

Name including title



THE KING'S SCHOOL

C H E S T E R

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

APPLICATION FORM

When completed, this form should be emailed to the Director of HR at email:

recruitment@kingschester.co.uk

The completed application form must be received **by the closing date stated on the advertisement**

The King's School is an Independent School having a religious character (Church of England) in accordance with the Equality (Religion or Belief) Regulations 2003

Position applied for:

Please complete the application form in your current legal name as shown on your ID documentation.

Section 1: Personal details

Title: Dr/Mr/Mrs/Miss/Ms	Forenames:	Surname:
Date of birth:	Former name(s):	Preferred name:
Teacher's R P number (if applicable):	National Insurance number:	
Address:	Telephone number(s): Home: Work: Mobile: Email address:	
Are you eligible for employment in the UK?	Yes	No
Please provide details:		
Do you have Qualified Teacher status?	Yes	No
If yes please state you QTS number		
Do you have valid Basic Awareness Safeguarding Training If yes, please state date training took place.	Yes	No

Section 2: Education

Please start with your most recent

Name of school/college/university	Dates of attendance	Examinations									
		Subject	Result	Date	Awarding body						
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Section 3: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended
(if applicable):

Current salary / salary on leaving:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5: Previous employment and / or activities (including voluntary work) since leaving secondary education

Please continue on a separate sheet if necessary. It is important to list all periods as any gaps will be identified.

Dates	Name and address of employer	Position held and / or duties	Reason for leaving			
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Section 6: Gaps in your employment

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates. Please ensure that all dates from the time of leaving secondary school are covered either in the education, previous employment history or gaps in employment section. *Please continue on another sheet if necessary.*

	From	To
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Section 7: Interests

Please give details of your interests, hobbies or skills.

Section 8: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. *Please continue on a separate sheet if necessary and no more than A4 font size 11.*

Section 9: Criminal record

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of 'regulated activity' with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School will also carry out a check of the Children's Barred List. **Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at Section 12 of this Form therefore asks you to confirm whether you are barred from working with children.**

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have 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.

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's Safer recruitment policy.

Section 10: Online Checks

In accordance with our statutory obligations under Keeping Children Safe in Education (KCSIE) the school is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help to identify any incidents or issues that are publicly available online, which the school might wish to explore with you at interview. *This search will only be conducted if you are shortlisted.*

If you would like to inform us of anything that might come to light when we perform this search, please outline the details below:

Section 11: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children (where applicable) Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

The School may also telephone your referees in order to verify the reference they have provided.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Email address:	Email address:
Telephone number:	Telephone number:
Occupation:	Occupation:
May we contact prior to Interview?	May we contact prior to interview?
Yes No	Yes No

Section 12: 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 (which includes the school's policy on recruitment of ex-offenders) 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, for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 13: Reasonable adjustments:

If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection process or if you would prefer, please contact the Director of HR (hr@kingschester.co.uk) to discuss any requirements.

Section 14: Data Protection

In completing this application form, you should refer to the school's recruitment privacy notice found on our website. The personal information collected on this form will be processed to manage your application in accordance with the recruitment privacy notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension, and employee administration accordingly.

If you're not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the recruitment privacy notice.

Section 15: Declaration

I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.

I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

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 confirm I have the legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the school.

Signed _____

Date _____

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 at section 15. You will be asked to sign a physical copy if you are selected to the next stage of the process.