

# APPLICATION FORM FOR TEACHERS INCLUDING HEAD TEACHERS

Kisharon Wohl Campus



Kisharon Noé School is committed to protecting and safeguarding children and vulnerable adults. We apply stringent safer recruitment practices.

Position Applied For:

Closing Date:

Please complete all sections of this form carefully in typescript or black pen, following the instructions. The information you provide is the only material used in deciding if you should be interviewed.

You must complete the first and last pages of this form in full and in your personal statement show how you meet the job requirements specified in the documentation provided. CVs will not be accepted. The declaration of criminal offences form must be completed. If you require any reasonable adjustments as part of the application or selection process please contact us.

## PLEASE USE BLOCK CAPITALS FOR THIS SECTION

Family/Surname:

Former Surname  
(if applicable):

First Names:

Mr

Mrs

Ms

Miss

Other

Please Specify

*Tick as appropriate*

National Insurance No:

Home/Contact Address:

Term time address for 1st appointments:

Postcode:

Postcode:

Email:

Mobile:

Day Telephone No:

Evening Telephone No:

If you do not wish to be contacted at work, please tick here

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DFE/ Teacher Registration No:

Are you eligible to work in the UK?

Yes

No

Are you required to have a UK work visa/permit?

Yes

No

If so, do you have a valid visa/permit?

Yes

No

If yes, when does it expire?

Date:

The Governing Body will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration Act 2020, Asylum and Nationality Act 2006.

Once completed, please return this form to the School Office at: [Office@kisharonschool.org.uk](mailto:Office@kisharonschool.org.uk)  
or post to Kisharon Noé School Office: **54 Parson Street, London, NW4 1TP**

## EMPLOYMENT HISTORY

In this section please start with your **CURRENT** or **MOST RECENT** employment and work backwards. Please list all jobs you have had since leaving secondary school including voluntary or unpaid work.

- If you have been employed by an agency please provide details of the agency as well as the place you worked

**Please note - Kisharon School is required to check:**

- your continuous employment history (this may include voluntary work and work experience), as well as any periods outside of employment. Therefore, please include a FULL chronological list, including what you were doing / where you were for any months/years not accounted for since you left full time education until the present, (e.g. raising a family, study)
- the reason why each employment ended

Form continues on next page >

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**TEACHING EXPERIENCE: PRESENT OR MOST RECENT TEACHING POST**

**From:**  **To:**

**School/Establishment Address:**

  
  

**Postcode:**

**Email:**

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**Referee Address:**

  
  

**Postcode:**

**Email:**

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**Post held, Key Stage and responsibilities:**

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Type of school (eg community, V/A etc):

Age Range:

Boys

Girls

Mixed

Primary

Secondary

SEN

Salary Spinal Point:

Current Salary (inc. London Weighting):

Allowances (please specify value and what they are for):

Reason why employment ended:

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## PREVIOUS TEACHING EXPERIENCE

School name, address and email address and name & position of referee:	Post held and responsibilities:	From: mm/yyyy	To: mm/yyyy	Actual salary and if relevant any allowances	Reason why employment ended

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Kisharon Noé School  
A LOFTUS FAMILY LEARNING CENTRE

## PREVIOUS NON-TEACHING EXPERIENCE

Employer name, address and email address and name & position of referee:	Post held and responsibilities:	From: mm/yyyy	To: mm/yyyy	Actual salary and if relevant any allowances	Reason why employment ended

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**EDUCATION:** If you are shortlisted, evidence of all qualifications should be brought to interview.

FULL TIME EDUCATION name and address:	From: mm/yyyy	To: mm/yyyy	EXAMINATION PASSED

FURTHER / HIGHER EDUCATION name and address:	From: mm/yyyy	To: mm/yyyy	Courses undertaken including results (type and class of degree)

OTHER PLACES OF STUDY Attended in last 5 years:	From: mm/yyyy	To: mm/yyyy	Area of study and examinations passed, with dates and indicating full or part time:

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Relevant Training/Continuous Professional Development Details of training courses attended / in progress	From: mm/yyyy	To: mm/yyyy

**Details of teaching practice (First appointments only):**

**Name of Teacher Training Institute :**

**Date:**

## SUPPLEMENTARY INFORMATION

SATISFACTORY WRITTEN EXPLANATION OF ANY GAPS IN YOUR EMPLOYMENT HISTORY Please explain what you were doing/where you were for any periods of months/years not accounted for since you left full time education until present. Failure to provide a full account may lead to your application being rejected	From: mm/yyyy	To: mm/yyyy

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include any special requirements you may have in order to access our school to enable you to attend an interview.

Do you have a full current driving licence valid in the UK?

Yes  No

Are you able to drive a mini-bus?

Yes  No



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**SUPPORTING STATEMENT (Please continue on a separate sheet as required)**

**ABILITIES, SKILLS, KNOWLEDGE & EXPERIENCE**

Use this section to explain in detail how you meet all of the shortlisting criteria for the job as set out in the enclosed person specification, drawing on all aspects of your education, skills and experience to date, including paid employment and unpaid work.

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A large, empty rectangular area with a light green gradient background, intended for the applicant to provide their details and responses.

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Please provide the names of all your referees who can verify your employment record and suitability for this post which go back the last 5 years. It is important to declare all employment over this period of time due to our safeguarding policies. The first of these references must be from your most recent employer/current educational establishment. If you are not currently working with children but have done so previously, one reference must be from that employer. We may ask you for further references. References are normally taken up prior to interview. We reserve the right to contact any of your previous employers. Referees should have direct knowledge of your professional capabilities and performance and first appointments must include a reference from your college/university tutor

We cannot accept personal email addresses or references from friends or family

Name of Referee:

Capacity in which known to you:

Position:

Organisation:

Address:

Postcode:

Tel:

Organisation Email:

I consent to this reference being requested before interview:

Yes

No

Additional Referee's continues on next page >

Name of Referee:

Capacity in which known to you:

Position:

Organisation:

Address:

Postcode:

Tel:

Organisation Email:

I consent to this reference being requested before interview:

Yes

No

Name of Referee:

Capacity in which known to you:

Position:

Organisation:

Address:

Postcode:

Tel:

Organisation Email:

I consent to this reference being requested before interview:

Yes

No

## REFERENCE DECLARATION

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings were not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below I consent to my named referees being contacted in accordance with the above.

Name:

Signature:

Date:

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## DECLARATION

All applicants are required to declare personal relationships with existing members of school governing bodies. Any financial interests that applicants may have in contracts with the school or pending school tenders must be declared. Canvassing school governing bodies directly or indirectly will automatically disqualify the applicant.

Are you related to any member of school governing bodies?

Yes

No

If yes, please state their name and your relationship with them:

Name:

Relationship:

I certify that, to the best of my knowledge, the information I have provided on this form, and on my completed declaration of criminal offences form, is true and accurate. I understand that any job offer made on the basis of false or misleading information in any way, may be withdrawn or my employment terminated without notice.

I confirm my consent to Kisharon School contacting any of my prior places of work (paid or unpaid e.g. volunteering) and/or education to seek references in line with our recruitment policy and safeguarding obligations:

Yes

No

Name:

Signature:

Date:

**Privacy Notice:** With regard to the application form and accompanying relevant recruitment documents including references: For successful applicants - we will keep a copy of these documents for the duration of the candidate's employment, and after the employment cycle is closed, in line with our Safeguarding and legal obligations. For unsuccessful candidates - these documents will be shredded before the end of a 12 month period. Please visit our website at [www.kisharon.org.uk/privacy-policy/](http://www.kisharon.org.uk/privacy-policy/) for a copy of our Privacy Policy.

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## DECLARATION OF CRIMINAL OFFENCES

For jobs involving substantial access to children and vulnerable people which are subject to Disclosure & Barring Service checks.

Your application will not be considered without completion of this form.

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

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind Overs: jobs in schools are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. You Must, therefore declare, whether spend or not, any convictions, cautions or reprimands, warnings or bind-overs and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

It is a criminal offence for barred individuals to seek or undertake work with children.

**Please list all your cautions and criminal offences. Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no convictions please write none and sign the form.**

Nature of offence	Details of offence(s)	Place and date of judgement(s)	Sentence(s)

Tick if you have no convictions, cautions or criminal offences:

All information given will be treated in the strictest confidence and will be used for this job application only. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory Enhanced DBS clearance.

I hereby certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to instant dismissal without notice.

Name:

Signature:

Job applied for:

Date:

## **COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**

It is the school's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice.

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.