



## APPLICATION FORM

<b>POSITION APPLIED FOR:</b>			
<b>Section 1: Personal Details</b>			
<b>TITLE:</b> (Mr/Mrs/Ms etc)			
<b>FULL NAME:</b> (underlining the names by which you would like to be known)			
<b>FORMER SURNAMES:</b> (eg maiden name or where any previous change of name[s])			
<b>DATE OF BIRTH:</b>			
<b>CURRENT ADDRESS:</b>			
<b>PREVIOUS ADDRESS:</b> (if resident at current address for less than five years please provide any previous addresses during this period)			
<b>Contact details:</b>	<b>Telephone (home):</b> <b>Telephone (work):</b> <b>Telephone (mobile):</b> <b>E-mail address:</b>		
<b>NATIONAL INSURANCE NUMBER:</b>			
<b>CURRENT SALARY:</b>			

Do you/did you receive any employee benefits?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If so, please provide details of these:		
Reason for seeking other employment:		
Please state when you would be available to take up employment if offered:		
Are there any restrictions on you taking up employment in the UK?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If you have a work permit, please provide the expiry date:		
Have you lived outside the UK in the last 5 years? If so, we will need to obtain a police certificate of good conduct from that country	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>TEACHING POSTS ONLY:</b>		
Please provide your Teacher's registration number (if applicable):		
Do you have Qualified Teacher status?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>Section 2: Sanctions, Restrictions and Prohibitions</b>		
Are you, or have you ever been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are you, or have you ever been, the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are you, or have you ever been, the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are you, or have you ever been, the subject of a referral to, or proceedings before, the Department for Education or other appropriate	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

authority where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008?		
Are you, or have you ever been, the subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>If answering "Yes" to any of the questions in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.</b>		

Name:

Section 3: Education and other vocational qualifications, skills or training			
DETAILS OF ALL ACADEMIC/VOCATIONAL QUALIFICATIONS (including "A" Levels)			
Dates attended from (mm/yyyy)	Dates attended to (mm/yyyy)	Name of School/College/other Institution	Qualifications obtained and Grade/Level
PLEASE GIVE DETAILS OF ANY OTHER PROFESSIONAL OR VOCATIONAL QUALIFICATIONS THAT YOU HOLD			
Dates obtained	Qualification and Grade/Level obtained	Name of Awarding Body	

**CAREER HISTORY:**

Dates:	Employer's Name and Address:	Job Title and Brief Description of Duties:	Reason for leaving:
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King's College School is an integral part of King's College Cambridge, Registered Charity Number 1139422

Name:

**Section 5: Professional Development**

**Please give dates and details of courses attended in the last five years:**

*(Continue on a separate sheet if necessary)*

**Section 6: Hobbies and Interests**

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity.

**PLEASE ATTACH A LETTER TO YOUR APPLICATION EXPLAINING IN DETAIL YOUR REASONS FOR APPLYING FOR THIS POSITION**

**EXISTING CONTACTS WITHIN SCHOOL:**

**Please indicate if you know any existing employees or governors at the school and if so how you know them.**

**Section 7: Criminal Record**

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Error! Reference source not found. to this form.** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.

It is a condition of your application that you answer the questions below. **Before doing so please read**

**Appendix 1.**

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? <b>You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see Appendix 1).</b>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Is there any relevant court action pending against you?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application.		

Name:

**Section 8: References**

**Please provide the names and contact details of at least three referees.** One of these must be your current or most recent employer. 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 from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

**REFEREE 1:****Name:****Position:****In what capacity do you know the referee?****Name of organisation:****Address:****E-mail:****Tel No:****REFEREE 2:****Name:****Position:****In what capacity do you know the referee?****Name of organisation:****Address:****E-mail:****Tel No:****REFEREE 3:****Name:****Position:****In what capacity do you know the referee?****Name of organisation:****Address:****E-mail:****Tel No:**

**Please note that we will contact the above referees and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about these please contact the Head, Mrs Yvette Day, on 01223 365814 to discuss these issues**



**Section 9: Recruitment**

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

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's recruitment policy and child protection policy is available for download from the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

**Section 10: Declaration**

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at section 10.

**Spent convictions and the DBS filtering rules****Spent convictions**

<b>Sentence</b>	<b>Rehabilitation period</b> (in all cases the period commences from the date of the conviction)	
	<b>Aged over 18 at the time of the conviction</b>	<b>Aged under 18 at the time of the conviction</b>
Prison sentence of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification

Relevant order	End of the order	End of the order
Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period

Prison sentences of more than two and a half years are never considered spent.

### Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.