**King James’s School**

**Application for Employment**

*Please complete all sections of this application form fully. Failure to do so may impact upon our decision to shortlist your application. Please refer to our Privacy Notice for information on how we process your personal data.*

Position Applied For

**Personal Details**

|  |  |
| --- | --- |
| Title |  |
| Forename |  |
| Surname |  |
| Previous Names |  |
| Address |  |
| Email Address |  |
| Telephone Number | Home:Mobile: |
| National Insurance Number |  | Date of Birth |  |
| Will you be an Early Career Teacher when you join us? | Yes/No | Date of Completion of Statutory Induction |  |
| Statutory Induction Assessments Completed (please circle) | 0 1 2 3 4 5 6  |
| GTC Registered | Yes/No | DfE Number |  |
| Do you hold a valid driving licence? | Yes/No | Does your driving licence include the D1 (minibus) entitlement? | Yes/No |

How did you become aware of this vacancy?

|  |  |  |  |
| --- | --- | --- | --- |
| Tes Jobs Website<https://www.tes.com/jobs>  |  | Teaching Vacancies Service Website<https://teaching-vacancies.service.gov.uk>  |  |
| Kirklees Council Jobs Website<https://jobs.kirklees.gov.uk>  |  | Word of mouth |  |
| Other (please state) |  |

**Employment History**

|  |  |
| --- | --- |
| Job Title |  |
| Name and Address of Employer |  |
| Employment Start Date |  |
| Employment End Date (if applicable) |  |
| Reason for Leaving |  |
| Current Salary |  |
| Notice Period (if applicable) |  |
| Please provide a brief summary of this role |

**Previous Employment**

*Please provide details of all paid and unpaid employment including casual and voluntary work.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employer | Position Held | Main Duties | Reason for Leaving | Employment Dates (MM/YY – MM/YY) |
|  |  |  |  |  |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/university (Please indicate if full or part time) | Period of Study (MM/YY – MM/YY) | Qualifications Obtained | Date of Award |
|  |  |  |  |

If there are any gaps in your employment or education of more than two weeks please provide details below:

**Supporting Information**

*Please use this space to provide evidence to show why you are suitable for this position. You should demonstrate your ability to meet the requirements of the job by giving clear and concise examples for each criterion in the Employee Specification. Any supporting information, not supplied below, will not be considered.*

|  |
| --- |
|  |

**References**

*Please provide the details of two referees who are able to comment on your ability to carry out the role you have applied for as well as your suitability to work with young people. Both of these referees should be able to provide professional judgements on your suitably to work with us. One of your referees* ***must*** *be your current, or most recent, Head Teacher or employer.*

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email Address |  |
| Telephone Number |  |
| Job Title |  |
| Relationship |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email Address |  |
| Telephone Number |  |
| Job Title |  |
| Relationship |  |

References will form part of the recruitment process and will be obtained prior to interviews taking place. As part of the requirements of *Safeguarding & Safer Recruitment in Education* referees will be asked about your employment history including any investigations and disciplinary information.

**Criminal Convictions**

All posts involving direct contact with children are exempt for the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions an convictions can be found on the Ministry of Justice website or see [here](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates).

Short listed candidates will be asked to provide details of all unspent convictions and those that would be not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information form the Disclosure and Barring Service before your appointment is confirmed.

**Your Personal Data**

The Data Protection Act 1998 applies to this application form. We will treat all information relating to your application in confidence. We will, where necessary, verify information you have provided, for example via references. If you are successful this information will be transferred to your personal file. If you are unsuccessful this application form will be destroyed 6 months after the closing date, although we reserve the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research.

**Declaration**

I declare the above information is complete and accurate and I understand that any offer of employment is subject to:

* references which are satisfactory to the school
* verification of my right to work in the UK
* a satisfactory enhanced DBS certificate and check of the Barred list, if appropriate
* verification of any professional qualifications, if appropriate
* a satisfactory Section 128 Check, if appropriate
* the entries on this form proving to be complete and accurate
* a satisfactory medical report, if appropriate

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. I understand it is an offence to apply for this role if I have been barred from engaging in regulated activity relevant to children.

Signed:

Print Name:

Date: