

Headteacher: Mr C. Devlin

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Tyne and Wear DH4 5BH www.kepier.com



CONFIDENTIAL

## Application for a Secondary Teaching Appointment

PLEASE COMPLETE IN BLACK INK OR TYPE

Post Title	Department Leader of History
Have you previously applied for a position at Kepier?	YES / NO (please delete as appropriate)
Where did you see the vacancy advertised?	

**Please study the enclosed Job Description and Person Specification before completing this form**

Surname/Last Name	First Names	Previous Names (if any)
Address		
Post Code	e-mail	
Telephone No. (home)	Mobile No.	National Insurance No.
Do you have Qualified Teacher Status (11-16)?	YES / NO	DfES Reference No.
If you qualified after 7 <sup>th</sup> May 1999 Please indicate whether your Induction period is <input type="checkbox"/> ongoing or <input type="checkbox"/> completed		
Title of Current Post:	Gross Salary:	TLR/TLR3 amount (if applicable):
Educational Establishment:		
Point on Scale: MPS	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
UPS	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	

To assist Kepier with the monitoring of its Equal Opportunities Policy, please tick the appropriate boxes below. You can be assured that this information will be treated in the strictest confidence and will not be used as part of the selection process.

1. ETHNIC ORIGIN Please show you Ethnic Origin by ticking one of the boxes:

White      Pakistani      Black - Caribbean      Bangladeshi      Black - African  
 Chinese      Black - Other      Other Ethnic Group      Indian      Prefer not to say

2. GENDER

Male		Female		Other	
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7. Any breaches of our equal opportunities statement by staff will not be tolerated.
8. Advice is available to anyone who feels that they have been the victim of discrimination and that suitable avenues for comment and complaint are made available to them.

### EDUCATIONAL ACHIEVEMENTS

Please include "A" Level, further/higher education and any other relevant study in chronological order. If selected for interview you will be required to produce certificates for any qualification you list below. Failure to produce these certificates may result in you taking no further part in the selection process.

Date	Institution (Name and address)	Qualification	Subjects passed and grade

### SUBJECTS/SPECIALISMS OFFERED (Teaching Posts only)

Main:
Other:

a) **In a school** (please outline in chronological order any relevant experience as a qualified teacher, instructor or technician and teaching practice etc).

Location	Name and Type Of School/Academy	Title of Post (including responsibility, age range and subjects taught)	Point on Scale	Dates		Reason for leaving
				From	To	

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b) **Other** (please include any career breaks or other full-time commitments, e.g. VSO).

Name and Address of Employer(s)	Nature of Employment, Post held and Main Responsibilities. (Please indicate if Self Employed)	Dates		Reason for leaving
		From	To	

**Please explain any gaps in your employment history**

**PROFESSIONAL DEVELOPMENT**

Please detail any significant courses you have attended in the last five years and membership of professional organisations.

Date	Subject/Focus	Provider/Organisation	Duration

Selection for interview will depend upon you meeting the requirements of the person specification. Please state clearly how you meet these requirements. Include details of any experience which you consider relevant (note: we recognise the relevance and value of non-work based experience and would welcome the inclusion of this below).

*(Please continue on a separate sheet if necessary)*

Do you hold a current driving licence? (please tick)      Full       Provisional       Other

Please state where you saw this job advertised

**Under Safer Recruitment guidelines references will be obtained prior to interview.**

Please supply the names and contact details of two referees who can comment on the suitability for this position.

One should be from your current or most recent employer – **if you are currently working in a school/college this**

**MUST be your Headteacher/Principal.**

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children.

**References will not be accepted from relatives or persons who only know you as a friend.**

1. Position held of Referee :  Full name of Referee:  Work Address of Referee:   Tel No.  e-mail:	2. Position held of Referee :  Full name of Referee:  Work Address of Referee:   Tel No.  e-mail:
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If you have any relationship (eg friend/relative//colleague) with a Governor, any employee of Kepier or current learner of Kepier, please state the name(s) and nature of relationship(s)

**Safer Recruitment Declaration (please read the Safer Recruitment Statement at the end of this document before completing the following form).**

Full name and address:	
Date of birth:	
Any previous names / surnames:	
School applying to:	
Post applying for:	
Have you ever been convicted of a criminal offence or been the subject of a caution, warning or reprimand (other than those that are subject to filtering)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please use the space below to provide details of all prosecutions, convictions, cautions and bind-over orders, including any pending. Give the approximate date, the offence, and the court or police force which dealt with the offence (please continue on a separate sheet if necessary).	
Is your name currently on the Barred List (list of people legally barred or restricted from	

working with children)?	Yes		No	
Are you subject to sanctions imposed by a regulatory body (for example the DFE)?	Yes		No	
If yes, please state the nature of the sanctions imposed (you may continue on a separate sheet if necessary).				
Have you lived or worked outside of the UK in the previous five years?	Yes		No	
Have you been DBS cleared within the last 3 years?	Yes		No	
If yes, have you had a break in service in the last 3 years?	Yes		No	
Do you give your consent to an external ID validation check (if required)?	Yes		No	
I am registered with the DBS online update service:	Yes		No	
If yes, I hereby give Kepier permission for this application and any subsequent relevant employment with them to check my certificate with the DBS update service. I also give permission for them to take a copy of my certificate and that the relevant information will be stored on a secure database as part of the employment check process.	Yes		No	
I confirm that I have read the Safer Recruitment Statement that accompanies this form	Yes		No	

The job for which you are applying requires you to declare all convictions or prosecutions, including those which are “spent” under the Rehabilitation of Offenders Act, 1974. You will also be subject to a police check. You will be required to provide further details at a later stage of the recruitment process.

**Note: If you canvass any Governor, Committee or Senior Officer of Kepier directly or indirectly for this appointment or if you fail to disclose a relationship or knowingly provide false information on this form, you will be disqualified from appointment and if already appointed, you will be liable to dismissal without further notice.**

To the best of my knowledge and belief, the information given on this form is correct and complete	
Signed	Date

Return the completed Application Form to: [recruitment@kepier.com](mailto:recruitment@kepier.com)

## Safer Recruitment Statement

### It is **essential** that you:

- **read and retain this statement; and**
- **complete and return the attached form to the recruiting school with your application form.**

Kepier is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. To be considered for this employment, you must disclose details of any non-protected convictions, cautions, warnings or reprimands you may have. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>).

We therefore ask you to complete this form as fully as possible and return it with your application. The only people who will see the information you give us will be those directly involved in the recruitment process. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

If you are successful at the interview, we will require you to make an application to the DBS to obtain an Enhanced Certificate of Disclosure and barred list check. If you are subscribed to the DBS online update service, then your DBS certificate may be 'portable' between employers and organisations provided it is at the right level and for the right workforce.

To speed up the appointment process, please inform us of your registration status. If you are registered, we need your permission to use the online update service for the purposes of obtaining an up to date DBS certificate check should you be offered an appointment. We also ask for your permission that a recheck can be made during your relevant employment if required by any legal, safeguarding or regulatory body. If you have worked or have been a resident outside of the UK within the last 5 years, you must provide a certificate of good conduct or a copy of your criminal record for the period of time which you were abroad. Your appointment is subject to this check and it is important that you keep us informed of the progress you make in obtaining this document.

To obtain either a certificate of good conduct or a copy of your criminal record, you must contact the UK based embassy of the country in which you worked or lived. You can find out more information on how to get an overseas check on the website [www.homeoffice.gov.uk/DBS](http://www.homeoffice.gov.uk/DBS)

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). The DBS has a code of practice, which we fully comply with.

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences.

### **If you are invited for interview, we shall assess:**

issues relating to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

### **If you are offered the post, we shall ask for evidence of:**

- your identity; and
- your qualifications (including any relevant professional registration).

**We shall also check:**

- that you are medically fit to undertake the role.

**References:**

We shall also take up detailed references from your current and previous employers. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

**False Information**

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

<b><i>Kepier HR Use Only</i></b>	
Initial call made	
Invite sent	
References requested	
References received	
Attending Interview	Yes / No