



Application for the post of: _____

Title & Full Name :	
Former Surname(s) (if applicable) _____	
Address: _____	
_____ Postcode: _____	
E-mail address: _____	
Contact numbers: _____	
Nationality:	National Insurance Number:
Do you have the right to take up employment in the UK?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If necessary do you have a work permit?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Do you have a current UK full driving licence?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If yes, do you have any current endorsements?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Do you hold Passenger Carrying Vehicle (PCV) entitlement?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Do you have any links to the School (eg parent/staff/OR)?	

Schools/Colleges/Universities attended:		
Dates (from/to)	Establishment	Qualifications Attained & Grade

King's Rochester
Satis House, Boley Hill
Rochester
Kent ME1 1TE

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F: (+44) 0 1634 888508
bursary@kings-rochester.co.uk
www.kings-rochester.co.uk

King's School Rochester is a limited company registered in England and Wales with company number 3791543 and a registered charity number 1084266.

July 2020

CRIMINAL CONVICTIONS, CAUTIONS AND REFERRAL TO TRA

(Please read the following)

Any offer of employment is conditional upon the School receiving a satisfactory Enhanced Disclosure from the DBS.

As the position for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the HR Manager for advice.

Please disclose all spent and unspent convictions, cautions, reprimands or warnings including any relevant court action pending against you. Please note that although the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. As a School based job, this exemption is not applicable to you. Therefore, all convictions must be disclosed. Further information can be found at the Disclosure and Barring Service website. www.gov.uk/dbs

Other referrals

Please disclose whether you have ever been referred to the Teaching Regulation Agency (formerly the NCTL) and if so, provide details so that the school may consider your suitability to work in or for the School

Failure to declare any convictions and referrals to the TRA and or School, may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

***I have nothing to declare / *I enclose a confidential statement and/or details of my TRA referral**

(*please delete as appropriate)

Referees

Please provide two referees. One referee should be your current or most recent employer. If the role you are applying for involves working with children and you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed with children. Please note: references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Reference 1		Reference 2	
Name:		Name:	
Relationship to you:		Relationship to you:	
Address: <i>(including company name if applicable)</i>	Address: <i>(including company name if applicable)</i>
E-mail address:		E-mail address:	
Tel. No:		Tel. No:	
May we contact prior to Interview? Yes / No		May we contact prior to Interview? Yes / No	

If your current and/or previous posts have involved working with children, on either a paid or voluntary basis, questions will be asked about disciplinary offences relating to children, including any for which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. **References will normally be taken up prior to an interview. If this would be a problem, please let us know. If successful at interview, satisfactory references would need to be received before commencement of employment.**

Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to King's Rochester processing the data supplied on this application form for the purpose of recruitment and selection.

Signed

Date

