



The King's School

Application for Employment

We are committed to equal opportunities in employment and are only interested in your ability to do the job.

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary

Post applied for:	Closing date:
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1. PERSONAL DETAILS

First name:	Middle name(s):
Last name:	Previous or other name(s):
Title (Miss/Mrs/Mr/Ms/Mrs/Dr/other):	Date of birth:
Address:	Contact telephone numbers Daytime:
	Evening:
	Mobile:
	Email address:
Postcode:	National Insurance Number:

2. EMPLOYMENT HISTORY - Present or most recent employment

Name of employer:	
Job title:	Salary:
Dates from / to:	
Period of notice / date available to start:	
Key responsibilities:	

Reason for seeking new position/leaving:

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NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

3. PREVIOUS EMPLOYMENT

Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

Job title and brief outline of duties	Name and address of employer	Dates From - to (month & year)	Reason for leaving

You are required to provide details and an explanation for any gaps in your employment history:

4. EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university/apprenticeship including current studies, with the most recent first.

HIGHER/OTHER EDUCATION			
Name of institution	Dates: From - To	Course/subject taken	Qualification and grade

SECONDARY EDUCATION			
Name of institution	Dates: From - To	Course/subject taken	Qualification and grade
Post 16			
Pre 16			

NB. We reserve the right to contact employers or educational establishments to verify details given.

Details of any relevant learning and development. Please include dates.
(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

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Professional / Technical membership

Name of professional / technical body	Grade of membership

5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Please continue on a separate sheet if necessary.

6. ADDITIONAL INFORMATION

Permit to Work

In order to prove evidence of your eligibility to work in the UK, as required by the Immigration and Asylum Act, you will be required to provide two of the following documents if you are shortlisted for this post: Birth Certificate or Extract, Passport, evidence of National Insurance Number, Driving Licence. If applicable you will also be required to produce your Work Permit.

Are you eligible to work in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you require a Work Permit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Affiliations

A candidate for any appointment with The King's School who knows he or she is related or has a close relationship to any Trustee (Governor) of the School is required to disclose that relationship when submitting an application. Please note that soliciting support or information to give an unfair advantage may disqualify your application.

Are you, your partner or family related, have a close relationship or have any interests (financial, professional or otherwise) that may conflict with your employment at The King's School? If yes, please provide details below:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do any of your children attend The King's School	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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7. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act

You must give details on this form of all convictions and cautions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. **If there are none please write 'none':**

DBS Barred List

Are your details included on the DBS Barred List?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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8. REFERENCES

Under Keeping Children Safe in Education legislation we **must** take up at least 2 references prior to interview. One should be your current or most recent employer. If you do not wish this referee to be contacted **before** interview then you must supply 2 other referees who can. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees **must not** be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

Current Employer	Referee 2:	Referee 3:
Name:	Name:	Name:
Address:	Address:	Address:
Tel no:	Tel no:	Tel no:
Email:	Email:	Email:
Occupation/Relationship:	Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?	How long have they known you?
I agree to this reference being taken up before an interview or offer of employment being made: Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, 2 other referees must be supplied)		

9. DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by The King's School under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate this may lead to dismissal without notice.

Signature:

Date:

Where did you see the advertisement for this post?

DATA PROTECTION ACT 1998. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE KING'S SCHOOL UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE KING'S SCHOOL. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES, WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

TO SUBMIT YOUR APPLICATION ONLINE PLEASE SAVE THE FORM TO YOUR COMPUTER AND UPON COMPLETION FORWARD TO THE SCHOOL AT recruitment@thekings.devon.sch.uk