**The King’s School, Worcester**

5 College Green

Worcester WR1 2LL

Telephone: 01905 721700

Facsimile: 01905 721710

APPLICATION FORM: TEACHING STAFF

CONFIDENTIAL

E-mail: headmaster@ksw.org.uk  
Website: www.ksw.org.uk

*Please complete this form in black ink or typescript, as it may be photocopied. Please complete all sections of the form, inserting ‘not applicable’ in any sections which do not apply to you. A copy of this application form may be downloaded from our website.*

Position applied for:

How did this position come to your notice?

**PERSONAL DETAILS**

Surname:

Forename(s):

Preferred name:

Preferred title:

Date of Birth: National Insurance number:

Current address [including postcode]:

Mailing address [if different]:

Telephone number(s) [including STD code]:

E-mail address:

Are you related to, or do you maintain a close relationship with, an existing employee, volunteer, governor or trustee of The King’s School, Worcester? If so, please provide details:

Do you require a visa or work permit to work at the school? Yes / No [please circle]

**EMPLOYMENT DETAILS**

DCSF Number:

Do you hold Qualified Teacher Status? Yes / No [please circle]

Subject(s):

Have you successful completed your period of induction as a qualified year? Yes / No [please circle]

If ‘No’, please give details:

*For those who qualified after May 2002*

Literacy Test passed? Yes / No

Numeracy Test passed? Yes / No

ICT Test passed? Yes / No

Are you registered with the General Teaching Council for England? Yes / No

Do you subscribe to the DBS (CRB) update service? Yes / No

**EMPLOYMENT HISTORY** [please start with details of your current/most recent employer]

Employer:

Summary of the work performed, your job responsibilities and any notable achievements:

Telephone number:

Address:

Job title:

Start date: End date:

Salary and benefits:

Length of notice required by current employer:

Reason for leaving:

Employer:

Summary of the work performed, your job responsibilities and any notable achievements:

Telephone number:

Address:

Job title:

Dates of employment:

Salary:

Reason for leaving:

Employer:

Summary of the work performed, your job responsibilities and any notable achievements:

Telephone number:

Address:

Job title:

Dates of employment:

Salary:

Reason for leaving:

Please continue on a separate sheet if necessary.

If you have any gaps in your employment history, for example looking after children, sabbatical year, etc., please give details and dates:

**EDUCATIONAL DETAILS**

*Schools from the age of 11* School:

Attended from: until:

School:

Attended from: until:

‘A Levels’ and grades:

Dates taken:

*Higher education*

Institution attended:

Dates attended:

First Degree taken and Class:

Summary of Degree Course:

Professional training following Degree Course (e.g. PGCE):

From: To: Age range for which the course was designed:

Name of Awarding Body: Subject(s):

Further Postgraduate Qualifications: Dates:

**PROFESSIONAL COURSES ATTENDED** [in the past three years]

Subject:

Approximate date and duration:

Subject:

Approximate date and duration:

Subject:

Approximate date and duration:

**OTHER RELEVANT SKILLS / QUALIFICATIONS** [e.g. First Aid]

Details:

**CURRENT / PREVIOUS EXTRA-CURRICULAR CONTRIBUTIONS IN SCHOOL POSTS**

Details:

**FURTHER INFORMATION**

If you are offered and accept a position at The King’s School, Worcester would you continue in any other form of employment?

Yes / No [please circle]

If ‘Yes’, please give details:

Do you hold a current UK driving licence? Yes / No [please circle]

If ‘Yes’, type of licence held:

Details of any endorsements:

Please give details of any minibus training received:

Please give your reasons for applying for this position and say why you believe you are suitable for it. Study the job description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties required.

**DISCLOSURE AND BARRING SERVICE**

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service which the School considers to be satisfactory. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered ‘spent’ under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure.

Have you been convicted by the courts of any criminal offence? Yes / No [please circle]

Is there any relevant court action pending against you? Yes / No [please circle]

Have you ever received a caution, reprimand or final warning from the police? Yes / No [please circle]

If you have answered ‘Yes’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked ‘Confidential’ with you Application Form.

**REFERENCES**

*Please provide details of two referees, including your current/most recent employer.*

Name:

Organisation:

Address:

Telephone number:

E-mail:

May we contact prior to interview? Yes / No

Name:

Organisation:

Address:

Telephone number:

E-mail:

May we contact prior to interview? Yes / No

It is the policy of The King’s School, Worcester to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their age, race, colour, religion or religious belief, national or ethnic origin, sex, sexual orientation, marital status or disability. The information given in this application will be treated in the strictest confidence and will only be used for lawful purposes.

The King’s School, Worcester is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School’s recruitment policy is available on the School’s website / enclosed with this Application Form. Please take time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) in your personnel file. If your application is not successful, all documentation relating to your application will normally be confidentially destroyed after six months.

**DECLARATION**

I confirm that the information given on this Application Form is true and correct to the best of my knowledge.

I confirm that I am not on either the ISA Children’s Barred List or the ISA Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I consent to the School processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process.

I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signed:

Date:

If my application is unsuccessful, I would/ would not like my details to be kept on file. [Please delete as applicable]

Candidates who are invited to interview may be asked to provide original certificates in respect of the qualifications listed.

*FOR OFFICE USE ONLY*

Date of receipt of application: Short listed? Yes / No

Acknowledgement sent?: Yes / No Date of interview: