

GODALMING • SURREY • GU8 5SG • [www.kesw.org](http://www.kesw.org)

HMC, Co-educational 11-18 Boarding & Day

**NOTES FOR COMPLETION**

**(Please read carefully)**

**The Application Form**

The application form plays an important part in the selection process: decisions to shortlist candidates for interview are based upon the information you supply on your application form. The form also provides a basis for the interview itself. Curriculum Vitae (CV’s) alone will not be acceptable, however, a CV and covering letter should be provided in addition to the application form and these will also be considered when making the decision as to whom to shortlist. Most sections of the form are self-explanatory and some sections are not covered in these notes.

**Education and Professional Qualifications**

List educational and professional qualifications, membership of professional institutes, professional courses and any other relevant training as applicable. Relevant qualifications and certificates will be checked at interview.

**Employment (Present and Past)**

Please provide brief information as requested in each section. Should you be selected for the role “your reason for leaving” may be verified if we take references as below.

**Gaps in Career History**

If there are any gaps in your employment history for the period post education until the present day, please explain how they were occupied.

**Interest in Position and Relevant Knowledge, Skills, Abilities and Experience**

This section is vital. Think about what evidence you can provide to demonstrate that you have the necessary knowledge, skills, ability and experience required. You may have acquired these in a variety of ways, through other employment, through extra-curricular activity, through out-of-school activity, voluntary work and hobbies. Address each of the criteria in the job description separately and briefly outline how you meet each one, providing specific examples.

**Referees**

Should you be selected for the role, the School would wish to take up references. However, if possible we would like to do this earlier in the process, ideally prior to interview. Please provide referees details to cover recent relevant employment.

**Criminal Records**

If you answered yes to any questions, please provide details on a separate sheet and send this at the same time as your application form, in a sealed envelope marked ‘confidential’ and stating your name.

**Recruitment/Applicant Declaration**

This section must be completed by the applicant. It is a declaration of validity of the information in the application and confirms that misleading information would be sufficient grounds for termination of employment.

**Equal Opportunities Monitoring Form**

This can be provided alongside your completed application form or, if you prefer, in a separate sealed envelope to the address provided. In either case, this form will be treated in the strictest confidence and removed during the short listing process.



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| --- |
| **APPLICATION FOR THE POST OF**  Closing date |
| **Where did you see this post advertised in the first instance?** (please check as appropriate)  TES online  TES in print  School Website  Word of Mouth  KESW Employee  Other  If ‘Other’ please specify: |

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname | Forename | Other Initials |
| Title | Home Telephone Number | Work Telephone Number |
| Home Address  Post Code | Mobile Telephone Number | Email Address |
| National Insurance Number | |
| May we contact you at work? Yes/No | |
| Do you have a current clean driving licence? Yes/No | |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you worked or lived overseas for a period of 3 months or longer in the past 5 years? | | | Yes/No |
| Are you legally entitled to work in the UK? | | | Yes/No |
| If applicable please enter your work permit number and date of expiry. *(Please note that your current Work Permit may not be valid for this post)* | Permit Number: |  | |
| Permit expiry date: |  | |

EDUCATION AND PROFESSIONAL QUALIFICATIONS

**Please note that you will be asked to bring your certificates with you if invited to interview.**

|  |  |  |
| --- | --- | --- |
| Secondary School, College and/or University | Examinations taken and results | Date |
|  |  |  |

|  |
| --- |
| Details of Membership of Professional Bodies |
|  |

|  |
| --- |
| Other qualifications and training courses relevant to the post |
|  |

#### PRESENT EMPLOYMENT

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Date appointed | Salary | Period of notice |
| Job Title | | |
| Teachers Reference Number (if applicable): | | |
| Brief description of responsibilities | | | |
| Reason for leaving | | | |

**PAST EMPLOYMENT (MOST RECENT FIRST)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & address of employer | Position held & main responsibilities | From | To | Salary | Reason for leaving |
|  |  |  |  |  |  |

|  |
| --- |
| King Edward's School Witley welcomes applications from candidates with the appropriate skills and experience. Where reasonable, adjustments can be made to interview and working arrangements to accommodate particular needs.  Do you have any particular requirements which we need to be aware of to enable you to:  a) Attend an interview?  b) Carry out the role as set out in the job description? |

**GAPS IN CAREER HISTORY**

|  |  |  |
| --- | --- | --- |
| Have you had any material (e.g. 3 months or more) gaps in your employment record?(please delete as appropriate) |  | Yes/No |
| If yes, please supply relevant details: | | |
|  | | |

**INTEREST IN POSITION AND RELEVANT KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE**

|  |
| --- |
| Please indicate why you are interested in this position and give details of any relevant skills and experience to support your application, taking account of any information you have been sent relating to this role. Reference can be made to voluntary work and other interests and you are welcome to submit Curriculum Vitae in addition to this completed application form. Please continue on a separate sheet if necessary. |

#### REFERENCES

|  |  |
| --- | --- |
| Please provide the names and addresses of your two most recent employers. If you have had no previous employer, give the particulars of two professional people who have known you for at least 5 years, but are not related to you. However, further references may be required and from any employer. All references taken up will be verified. | |
| 1. | 2. |
| Position held | Position held |
| Capacity known to you | Capacity known to you |
| Telephone Number | Telephone Number |
| Email Address | Email Address |
| May we request references before interview? | |
| Yes/No | Yes/No |

**CRIMINAL RECORDS**

Any offer of employment will be conditional upon the School receiving a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau (CRB)). The successful candidate will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with the DBS Code of Practice. (A copy is available from the School on request).

**Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions and (or cautions or bind-over’s) including those which are ‘spent’ 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 on the Disclosure and Barring Service website: <Https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Disclosure of a criminal record will not automatically debar you from employment; each case will be assessed fairly by the School prior to offering employment.

Please complete the following questions, taking into account the DBS filtering Guidance:

|  |  |  |
| --- | --- | --- |
| (please delete as appropriate) | | |
| Have you been convicted by any courts of a criminal offence? | Yes/No |  |
| Is there any relevant court action pending against you? | Yes/No |  |
| Have you ever received a caution, reprimand or final warning from the police? | Yes/No |  |
| Have you been disqualified from working with children? | Yes/No |  |
| Are you named on the Children’s Barred List? | Yes/No |  |
| Are you subject to any sanctions imposed by a regulatory body, e.g. the GTC? | Yes/No |  |

If you have answered Yes to any of the above questions please provide details on a separate sheet and send this in a sealed envelope marked “confidential”, with your name on, along with your application form. If you would like to discuss this beforehand, please telephone the HR department, in confidence, on 01428 686358 for advice*.*

Criminal records certificates are only issued directly to the applicant. The School will request that you show them the original copy of your certificate, will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record.

**HEALTH & ABSENCE INFORMATION**

|  |
| --- |
| How many days absence from work have you had, as a result of ill health, in total over the last two years?  Please give details; |

|  |
| --- |
| PREVIOUS EMPLOYMENT – Have you ever been employed or applied for a post with King Edward's School Witley before?  Yes/No. If Yes please give details  Do you know or are you related to any current or past King Edwards employee?  Yes/No. If Yes please give details |

**RECRUITMENT DECLARATION**

It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including training and promotion. We will not discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new appointments are subjected to a probationary period.

If your application is successful King Edward’s School Witley will retain the information provided on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after one year.

**APPLICANT DECLARATION**

* I confirm that the information given on this application form is true and complete to the best of my knowledge.
* I confirm that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body.
* I know of no reasons, on rounds of mental or physical health, why I should not be able to discharge the duties the responsibilities required by the post in question.
* I understand that providing false information is an offence which could result in my application being rejected or, if false information comes to light after my appointment, summary dismissal and may amount to a criminal offence.
* I consent to King Edwards School Witley processing the information given on this form, including any ‘sensitive’ information as may be necessary during the recruitment and selection procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Signature  of applicant: |  | Date: *(dd/mm/yy)* |  |

**FOR INTERNAL USE ONLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Shortlisted** | | Yes/No |  | **Shortlister Signature** |  |
| **Selection date** |  | | | **Invitation Sent** |  |
| **Ref. Requested Date** |  | | | **Ref. Requested Signature** |  |
| **Offered Appointment** | | Yes/No |  | **Interviewer Signature** |  |

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## EQUAL OPPORTUNITIES MONITORING FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **Position applied for** |  | | |
| **Forename** |  | **Surname** |  |
| **Date of Birth** |  | **Male / Female** | |
| **Signature** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your ethnic group? Please tick one option from one section to indicate your cultural background.** | | **Which of the following best represents your religion/belief? Please tick one.** | |
| A | **Asian or Asian British** | **Buddhist** | |
|  | Indian | **Christian** | |
|  | **Pakistani** | **Hindu** | |
|  | Any other Asian background, please write below | **Jewish** | |
|  |  | **Muslim** | |
| B | **Black or Black British** | **Sikh** | |
|  | **Caribbean** | **No religion / belief** | |
|  | **African** | **Other religion/belief (please state)** | |
|  | Any other Black background, please write below |  | |
|  |  | **OR** | |
| C | **Chinese or other ethnic group** | **I prefer not to comment** |  |
|  | **Chinese** |  | |
|  | Any other, please write below | **Do you have any disabilities as defined by the Equality Act of 2010?**  **Yes / No** | |
|  |  |
| D | **Mixed** |
|  | **White & Black Caribbean** | If **Yes**, please provide details of any special requirements that you feel may be necessary either during the recruitment exercise or whilst in the post. | |
|  | **White & Black African** |
|  | **White & Asian** |
|  | Any other Mixed background, please write below |
|  |  |
| E | **White** |
|  | **British** |
|  | Irish |
|  | Any other White background, please write below |
| **OR** | |
|  | **I prefer not to comment** | | |

Please return this form to the HR Department at King Edward's School Witley, in a separate envelope to the address below, if you prefer, although this form will be treated in the strictest confidence and removed during the short listing process.

**HR Department, King Edward's School Witley, Petworth Road, Godalming, Surrey, GU8 5SG**