APPLICATION FORM

**The School is legally required to carry out a number of pre-appointment checks which are detailed in the School’s Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful.**

|  |  |
| --- | --- |
| **Position Applied For:** |  |
| **How did you find out about this position?** (if through advertisement please state where) |  |

Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Forename(s): |  |
| Title: |  | Former Name: |  |
| Preferred Name: |  | Telephone no (Home): |  |
| Address: |  | Telephone no (Work): |  |
|  |  | Telephone no (Mobile): |  |
| Town: |  | Email Address: |  |
| County: |  | National Insurance No: |  |
| Postcode: |  | Date of Birth: |  |
| Do you have Qualified Teacher Status? | Yes/No | DCSF number and date qualified: |  |
| Do you have the right to work in the UK? | Yes/No | Have you read the School’s Child Protection Policy available on our website? (www.kgs.org.uk) | Yes/No |

Sanctions, restrictions and prohibitions

|  |  |
| --- | --- |
| Are you, or have you been, the subject of a sanction, restriction or prohibition issued by the National College or Teaching and Leadership (**NCTL**), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country?  Yes or No |  |
| 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 or No |  |
| 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 or No |  |
| Are you, or have you ever been, the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008? Yes or No |  |
| 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 or No |  |
| **If answering “Yes” to any of the questions above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your application form.** | |

Education – Please start with most recent

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of school/  college/university | Dates of attendance | | | Examinations | | | |
|  |  | | | Subject | Result | Date | Awarding body |
|  | From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
|  | From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
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| To: | | |  |  |  |  |
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|  | From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
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| To: | | |  |  |  |  |
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|  | From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
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| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |

Professional Training – Please indicate initial training and any major staff development courses

|  |  |  |
| --- | --- | --- |
| Institution(s) attended | Date | Course |
|  |  |  |
|  |  |  |
|  |  |  |

Membership of professional bodies

|  |  |  |
| --- | --- | --- |
| Name of Body | Date | Grade |
|  |  |  |
|  |  |  |
|  |  |  |

Employment – Current or most recent post

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Name |  | School Name (if applicable): |  |
| Employer’s Address |  | Post Held: |  |
| Town |  | Current Salary: |  |
| County |  | Date Commenced: |  |
| Post Code |  | Notice Period: |  |
| Please provide a brief description of duties/responsibilities: | | | |
| Please detail key accomplishments: | | | |
| Please detail the key challenges: | | | |
| Please state the reason for seeking other employment: | | | |

Previous Employment

(Chronologically listed with most recent post first, continue on a separate sheet if required).

Employment 1

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Name and Address | Dates  To and From | Position | Reason for leaving |
|  |  |  |  |
| Brief Outline of Responsibilities | | | |

Employment 2

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Name and Address | Dates  To and From | Position | Reason for leaving |
|  |  |  |  |
| Brief Outline of Responsibilities | | | |

Employment 3

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Name and Address | Dates  To and From | Position | Reason for leaving |
|  |  |  |  |
| Brief Outline of Responsibilities | | | |

Gaps in employment

|  |
| --- |
| If there are any gaps in your employment history e.g. looking after children, sabbatical year, please give details and dates: |

Additional Information

|  |  |
| --- | --- |
| Please state why you are interested in this position, continue on a separate sheet if necessary | |
| Please use this section to comment on how you feel you meet the requirements of the job description and person specification, continue on a separate sheet if necessary | |
| Interests e.g. hobbies, sports, voluntary work – in particular any which could be of benefit to the School for the purpose of enriching its extra curricular activity. | |
| Do you know any existing employees or Governors at the school, and if so how do you know them: | |
| Have you ever been dismissed or forced to resign from any previous employment? | Yes / No |
| If yes please give details: | |
| Have you ever been involved in a disciplinary procedure relating to children? | Yes / No |
| If yes please give details including the outcome of the procedure: | |

Note:

The successful candidate will be asked to complete a medical questionnaire following a conditional offer of employment, and may be required to undergo a medical examination.

References

Please give the names, addresses and occupations of two referees, one of whom should be your **current** or **most recent employer (preferably the Head)**. 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. Please state how the referee knows you. The School reserves the right to take up references from any previous employer.

|  |  |  |
| --- | --- | --- |
| Referee 1 |  | |
| Name: |  | |
| Address: |  | |
| Town: |  | |
| County: |  | |
| Postcode: |  | |
| Telephone No: |  | |
| Email Address: |  | |
| How does this referee know you? | | |
| **If short listed for an interview, are you happy for the referee being contacted before interview?** | | **YES / NO** |

|  |  |  |
| --- | --- | --- |
| Referee 2 |  | |
| Name: |  | |
| Address: |  | |
| Town: |  | |
| County: |  | |
| Postcode: |  | |
| Telephone No: |  | |
| Email Address: |  | |
| How does this referee know you? | | |
| **If short listed for an interview, are you happy for the referee being contacted before interview?** | | **YES / NO** |

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 0 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.  Before answering these questions please see the information on spent convictions and the DBS filtering rules at the end of this form. | | | | |
| 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? 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 0). | Yes |  | No |  |
| Is there any relevant court action pending against you? | Yes |  | No |  |
| 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 form. | | | | |

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.

Declaration – Please read carefully

* 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, whether of the UK or any other country.
* 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.

Signed ……………………………………………………………………………………….. Date ……………………………………..

Full name (block captials) ……………………………………………………………………………………………………………..

Please return, with your letter of application and CV, to the Human Resources Department [HR@kgs.org.uk](mailto:HR@kgs.org.uk)

Note:

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 above.

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Appendix 1

Spent convictions and the DBS filtering rules

Spent convictions

|  |  |  |
| --- | --- | --- |
| **Sentence** | **Rehabilitation period**  (in all cases the period commences from the date of the conviction) | |
|  | **Aged over 18 at the time of the conviction** | **Aged under 18 at the time of the conviction** |
| Prison sentence for a term exceeding 6 months but less than 2.5 years | 10 years | 5 years |
| Prison sentence for a term of 6 months or less | 7 years | 3.5 years |
| Fines, probation, compensation, community service, reparation orders, curfew orders | 5 years | 2.5 years |
| Absolute discharge | 6 months | 6 months |

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 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 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>.