



## Application Form for Employment (Teaching & Support Staff)

Please use **BLACK INK AND BLOCK CAPITALS** (You may wish to add a curriculum vitae)

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable' or 'n/a'. The information provided will be considered by the Selection Panel who will decide whether you proceed to the next stage of the selection process.

<b>PERSONAL DETAILS</b>		Post applied for: <input type="text"/>	
Full Name:	<input type="text"/>	Former Surnames:	<input type="text"/>
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:	<input type="text"/>		
Nationality at birth:	<input type="text"/>	Current Nationality:	<input type="text"/>
Current Address:	<input type="text"/>	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):	<input type="text"/>
Telephone:	<input type="text"/>	Mobile Number:	<input type="text"/>
Email:	<input type="text"/>	Next of Kin: (name, address and daytime telephone number)	<input type="text"/>
National Insurance No.	<input type="text"/>		
Do you have a driving licence? Yes      No Are you a car owner? Yes      No <small>Please check as appropriate, <b>Please have your driving licence available at interview</b></small>			
<b>CURRENT OR MOST RECENT EMPLOYMENT</b>		Address: <input type="text"/>	
Name of Employer:	<input type="text"/>		
Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>	Position Held:	<input type="text"/>
Current or final salary:	<input type="text"/>		
Date Appointed:	<input type="text"/>	Date Left:	<input type="text"/>
Why did you leave this appointment?	<input type="text"/>		
If still employed, what notice are you required to give?	<input type="text"/>		
Brief outline of your duties in this appointment <small>(Please continue on a separate page if necessary).</small>	<input type="text"/>		

**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 & brief outline of duties	Dates Employed From/To	Final Salary & reason for leaving

**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)

**FURTHER EDUCATION:**

Please give details of courses undertaken/qualifications gained and be prepared to provide evidence of qualifications, if called for interview.

**TEACHING POSTS ONLY:**

Please provide your teacher reference number (TRN) if applicable:

Do you have Qualified Teacher Status/PGCE? If so please provide the date of qualification

**INSET TRAINING/JOB RELATED TRAINING:**

Please give details of any relevant courses attended

**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?** Please use a separate page if necessary.

**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 use separate page if necessary.

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	Daytime
Telephone:	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 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 the DfE Barred List or the Protection of Children Act List, am not subject to any sanctions or restrictions imposed by the DfE or the Disclosure & Barring Service, or other regulatory body, 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: \_\_\_\_\_

# 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 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 Disclosure & Barring Service 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 DfE 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\* and 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 (dated within 3 months of the interview)**
- **where appropriate any documentation evidencing a change of name\***
- **evidence that they are entitled to employment within the UK\***
- **copies of relevant qualifications\***

\*Please note that originals of all 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 Barred List Check
- a satisfactory enhanced Disclosure & Barring Service check
- (for teaching posts) verification of professional status such as PGCE, Qualified Teacher Status (where required)
- (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, in accordance with statutory guidance, the School will require a certified Police Check from that country
- satisfactory completion of the probationary period.
- satisfactory support of the School's Christian ethos.

### **WARNING**

Where a candidate is:

- found to be on the Barred List or the Protection of Children Act List, or the DBS 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/LADO and/or the DfE 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 Border and Immigration Agency.