**APPLICATION FOR EMPLOYMENT**



King’s House School In compliance with DfES Guidelines on “Safeguarding

68 King’s Road, Richmond Children, Safer Recruitment and Selection in Education

Surrey, TW10 6ES Settings” all applicants for posts of any kind at the school

Telephone: 020 8940 1878 are required to complete this standard form.

Fax: 020 8939 2501

We are very happy to receive personal CVs in addition.

All applications should be accompanied by a covering letter, which may be substituted for Section 4 of this form.

Headmaster: Mr Mark Turner BA, PGCE, NPQH

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| Post Applied For: |

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| **1.PERSONAL DETAILS** | | |
| Title (Dr/Mr/Mrs/Miss/Ms/Other) | Full Name (underlining the names by which you like to be known) | |
| Date of Birth | Former Surnames (e.g. maiden name or where any previous change of name(s)) | |
| Email Address: | Current Address: | |
| Telephone Number: | Mobile Number:  Work Number: | |
| National Insurance Number: | Please confirm if:   1. You hold a current driving licence? **Yes □ No □** 2. Your licence has penalty point endorsements? **Yes □ No □** 3. Do you have the right to work in the UK? **Yes □ No □** | |
| Current Salary: please give your current annual salary including any benefits.  Notice period: | Previous Address (if resident at current address for less than five years, please provide any previous addresses during this period. Continue on an additional sheet if required)  Post Code | |
| *Teaching Posts only*  Please provide your DfES reference number if you have one:  Do you have Qualified Teacher Status? **Yes □ No □** | |  |
| Existing Contacts within the School  Please indicate if you know any existing employees or Governors at the School, and if so how you know them | | |

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| **2. DETAILS OF ALL ACADEMIC / PROFESSIONAL / VOCATIONAL QUALIFICATIONS**  *(please continue on a separate sheet if necessary)* | | | |
| Date Obtained | Subject / Title of Qualification | School/University/College and  Awarding Body | Class / Grade  (if appropriate) |
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| **3. FURTHER EDUCATION AND CAREER HISTORY** | | | | |
| Please supply a full history (with start and end dates) in reverse chronological order beginning with your present or most recent position, of all training/further education, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. | | | | |
| Dates | |  | | |
| From  DD/MM/YY | To  DD/MM/YY | Name and Address of Further  Education/Employer | Job Title and Nature of Work | Reason for leaving |
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| **4. Other relevant information including outside interests; sporting, musical, dramatic abilities and achievements; clubs, societies etc.** |
| Please give your reasons for applying, explaining how your experience, skills and training are relevant to the post in question. Please provide any additional information which you feel is relevant to your application. If you are applying for an academic post, please attach a list of your publications to this application if applicable.  Please feel free to deal with this section in a covering letter and/or by reference to your C.V., if you prefer. |

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| **5. Referees** | |
| Please provide at least two referees. One referee should be your current or more recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. *Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. Additional referees may be provided in a covering letter or C.V.* | |
| Name:  Address:  Tel No:  Fax No:  Email:  Job Title of Referee:  Capacity in which known to you: | Name:  Address:  Tel No:  Fax No:  Email:  Job Title of Referee:  Capacity in which know to you: |
| If you are shortlisted, references may be taken up prior to interview. Please indicate **□** if you **do not** wish us to contact your current employer prior to interview. | |

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| **6. Declaration** |
| As the job 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 Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice.  Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that 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. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs)  You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service. Failure to declare any convictions (that are not subject to DBS filtering) 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 (please delete as appropriate)  I also confirm that I am physically and mentally fit to undertake the role for which I have applied and there are no health issues that would prevent me from carrying out the responsibilities of the post.  Signature……………………………………………………………………………... Date……………………………… |