

# Instructions For Completing Application Form

Please type or complete in black ink in handwritten form. We would prefer to receive applications electronically whenever possible.

References

Please supply the names, email addresses and addresses for two people who we may contact for references. One of these must be your current or most recent employer. If you are currently employed in a school there would be an expectation that at least one reference would be from your current Head Teacher. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. on which contains only limited information about you, additional references may be sought.

The School may also telephone your referees in order to verify the reference they have provided.

Criminal Offences

The King’s School aims to promote equality of opportunity for all with the right mix of talent, skills and potential.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As The King’s School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending against you. Failure to disclose this information may result in disciplinary action or dismissal by the Authority and may lead to criminal proceedings.

Applicants Statement

A candidate who fails to disclose his or her relationship to a member of staff will be disqualified and if appointed will be liable for dismissal.

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| kings | The King's SchoolBrook StreetGranthamLincolnshireNG31 6RPHead Master:Mr S Pickett BSc(Hons) |

 | Teaching Appointment: Confidential |
| For Official Use Only |
| Acknowledged: |
| Interview Date: |
| Time: |
| Result Notified: |

# This Form Should Be Completed In Black Ink Or Typescript.

# Separate Sheets Of Information May Be Attached Where Necessary.

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| --- |
| POST APPLIED FOR:  |
| CLOSING DATE:  | HOW DID YOU HEAR OF THIS VACANCY?  |

# Section A – Personal Details

|  |  |
| --- | --- |
| SURNAME: | FORENAMES: |
| TITLE: (MR/MRS/MISS/MS/OTHER)[[1]](#footnote-1)1 | PREVIOUS NAME(S) (IF ANY): |
| ADDRESS: |
| POST CODE:  | EMAIL ADDRESS:  |
| HOME TEL:  | WORK TEL: (IF WE MAY CALL YOU THERE): |
| Please refer to the ‘Guidance for Applicants with Disabilities’ note of this application form before completing these questions. |
| Do you have any special requirements in relation to any interview arrangements? Yes/No[[2]](#footnote-2)1If Yes, please give details (access/diet etc.): |
| DFE REFERENCE NO: |
| Teaching Qualification[[3]](#footnote-3)1: Cert.Ed. | B.Ed.| PGCE | GTP | Other (please State) |
| Type of Teacher Training[[4]](#footnote-4)1 Secondary | Primary | Junior | Infants | Nursery | Other (please state): |
| Specialist Subject(s): |
| Please identify any additional subject(s) which you are able to offer: |

# Section B – Present Teaching Post (If Applicable)

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| --- |
| PRESENT POST:  |
| DATE APPOINTED:  | **FULL-TIME / PART-TIME**[[5]](#footnote-5)1(IF PART-TIME, HOURS PER WEEK): |
| POINT ON SALARY SCALE (M1 – U3):SALARY**:** | TLR RESPONSIBILITY POINT (if any): |
| NAME & ADDRESS OF EMPLOYER: | NAME AND ADDRESS OF WORKPLACE (if different):  |
| TELEPHONE NUMBER:  | TELEPHONE NUMBER:  |
| TYPE OF SCHOOL:  | SINGLE GENDER / MIXED:  |
| NUMBER ON ROLL:  | AGE RANGE TAUGHT:  |
| SUMMARY OF MAIN DUTIES:  |

# Section C – Education & Training (Secondary / Further Education)

|  |  |  |
| --- | --- | --- |
| NAME OF SECONDARY SCHOOL | DATES | QUALIFICATIONS GAINED |
| FROM | TO | SUBJECT | LEVEL | GRADE | DATE |
|  |  |  |  |  |  |  |

# Section C – Higher Education & Training

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF COLLEGES /UNIVERSITIES | DATES | F/TorP/T | QUALIFICATION GAINED |
| FROM | TO | TITLE & SUBJECT | CLASS | DATE |
|  |  |  |  |  |  |  |

# Section C – Membership Of Professional Bodies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF PROFESSIONAL BODY | MEMBERSHIP GRADE | WAS MEMBERSHIP GAINED THROUGH EXAMINATION? | WHERE? | DATE |
|  |  |  |  |  |

# Section C – In-Service Training (Inset) Attended In The Last 3 Years

|  |  |  |
| --- | --- | --- |
| COURSE | QUALIFICATION GAINED | DATES |
|  |  |  |

# Section D – Previous Employment (Teaching)

(Please list in chronological order beginning with the most recent).

Please give a detailed explanation of any gaps in employment, attaching additional sheets if necessary. The King’s School reserves the right to confirm information given here.

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| --- | --- | --- | --- | --- | --- |
| DATES | NAME AND TYPE OF SCHOOL/COLLEGE | GENDER | NOS ON ROLL | POST TITLE & SCALE | REASON FOR LEAVING |
| FROM | TO |
|  |  |  |  |  |  |  |

# Section D – Previous Employment (Other Than Teaching)

(Please list in chronological order beginning with the most recent).

Please give details including voluntary and similar work including HM Forces.

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| --- | --- | --- | --- |
| DATES | NAME OF ORGANISATION AND ADDRESS | POST AND NATURE OF WORK | REASON FOR LEAVING |
| FROM | TO |
|  |  |  |  |  |

# Section E – Letter Of Application

You are invited to submit a letter in support of your application on A4 size paper (suggested length – maximum of two sides of A4 at font size 12).

# Section F – Right To Work

Do you require a work permit? **YES/NO[[6]](#footnote-6)**

If you already hold a work permit what is the expiry date?

Under the provisions of Section 8 of the Asylum and Immigration Act 1996 all newly appointed candidates will be asked to produce documentary evidence that they have permission to work in the UK. Normally a valid British/EEA passport or work permit will be sufficient for this purpose, but if one is not available, alternative documentation may be requested.

# Section G – Criminal Offences

Have you ever been convicted of a criminal offence or are you at present the subject of criminal charges? **YES /NO**1

If “Yes” give details which will be treated sensitively and in confidence in a separate sealed envelope marked confidential.

**Criminal Records Disclosures**

Because of the nature of the work for which you are applying, the post is subject to an Enhanced disclosure; therefore, you must provide details of all convictions including those spent under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 – cautions, reprimands, warnings, investigations or prosecutions pending.

You are NOT entitled to withhold information about convictions which, for other purposes, are "spent" under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the school.

You will not be contracted to commence work until the disclosure record has been received and cleared. Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.

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| I hereby confirm that I am **not** currently on the Children’s barred list, disqualified from work with children, or subject to sanction, imposed by a regulatory body, e.g. the Teaching Agency, and that I have no convictions, cautions, or bind-overs (spent or otherwise) |[ ]
| I have attached details of these records in a sealed envelope marked confidential which is enclosed with this application |[ ]

Please be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if selected, and possible referral to the Police.

# Dbs Update Service

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| --- |
| Are you a registered member of the DBS Update service through payment of an annual subscription? Y**ES/NO**1 |
| If **Yes**, do you give consent to the King’s School or their HR provider to carry out a Status Check on sight of your original certificate? **YES/NO**1 |
| To enable a Status Check to be carried out, please provide the following information: |
| APPLICANT’S SURNAME (as shown on DBS Certificate): |  |
| DATE OF BIRTH: |  |
| DBS CERTIFICATE NUMBER: |  |

# Section H– Outside Interests And Activities

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ALL APPOINTMENTS ARE SUBJECT TO THE SATISFACTORY COMPLETION OF A 12-MONTH PROBATIONARY PERIOD

# Section I – Retired Teachers

Under the Teachers Pensions Regulations those teachers who are in receipt of a pension and retired on or after 01/04/1997 on the grounds of:

1. Ill Health – cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.
2. Premature Retirement – cannot rejoin the Teachers Superannuation Scheme.

# Section J – Referees

References will normally be taken up from your present Headteacher or present employer. If appropriate your referees should cover the last 5 years of employment. An additional reference will be required if the 2 referees do not include working with children.

|  |  |
| --- | --- |
| PRESENT / LAST EMPLOYER (Please indicate which)1. NAME:  | PRESENT / LAST EMPLOYER (Please indicate which)2. NAME:  |
| ADDRESS:  | ADDRESS: |
| STATUS:  | STATUS:  |
| TELEPHONE:  | TELEPHONE:  |
| E-MAIL:  | E-MAIL:  |

May we contact your past/present employer prior to interview? **YES /NO**[[7]](#footnote-7)1

# Section K – Applicant’s Statement

ARE YOU, TO YOUR KNOWLEDGE, RELATED TO ANY EMPLOYEE OR GOVERNOR AT THE SCHOOL? **YES/NO**[[8]](#footnote-8)1

|  |  |
| --- | --- |
| NAME:  | RELATIONSHIP:  |
| POSITION HELD:  |

(NB Candidates who fail to disclose their relationship as above will be disqualified and if appointed will be liable to dismissal).

# Declaration

I understand that canvassing, directly or indirectly, will be a disqualification.

I declare that all answers given above are to the best of my belief true and correct.

I understand that employment is subject to a satisfactory health clearance.

I understand that under legislation for the Disclosure and Barring Service, I will be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record.

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| SIGNATURE OF APPLICANT | DATE |

(NB: If you are completing this application electronically, you will be asked to sign the form if you are invited for interview)

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUTEERS TO SHARE THIS COMMITMENT.

Return to: HR Officer, The King’s School, Brook Street, Grantham, Lincolnshire NG31 6RP

Tel: 01476 563180 or email to HR@kings.lincs.sch.uk

# Section L – Data Protection Statement

The King’s School Grantham will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and by submitting this application form you are consenting to our processing for this for the purposes above.

If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes.

In accordance with General Data Protection Regulation, you have right of access to the information we hold about you and you have the right to correct any inaccuracies in your information.

# Section M – Guidance For Applicants With Disabilities

In fairness to you, and to enable us to meet our commitments under our Equal Opportunities policy, it is important that you tell us whether you require adjustments to any part of the selection procedure including arrangements for interview. The application form allows you to provide this information. If you are offered the job, any adjustments to the working conditions or environment that may be required to enable you to carry out the duties of the job will be considered in consultation with you.

The King’s School defines disability as follows:

A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities where:

* A mental impairment is defined as an impairment resulting from or consisting of a mental illness only if the illness is a clinically well-recognised mental illness;
* long term means the effect of the impairment has lasted at least 12 months or is likely to last for 12 months or is likely to last for the rest of a person’s life;
* normal day-to-day activities are defined as: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand; perception of the risk of physical danger.

NB Any disability which does not have a substantial and long-term effect is not considered to be a disability.

Other conditions included within the definition of disability not already outlined above are:

* a recurring condition which has recurred over more than 12 months or is likely to recur over more than 12 months;
* a progressive condition, eg cancer, multiple sclerosis, muscular dystrophy or HIV which has, or has had, an effect on normal day-to-day activities;
* people with severe disfigurements, although some with deliberately acquired disfigurements will not be covered;
* people registered as disabled under the Disabled Persons (Employment) Act 1944 on 12 January 1995 and on the date the employment right comes into force, who will be deemed to be covered for 3 years after 2 December 1996. People with a history of disability will also have protection, even if they do not now have a disability.

Equal Opportunities Monitoring Form

The King’s School is an Equal Opportunity employer. The Governors are committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age. In order to help the Governors monitor this responsibility (and for no other reason), you are asked to provide the information requested below.

We would be grateful if you would complete this form and return it with your completed Application Form but in a separate envelope. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. The information you provide will be used solely for monitoring purposes.

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| --- | --- |
| APPLICATION FOR POST OF |  |

To help us check that we are employing people fairly, please mark the appropriate sections below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Female | [ ]  |  | Male | [ ]  |  | Date of Birth: |  |
| Do you consider your ethnic origin to be: |
| White |  |  | Mixed |  |  | Black |  |
| British | [ ]  |  | White and Black Caribbean | [ ]  |  | Black British | [ ]  |
| Irish | [ ]  |  | White and Black African | [ ]  |  | Caribbean | [ ]  |
| Any other white background | [ ]  |  | White and Asian | [ ]  |  | African | [ ]  |
|  |  |  | Any other mixed background | [ ]  |  | Any other black background | [ ]  |
| Asian |  |  | Any other ethnic group |  |  |  |
| Asian British | [ ]  |  | Chinese / Vietnamese | [ ]  |  |  |  |
| Indian | [ ]  |  | Cypriot Greek | [ ]  |  |  |  |
| Pakistani | [ ]  |  | Cypriot Turkish | [ ]  |  |  |  |
| Bangladeshi | [ ]  |  | Cypriot Other | [ ]  |  |  |  |
| Any other Asian Background | [ ]  |  | Any other ethnic group | [ ]  |  |  |  |
| Do you consider yourself to have a disability:  | Yes / No |
| If yes, please state nature of disability: |

|  |  |  |  |
| --- | --- | --- | --- |
| SURNAME:  |  | FORENAME: |  |
| SIGNED  |  | DATE: |  |

Thank you for your assistance **FOR MONITORING USE –** (to be completed after appointment is made)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NOT INTERVIEWED | INTERVIEWED | APPOINTED | FULL TIME | LESS THAN FULL TIME |
|[ ] [ ] [ ] [ ]  [ ]  |

1. 1 Delete as appropriate [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. 1 Delete as appropriate [↑](#footnote-ref-5)
6. Please delete as appropriate [↑](#footnote-ref-6)
7. [↑](#footnote-ref-7)
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