips and tricks to save money and advice on all aspects of how to make the most of your time here. As the saying goes, "...when one is tired of London, one is tired of life..." Whatever your interests you will find them available here in the UK. Check out the Teacher Happiness section of our website for more info.

### **What do things cost and where would I live?**

The cost of living in the UK varies considerably depending upon where you live and where you shop. A loaf of white bread costs around 40p, 2 pints of milk (2.27ltrs) costs around 95p, 12 eggs cost around £1. Petrol costs approximately 85p + per litre. A pint of beer in a pub costs £1.90+.



Renting a flat normally includes water but you have to pay for electricity and council tax (£80+ per month for the whole flat). The rental cost is dependant upon where you live. Transport is relatively cheap with a travel card allowing unlimited travel on buses & the tube in London costing £5.40 a day, this reduces when purchasing a weekly or monthly ticket. Travelling on public transport is safe in the UK and is an acceptable mode of transport for everyone in London. It is also quick and efficient. Outside of London cost can be much lower.

Where you live in London is very much a personal choice with a huge variety of different and exciting areas to live in.

For short term accommodation there are hostels, bed & breakfast. This will be expensive and not suitable for long periods of time. The Internet is a good tool for accessing this type of accommodation in the UK. In addition Integrity Education is also willing to help with this aspect of your transition, we can supply details of key resources you need to get set up in a share house and or rental accommodation, making this aspect of your move that much easier.

Finding permanent accommodation will depend upon your budget and where you want to live in the UK. London is more expensive than the rest of the country and you will be able to choose from a wide range of agents and companies who can help with renting or buying a property. We would strongly advise you against renting a flat whilst you are overseas because prices of renting a flat/house can vary dramatically depending upon the area and type of accommodation. Given the wealth of choice for places to live in the UK we suggest you look at a number of properties before signing on the dotted line.

Buying a house in the UK is an expensive process and thorough research is required to ensure positive outcomes. Rented accommodation is very common and can be used as a stepping stone until you find your feet. Apartments, studios, flats and houses of different descriptions are available countrywide either for an individual or shared. A three bedroom flat in London could cost somewhere in the region of £900 per month although this does depend on where you live. In rental situations it is customary that credit checks and references are carried out before a tenancy agreement is signed. Once signed the usual minimum rental period is for six months and then it is extended as it needs to be. On signing this agreement a deposit will be necessary which usually comprises six weeks rent. This deposit is refundable at the end of the tenancy and safe guards the landlord against any damage to the property by the tenants. Moving into a rental property can be an expensive process and you must ensure that you have enough money to cover your initial stay.

In addition to rent you will also have electricity, gas and telephone bills. When sharing a property you will split these bills and the cost of living will be significantly reduced.

A great website to get a feel for the rental market in the UK is called The Gumtree



[www.gumtree.com](http://www.gumtree.com)

This lists loads of share houses and rental properties and will give a good indication of price. Furthermore there are areas which are more popular with antipodeans, mostly south of the river Thames. South Africans are found in large numbers in Wimbledon and Southfields, Australians in Clapham, and New Zealanders in both these areas.

### What is it like teaching in the UK?

Teaching in the UK will be very different to what you have been used to in your home country. Each School will have their own education ethos, dress code, health and safety procedures and behaviour policy which will be new to you. Because you may be working in more than one school it will be important that you understand these at each establishment. There are good support systems built into all of the schools that Integrity Education chooses to work with and always remember we are only a phone call away.

The English School system begins at the age of three years and is compulsory up to the age of sixteen years. Many students extend their schooling to eighteen years and complete A Levels (final school exams) before entering University or College.

Schools are broken into a number of different categories. Please see table following.

<b>Nursery Schools</b>	3-4 year olds
<b>Infant Schools</b>	Reception classes for 4-5 year olds Infant classes for 5-7 year olds (KS1) Most Infant schools also have a Nursery class
<b>Junior Schools</b>	Junior classes for 8-11 year olds (KS2)
<b>Primary Schools</b>	Infant and Junior classes within the one school
<b>Secondary Schools</b>	11-16 year olds (can cater for up to 18 years old) (KS3 / KS4)
<b>Sixth Form Colleges</b>	16-18 year olds
<b>Special Schools</b>	Pupils who have special educational needs



For more information on teaching in the UK please see the following website

<http://www.teachernet.gov.uk/teachinginengland/index.cfm>

### How long is the school day & what hours would I work?

The school day in the United Kingdom runs from approximately 830am until 4pm with after school meetings and planning on top. The school year runs from September to July with holidays at Christmas, Easter and Summer (August). Each term last for approximately thirteen weeks and there is a half term break for approximately one week every six weeks.

### What else can you tell me about the UK?

**Weather** – The only predictability of the weather in the UK is its unpredictability. The fact is the summers rarely get hot and the winters do not get very cold though both can be very wet. The bottom line is though it is impossible to say what the weather will do from one day to the next. To check out today's weather in the UK see the following website.

[www.metcheck.com](http://www.metcheck.com)

**Transport** – Trains and buses link all major cities in the UK and there are airports in all major cities, London has five! A cheap and effective way to travel around London is by Tube and bus. To check out maps, routes, plan journeys and see fares for travel in London see the following site.

[www.tfl.gov.uk](http://www.tfl.gov.uk) or [www.nationalrail.co.uk](http://www.nationalrail.co.uk) or [www.nationalexpress.com](http://www.nationalexpress.com)

**Money** - The currency used in London is the Great British Pound (GBP). There are 100 pence to the pound (£) and notes are issued in £5, £10, £20 and £50 notes. Visa and MasterCard credit cards are accepted at cash machines and offer reasonable exchange rates. Check with your own bank first as their will be a maximum amount that you can withdraw this way. Travellers cheques can be changed at banks, building societies, larger post offices, travel agents bureau de changes. Of all the areas to live in the UK London, whilst offering the highest salaries, is also the most expensive place to live.

**Healthcare** – Contributions made from your salary known as National Insurance fund the National Health Service in the United Kingdom meaning that high quality emergency healthcare is free in the UK. For information on General Practitioners contact the local council who will give you a list of names and numbers to contact. Dentists are not free but are subsidised by the National Health Service. Should you have any



queries in this area please do not hesitate to contact your Integrity Education Recruitment agent and we will make every effort to ensure you get to hold of which ever service you require quickly and cheaply.

### **How do I get to my destination from the airport?**

Prior to your arrival in the UK Integrity Education can provide a detailed step by step plan to get from the airport to your destination. We have done such trips many times and are more than happy to share our knowledge with you. All five airports in London are well serviced by train, bus and or we can arrange taxi's to collect you (the more expensive option). Here at Integrity we realise that arriving in the UK after a long flight can present some daunting challenges and we want to make things as easy as they can be. In addition we can also assist with booking a variety of different types of accommodation prior to your arrival so as to further ease any pressures you may be facing at this time.

### **How do I open a bank account?**

Integrity Education have established links with a number of Banks within the UK and we will happily provide you with an introduction letter which shall allow you to set up a bank account with minimum of fuss. Should you wish we can also provide this introduction service prior to your arrival so that you have a functioning UK Bank account upon landing in the UK, note though we shall need up to eight weeks notice to ensure the application is processed in time and your bank account is ready when you get to the UK.

### **What is a National Insurance Number and how do I get one?**

The National Insurance Scheme in the United Kingdom entitles you to free medical treatment on the National Health Service, which is basically the state run hospital system. In order to access this you require a National Insurance Number (NI). Your National Insurance contributions are automatically deducted from your salary. To get an NI number and card you will need to visit an office of the Department of Social Security (DSS). Go there with your passport and a letter saying that you are employed and you shall then be able to access the healthcare scheme.

When you arrive in the UK call 0845 600 0643 and a time shall be arranged for you to register at a DSS office.

### **How do I sort out my tax?**

When you work in the UK you are required to pay tax to the UK Government and this tax is usually automatically deducted from your wages. To ensure that the correct amount of tax is deducted from your wages you will need to complete what is known as a P46 form (after you get your NI number) and send this to the tax office. You will usually pay "emergency tax" for the first few weeks until your case has been processed.



In addition due to the nature of tax laws in the United Kingdom there exists a number of options for reducing your tax bill legally and acceptably via the operation of a limited company. These cannot be used in all cases but where they can we shall provide you with advice and trusted contacts who professionally administer such tax reducing methods

### **How does the Integrity Education Relocation Support Program work?**

Integrity Education recognises that it is a big decision to relocate overseas and seek out the challenges that such change necessarily brings into one's life. It is in recognition of this - and a keen desire to ensure that all Integrity teachers have access to a knowledge bank that will make settling in London easier - that we have developed the Relocation Support Program. All Integrity Education teachers shall have free access to this and it includes the following.

- ✓ Detailed maps and advice on how to get from airport to destination. We will ensure that this is made as easy as possible.
- ✓ A free A-Z of London when you first visit our offices. This is a critical map you will need to get around.
- ✓ Accommodation on arrival can be pre-booked at a variety of places including central London hostels, hotels, bed & breakfasts or short term studios. Let us know what you want and we can arrange.
- ✓ We shall provide advice on transport and how the system in the UK works. We may even be able to organise weekly London underground tickets prior your arrival so that the minute you step off the plane you are mobile. Otherwise we will let you know exactly what ticket you need and how much it will cost.
- ✓ We will provide a variety of itineraries to get you acquainted with your new city taking in major landmarks, tourist spots, galleries, what's on, you name it we can get it sorted.
- ✓ Let us know what you are interested in and we can arrange to ensure you get around and get excited by this wonderful country.
- ✓ Advice on finding rental accommodation.
- ✓ Travel advice, what's the cheapest & best way to get there?
- ✓ We periodically arrange group outings to places of interest such as Stone Henge, Leeds Castle, Royal Ascot Races.
- ✓ Support and advice with any issue whenever you may require it, we have been there and done that and are keen to use this knowledge to help.
- ✓ Regular "Pub Nights" where the "drinks are on us" !!
- ✓ We will also match you with an employer that allows you to earn pounds, have fun, travel and enjoy the excitement and adventure of living overseas.



### **What should I remember to bring before leaving home?**

- ✓ Certified copies of all Qualifications including University Degrees & Teaching Degrees
- ✓ Certified copies of course certificates
- ✓ Certified Bank Statements – helps with setting up bank accounts and getting a UK Credit Card (important for booking travel from the UK)
- ✓ Loads of enthusiasm and a sense of adventure!!

### **Integrity Education Commitment to Equal Opportunity**

Integrity Education Limited is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

Integrity Education Limited shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Integrity Education Limited will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

### **I have some other questions that have not been answered here?**

Please do not hesitate to contact us should you have any queries what so ever. You can telephone our office in London on +44 208 944 5339 (please note time differences, we can be reached 7AM to 7PM GMT) or email us at [info@integrityeducation.co.uk](mailto:info@integrityeducation.co.uk)



## Section Two: How to apply

### What do I need to apply for work with Integrity Education?

**Teachers:** Please examine the list below carefully which checks your eligibility.

1. You must be recognised as a qualified teacher in your country of training and hold an education degree or post graduate qualification in education. It may be necessary for you to verify your qualification through UK NARIC <http://www.naric.org.uk/>
2. You will need a valid work permit, visa or passport that allows you to lawfully work in the UK
3. You must provide criminal clearance from your home country issued within the last two years. This is extremely important and any person who works in the Educational Sector for Integrity Education must provide this check. You will have to contact your local police for this and be warned this may take some time so best start the process as soon as you can.
4. Valid proof of identity – a passport.
5. You must provide details of 2 valid references from schools you have taught in within the last three years.

### What about visa's?

There are different types of visa / work permits. Listed below are the main categories relating to working in the United Kingdom. For further information please contact your local British High Commission or Consulate. For the nearest one to you please see the following link,

<http://www.fco.gov.uk> then go to "About the FCO" and click on "UK Embassies Overseas"

### Working Holidaymaker

If you are a Commonwealth Citizen under the age of 30 years you can apply for a working holiday visa.

### Ancestral Visa

If you have British Ancestry or Patriality (ie your Grandparents are British) you are entitled to work in the UK.

### European Community



If you have a European Union (EU) Passport or UK Passport you are entitled to work in the UK. If you are entitled to a passport from any EU country get it, you can then work in the UK on this without any restrictions.

### Spousal Visa

If your partner has a legal permit to work in the UK, ancestry visa, student visa or dual nationality you are entitled to work in the UK.

### Work Permits

A work permit is for a specific employer for a specific job over a specific period. This type of visa can be applied for by your potential employer, prior to your arrival in the UK. It is not possible for Integrity Education to apply for such a permit.

### **What will happen in the interview?**

On receipt of your CV and application form we will let you know whether you will be offered an interview. Interviews are normally one on one, last for no more than one hour and will be conducted in a Integrity Education office or a hotel in a city of your choice. Interviews are regularly held both in London and South Africa.

During the interview you will be asked general teaching questions. Questions specific to your prior experience and questions from your application form.

It is essential to bring the following to the interview.

- ✓ Original Passport & Copy
- ✓ Original Visa & Copy
- ✓ Original (or Certified) Teaching Qualifications & Copy
- ✓ Original Police Check & Copy
- ✓ Two most recent references with contact details & Copies
- ✓ Original utility bill showing address & copy
- ✓ CV
- ✓ Two Passport Size Photographs
- ✓ If the Application form, Medical Form and Criminal Declaration have not been completed candidate must also bring them to the interview.

You shall be informed within seven days as to the outcome of the interview.



### **How do I obtain a police check?**

The following links can be followed to advise you. Please start this process as soon as possible as your application may be delayed should Integrity Education be unable to verify your past in this respect.

#### Australia

[http://www.afp.gov.au/business/criminal\\_history\\_checks](http://www.afp.gov.au/business/criminal_history_checks)

#### South Africa

<http://www.saps.gov.za/dynamicModules/internetSite/faqBuild.asp?myURL=258>

### **Section 3: Forms to complete, sign and return by post.**

#### **1) Registration Form**



## Teacher - Personal Details Form

Departure Date: \_\_\_\_\_  
Arrival Date: \_\_\_\_\_  
Interview Date: \_\_\_\_\_  
Available Wk Date: \_\_\_\_\_  
Visa Type: \_\_\_\_\_

Please complete all fields

### Personal Details

#### Teacher Details

Title \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Home No: \_\_\_\_\_ Work No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address Information \_\_\_\_\_

Street No.: \_\_\_\_\_ Street: \_\_\_\_\_

City Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

UK National Insurance Number: \_\_\_\_\_

**Next Of Kin:** \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship: \_\_\_\_\_ Home No: \_\_\_\_\_

Work No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Street No: \_\_\_\_\_ Street: \_\_\_\_\_ City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**UK Address (if known): If same as above please leave blank**

Street No: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone No. \_\_\_\_\_

Nearest London Underground/British Rail Station to UK residence: \_\_\_\_\_



# Integrity Education

## Professional Experience Form

Please complete all fields

### Professional Details

Date of first teaching day in United Kingdom: \_\_\_\_\_

QTS Undertaken Y / N      DFES Registration Y / N      If Yes please provide DFES Registration Number \_\_\_\_\_

#### Teaching Experience (please tick below)

Foundation (Nursery/Reception)

Primary - Infant ( Y1-2) 5-7 yrs

Primary - Junior ( Y 3-6 ) 7 - 12 yrs

Secondary School

#### Teaching Preferences (please tick below)

Foundation (Nursery/Reception)

Primary - Infant ( Y1-2) 5-7 yrs

Primary - Junior ( Y 3-6 ) 7 - 12 yrs

Secondary School

### Professional Qualifications

College / University: \_\_\_\_\_

Qualification: \_\_\_\_\_ Yr of Qualification: \_\_\_\_\_

College / University: \_\_\_\_\_

Qualification: \_\_\_\_\_ Yr of Qualification: \_\_\_\_\_

College / University: \_\_\_\_\_

Qualification: \_\_\_\_\_ Yr of Qualification: \_\_\_\_\_

### Experience - Details

Years worked since graduation: \_\_\_\_\_ Newly Qualified:

#### Most Recent Teaching Position

School: \_\_\_\_\_ Town/City: \_\_\_\_\_

Subject / Year Taught: \_\_\_\_\_

Dates from: \_\_\_\_\_ Dates to: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

#### Second Most Recent Teaching Position

School: \_\_\_\_\_ Town/City: \_\_\_\_\_

Subject / Year Taught: \_\_\_\_\_

Dates from: \_\_\_\_\_ Dates to: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Integrity Education Limited.

Suite 300, 45 Wimbledon Hill Road, London, SW19 7NA

Phone: ++ 44 208 944 5339 Fax: ++ 44 208 946 6506 E: [info@integrityeducation.co.uk](mailto:info@integrityeducation.co.uk)

W: [www.integrityeducation.co.uk](http://www.integrityeducation.co.uk)



## Teacher References Form

### Please complete all fields

Please provide two Educational Referees. (These referees must have witnessed you working within an educational environment. If you are an experienced teacher your referee must be a Headteacher, Deputy Head or SENCO. If you are a Newly Qualified Teacher you can use your teaching practice mentor / s. We request your permission to send your curriculum vitae and cleared references out to schools in order to help you acquire a position. (please complete declaration

I hereby grant permission for Integrity Education Limited to collect confidential referencing information as part of the application process and information as well as my curriculum vitae, to schools & parties interested in offering me employment.

Name: \_\_\_\_\_

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

### Referee Details

#### Referee 1

Title \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

School: \_\_\_\_\_

Street No: \_\_\_\_\_ Street: \_\_\_\_\_

City / Town: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Work No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Referee 2

Title \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

School: \_\_\_\_\_

Street No: \_\_\_\_\_ Street: \_\_\_\_\_

City / Town: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Work No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Other Information Required

How did you hear about Integrity Education? \_\_\_\_\_  
Integrity Education Limited.  
Suite 300, 45 Wimbledon Hill Road, London, SW19 7NA

Other Agencies Registered with: \_\_\_\_\_  
Phone: +44 208 944 5339 Fax: ++ 44 208 946 6506 E: [info@integrityeducation.co.uk](mailto:info@integrityeducation.co.uk)  
W: [www.integrityeducation.co.uk](http://www.integrityeducation.co.uk)



2) Declaration of Criminal Records, Convictions & Cautions

**CRIMINAL CONVICTIONS**

Candidates seeking to work in schools or with persons aged less than 18 years must disclose all criminal convictions

In addition those candidates originating from outside of the UK must provide a Certificate issued by Local Police detailing all or any of their Criminal Convictions and or cautions. This must be supplied by the candidate

This information will be treated in the strictest confidence and is necessary to ensure convicted sexual offenders do not work with children. Prior convictions of some types will not necessarily prevent you working within the school system.

In addition further checks will be carried out with the authorities in the United Kingdom to ensure Integrity Education maintains its responsibility under English law. Checks undertaken in the UK on candidates will be carried out at Integrity Education expense.

Name: .....

Do you have any criminal convictions or cautions?

Yes / No (please circle)

If yes, please list your criminal convictions / cautions and their dates below. The information you give will be treated in confidence and only taken into account where, in the reasonable opinion of Integrity Education Limited the offence is relevant to the post for which you are applying.

[Certain types of employment and certain professions are exempted from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults details of **all** criminal convictions, both spent and unspent, must be given. A list of the types of employment or professions is attached.]

Failure to declare a conviction / caution may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.

.....  
.....



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

Signed: .....

Date: .....

**REHABILITATION PERIODS**

**Adult Offenders**

These vary between five and ten years according to the sentence, which is imposed. Suspended sentences are treated as though they had been put into effect.

**NB Sentences of imprisonment of more than 2 ½ years can never be spent.**

<u>Sentence</u>	<b>Rehabilitation Period</b>
1. Imprisonment or corrective training for more than six months but less than thirty months	10 years
2. Cashiering, discharge with ignominy or dismissal with disgrace from HM's Service	10 years
3. Imprisonment for six months or less	7 years
4. Dismissal from HM's Service	7 years
5. Fine or other sentence (e.g. compensation or community service order) for which the Act does not provide a different rehabilitation period	5 years

# Integrity

## Education

6. Absolute discharge	<b>6 months</b>
7. Probation, conditional discharge or binding over, fit person orders, supervision orders or care orders under the Children and Young Persons Act	Until order expires (one year minimum)
8. Remand home orders, approved school orders and attendance centre orders	One year after order expires
9. Hospital orders under the Mental Health Acts	Two years after order expires (minimum five years from date of conviction)

### Young Offenders

The rehabilitation periods given above may be reduced by half for a person under 18 at the time the sentence was passed. Where a person is convicted as a **young offender**, the following sentences may be passed.

<u>Sentence</u>	<b>Rehabilitation Period</b>
1. Borstal training	7 years
2. Detention for more than six but less than thirty months passed under s53 of the Children and Young Persons Act 1933 or s57 of the Children and Young Persons Act 1937	5 years
3. Detention for six months or less under either of those provisions	3 years
4. Order for detention in detention centre made under s4 of the Criminal Justice Act 1961 or under s7 of the Criminal Justice (Scotland) Act 1963	3 years

### EXCEPTED CLASSES OF EMPLOYMENT

In these cases it is permissible to ask prospective candidates to disclose **all** criminal convictions.

1. Judicial appointments
2. Employment in the office of the Director of Public Prosecutions

# Integrity

Education

3. Employment in the office of a Procurator Fiscal or District Court Prosecutor or in the Crown Office
4. Justices' clerks and justices' clerks' assistants, and their equivalents in Scotland.
5. Constables, police cadets, military, naval and air force police and certain posts involving police work or assisting the police.
6. Employment in the prison service, including appointment to a Board of Visitors or, in Scotland, to a visiting committee.
7. Traffic wardens.
8. Probation Officers
<b>9. Teachers in schools or establishments for further education</b>
<b>10. Other employment in schools and establishments for further education which involve access to persons under 18.</b>
11. Proprietors of independent schools.
12. Employment connected with the provision of social services which involve access to the young, the old, the mentally or physically handicapped, or the chronic sick or disabled
13. Employment concerned with the provision of health services, within the National Health Service or otherwise, which involves access to patients.
14. Employment by a youth club, authority, or other body which is concerned with the promotion of leisure or recreational activities for persons under the age of 18, and which involves access to persons under 18.
15. Employment within a cadet force, which involves access to those under 18
16. Firearms dealer.
17. Any occupation requiring a licence, certificate, or registration from the Gaming Board for Great Britain.



18. Director, controller, or manager of an insurance company.
19. Dealer in securities.
20. Any occupation concerned with the management of an abortion clinic or the carrying on of a private hospital or nursing home.
21. Any occupation concerned with carrying on an establishment for which registration is required by Section 37 of the National Assistance Act 1948 or Section 61 of the Social Work (Scotland) Act 1968.
22. Any occupation for which a certificate of fitness to keep explosives is required.



**3) Health Declaration**

**Fitness to Teach  
Pre-Employment Health Questionnaire**

Name: .....

Date: .....

Date of Birth: .....

Please answer all of the following questions. If you answer yes to any question please give further details, continuing on a separate piece of paper if necessary.

	Yes	No	Details
Have you ever had any illness, medical problem or disability that may currently affect your ability to work safely as a teacher?			
Have you ever been treated in hospital? If yes please give reason(s) and dates.			
Have you seen a doctor in the last year for any kind of health problem? If so please give reason(s).			
Are you having any kind of treatment or investigations of any kind at the moment?			
Are you waiting for any treatment, operation or investigation?			
Have you ever had any illness or health related problem that may have been caused or made worse by your work?			
Have you ever been medically retired from any job or left any job because of ill health?			
Have you had any days off sick in the last 2 years? If yes please give number of days and reasons to the best of your recollection.			
Do you have any eyesight problems not corrected with glasses?			
Do you have any hearing problems?			

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	Yes	No	Details
Do you have any difficulties standing, bending, lifting, or with any other movements?			
Have you ever had any back problem?			
Have you ever had any problem with your joints including pain, swelling or stiffness?			
Have you ever suffered from any mental illness, psychological or psychiatric problem including depression, anxiety, nervous debility, nervous breakdown, schizophrenia or eating disorder (anorexia or bulimia)?			
Have you ever had a drug or alcohol problem?			
Have you ever had fits, blackouts or epilepsy?			
Have you ever had any skin problems?			
Have you ever had any heart or blood pressure problems?			
Have you ever suffered from asthma, bronchitis or chest problems?			
In the last 12 months, have you had a cough for more than three weeks, coughed up blood or had any unexplained weight loss or fever?			
Have you ever had hepatitis or jaundice?			
Do you have any other medical conditions?			
Are you on any medication at present?			
Do you feel well at present?			
Are you allergic to anything? If so what?			

**Declaration**

I declare that all of the statements and information I have made on this questionnaire are true and to the best of my knowledge. I understand that giving false information or failing to disclose any significant information could result in dismissal.

Signed: ..... Date:.....



## Checklist – Have you got everything you need ?

- ✓ **Passport – I have got one!**
- ✓ **Visa / Work Permit / UK EU Passport – Right to Work in UK**
- ✓ **Curriculum Vitae updated**
- ✓ **Curriculum Vitae emailed to [info@integrityeducation.co.uk](mailto:info@integrityeducation.co.uk)**
- ✓ **References**
- ✓ **Certified Copies of Qualifications**
- ✓ **Police Check – Applied for and on its way**
- ✓ **Registration Form Complete**
- ✓ **Criminal Declaration**
- ✓ **Health Declaration**
- ✓ **UK Bank Account Application Under Way**
- ✓ **Finances / Credit Card Planned for the big move**
- ✓ **Travel – adventures considered / map consulted / ready to go !!!!**
- ✓ **Plane ticket booked**

## END OF OVERSEAS INFORMATION & REGISTRATION PACK