KINGHAM HILL SCHOOL

Application Form

Please use BLACK INK AND BLOCK CAPITALS (You may wish to add a curriculum vitae)
(All details submitted and raised as part of the recruitment process will be retained in original form and destroyed within six months of the application closing date if unsuccessful)

PERSONAL DETAILS	Post applied for:		
Full Name:		Former Surnames:	
Underlining the names by which you like to be known		e.g. maiden name or where any previous change of name(s)	
Date of birth:			
Nationality at birth:		Current Nationality:	
Current Address:		Previous Address (if resident at current for less than five years please provide any previous addresses during this period. Use a separate page if necessary):	
Telephone:		Mobile Number:	
Email:		Next of Kin: (name, address and daytime telephone number)	
National Insurance No.			
Do you have a driving licence? YES/NO* Are you a car owner? YES/NO* * Please delete as appropriate, ***Please have your driving licence available***			

CURRENT OR MOST RECENT EMPLOYMENT		Address:	
Name of Employer:			
Telephone:		Fax:	
Email:		Position Held:	
Current or final salary:			
Date Left:		Date Appointed:	
Why did you leave this appointment?			
If still employed, what notice are you required to give?			
Brief outline of your duties in this appointment (Please continue on a separate page if necessary).			

PREVIOUS APPOINTMENTS:

Please supply a full history in chronological order with start and end dates (latest first) of all training/further education, employment, 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. Please use a separate page if necessary.

Employer	Position Held	Dates Employed	Final Salary

ACADEMIC/VOCATIONAL QUALIFICATIONS:

Please give details of all secondary education, including dates attended, courses and examinations taken (with results). Please use a separate page if necessary.

Schools/Colleges	From/to (dates)	Courses/Exams	Awarding Body	Grade (if appropriate)

TEACHING POSTS ONLY:

Please provide your DCSF (DfES) reference number:		Do you have Qualified Teacher Status?	
Are you registered with the GTC?			

FURTHER EDUCATION:

Please give details of courses undertaken and qualifications gained.

INSET TRAINING / JOB RELATED TRAINING:
Please give details of any relevant courses attended

Please be prepared to provide evidence of qualifications, if called for interview.

INTERESTS, HOBBIES, SPORTS:
Please give details of anything relevant

EXISTING CONTACTS WITHIN THE SCHOOL OR THE TRUST:
Please indicate if you know any existing employees, governors, trustees of the School or the Trust, and if so how you know them.

HEALTH

Do you have any disabilities which may affect your application?YES/NO

Please describe any disabilities, and

a. Any reasonable adjustments which could be made to the recruitment process to assist you in your application for the job.

b. Any reasonable adjustments which could be made to the job itself which would enable you to carry out the job.

The appointment may be subject to a medical examination undertaken by the School's Doctor. Do you understand and accept this condition? YES/NO

WHY ARE YOU APPLYING FOR THIS POST?

INFORMATION TO SUPPORT YOUR APPLICATION:

Please ensure that you have read and understand the Job Description and explain how you feel your experience, qualifications, training and personal qualities fulfil the role, giving examples where possible.

Please continue on a separate sheet

REFERENCES:

Please provide at least two referees. One referee should be your current or most 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.**

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Daytime Telephone:	Daytime Telephone:
Fax:	Fax:
Email:	Email:
Referee's relationship to / knowledge of you	Referee's relationship to / knowledge of you
May this referee be approached prior to an interview being offered?	
YES/NO	YES/NO

DECLARATION

I confirm that that I have read and understood the job description. I also confirm the entries I have made on this application form are, to the best of my knowledge and belief, true and complete in all respects. I understand that, should I have deliberately made a false statement on this form, any future employment by Kingham Hill School could be jeopardised.

I understand and accept that it is a requirement that all staff are sympathetic and supportive of the Christian ethos of Kingham Hill School.

If I am appointed, personal information about me may be computerized for personnel administration purposes within the terms laid down by the Data Protection Act 1984.

I agree that if my application is successful the necessary background checks and a police check for criminal convictions/cautions will be made.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those that are regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DCSF (DfES) List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and either (please delete as appropriate)

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

Signed: _____ Dated: _____

KINGHAM HILL SCHOOL

APPLICATION AND RECRUITMENT PROCESS

EXPLANATORY NOTE

Application Form

Applications will only be accepted from candidates completing the Kingham Hill School Application Form in full. CV's will not be accepted in substitution for completed Application Forms in the absence of good reason but can be offered in support of the Application Form.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post's specific details.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Where appropriate during the recruitment cycle the successful applicant will be required to complete a Disclosure from the Criminal Records Bureau at the enhanced level.

We will seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications for teaching posts, before interview.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DCSF (DfES) Children's Safeguarding Operation Unit.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- a current driving licence including a photograph* or a passport* or a full birth certificate*
- a utility bill or financial statement *(bank or credit card statement header – the school does not need to see any balances) showing the candidates current name and address
- where appropriate any documentation evidencing a change of name*
- evidence that they entitled to employment within the UK*

*Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- receipt of at least two satisfactory references (if these have not already been received)
- verification of the right to employment in the UK (or the EU)
- verification of identity and qualifications
- a check at DCSF (DfES) List 99 and the Protection of Children Act List as appropriate
- a satisfactory CRB Disclosure
- (for teaching posts) verification of professional status such as GTC registration, QTS Status (where required), NPQH
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- (for teaching posts) verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period.
- satisfactory support of the School's Christian ethos.

WARNING

Where a candidate is:

- found to be on DCSF (DfES) List 99 or the Protection of Children Act List, or the CRB disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DCSF (DfES) Children's Safeguarding Operation Unit.

Where a candidate is:

- found to have no valid right to be employed in the UK (or the EU)

the facts will be reported to the relevant department of the Boarder and Immigration Agency.

Kingham Hill School, Kingham, Chipping Norton, Oxfordshire, OX7 6TH.
Telephone: 01608 658999 Fax: 01608 658658.

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