# CKE01 CMYK KING’S ELY

# CAMBRIDGESHIRE

# CB7 4DB

**Telephone 01353 660700**

**Email:** **recruitment@kingsely.org**

King’s Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Please feel free to complete this application electronically but please follow with hard copy. You may support your application with a CV but it is a requirement of the school’s recruitment process that this form be completed.

**Application for the Post of:**

**Where did you hear about this post?**

**PERSONAL DETAILS**

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| Full name (please underline the names by which you like to be known) |
| Former Surname(s) e.g. maiden name or any previous change of name(s) |
| Current Address |
| Telephone Numbers  Home: Work: Mobile: |
| Email Address |
| Do you have the right to take up employment in the UK? **YES/NO** |
| Date and country of Birth  | National Insurance No. |
| Do you have Qualified Teacher Status? **YES/NO** | DfE Number |
| Please indicate if you know any existing employees or Governors at King's Ely and, if so, how you know them. |

**EDUCATION AND EMPLOYMENT HISTORY**

Please supply a full history in chronological order (with start and end dates, giving months and years), of all training and further education, undertaken since the age of **fifteen**.

**PLEASE LIST ALL QUALIFICATIONS GAINED. PLEASE INDICATE ANY FOR WHICH YOU CANNOT PROVIDE ORIGINAL CERTIFICATION.**

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| --- | --- | --- | --- | --- |
| **Dates from & to, giving month & year** | **Name and Address** **of Institution** | **Course title &** **Awarding Body**  | **Qualification****gained** **(including** **grade)** | **Date of** **Award** |
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Please supply a **full** history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since the age of sixteen. **Where appropriate, provide explanations for periods when not in employment, self-employed or further education or training and in each case give reasons for leaving employment.**

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| --- | --- | --- | --- | --- |
| **Dates from & to, giving month & year** | **Name and Address of Employer** | **Job Title and Duties** | **Finishing Salary** | **Reason for Leaving** |
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**Please continue on a separate sheet if insufficient space has been allowed.**

**CURRENT EMPLOYMENT DETAILS**

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| --- | --- |
| Current Post | Date employment commenced |
| Name and address of current employer |
| Notice period required by current employer  |
| Current Salary  |
| Any other benefits |

**STATEMENT OF PERSONAL QUALITIES AND EXPERIENCE**

Please give details of the personal qualities and experience that you believe are relevant to your suitability for the post and how you meet the person specification. Please continue on a separate sheet if insufficient space has been allowed**.**

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**LEISURE**

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

**REFEREES**

One referee should be the **Head, Principal or Chief Executive of your** **current or most recent employer**. If you are not currently working with children but have done so in the past it is important that your second referee should be the person by whom you were most recently employed in work with children. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends.

**It is our policy to take up references before interviewing candidates. If you do NOT wish us to contact one or both of your referees at this stage, please explain why.**

|  |  |
| --- | --- |
| Name | Name |
| Address | Address |
| Email Address  | Email Address |
| Telephone | Telephone |
| Position | Position |

|  |
| --- |
| Have you made a previous application to King’s Ely? If so, when was this and what was the outcome? |

King’s Ely is an Equal Opportunities Employer. To assist us in this, please complete our monitoring form which can be found here: <https://www.surveymonkey.com/s/EqualOppsMonitoring>

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| If you are disabled, please give details of any special arrangements you would require to attend interview. |

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| 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.May we contact your G.P. or ask the School doctor for a medical report if you are selected? **YES/NO** |
| Have you ever been the subject of any allegations, disciplinary procedures, complaints orHR processes by any official body even if no further action was taken. **YES/NO**If yes, provide details in envelope and submit with your application form. |
| Have you lived/travelled overseas for longer than three months in any one overseas trip withinThe past 5 years? **YES/NO**If yes, please provide details of the circumstances, countries and dates on a separate sheet. |

**REHABILITATION OF OFFENDERS ACT – PLEASE COMPLETE THIS SECTION**

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| **This post is** **exempt** from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared, and will be taken into account in deciding whether to make an appointment.**--------------------------------------------------------------------------------------------------------------****Before signing this form you are asked to declare EITHER:****(please delete as appropriate):**1. I have not been disqualified from working with children. I am not named on List 99 or the Protection of Children Act List. I am not subject to sanctions imposed by a regulatory body and I have no convictions, cautions or bind-overs.

**OR**1. I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'confidential'.

**--------------------------------------------------------------------------------------------------------------**All information will be treated with complete confidentiality and will be considered only in relation to this appointment.You will be required to submit to a Disclosure & Barring Service background check. Any disclosures made by the DBS will remain strictly confidential. Do you authorise us to obtain any necessary information from the DBS **YES/NO**in connection with this application? |

**DECLARATION**

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| i) I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. (See Notes below)ii) I declare that I know of no reasons, on the grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post I have applied for. I agree that King’s Ely, upon selection, reserves the right to require me to undergo a medical examination and understand that any offer of employment made by the school will be conditional on verification of medical fitness. Signed …………………………………………………………………….. Date ………………….………… |

**N.B.** **If you are selected, we will need to see your P45 or another document confirming your National Insurance Number or your right to work in the U.K., your birth certificate, certification of qualifications and proof of identity documents before appointment.**

#### In addition to email, please return your completed and signed application form by post to:

####  The Personnel Co-ordinator

####  King’s Ely

####  Ely

####  Cambridgeshire

####  CB7 4DB

*Please feel free to copy this application form onto your own PC*

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**NOTES**

1. If an applicant is currently working with children, on either a paid or voluntary basis, their current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time-expired and where an applicant has been subject to any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.
2. Providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected and possible referral to the police.