Applications should be returned to the email address specified in the application pack before the published closing date.

|  |
| --- |
| Post applied for: |
| Where did you see the post advertised? |
| Closing date for advertised post: |

**Personal details**

|  |  |
| --- | --- |
| Surname: | Title (Prof/Dr/Mr/Mrs/Miss/Ms): |
| Forename(s): | |
| Home address (including postcode): | |
| Email: | |
| Telephone number: | |
| Mobile number: | |
| Work address (including postcode): | |
| Email: | |
| Telephone number: | |
| Mobile number: | |
| May we contact you by telephone  or email  at work? (please indicate as appropriate) | |
| Period of notice in present post: | |
| Would you require a Certificate of Sponsorship to take up this post?: Yes  No  Don’t know  If no, please advise why you are eligible to work for King’s College London Mathematics School:  I am a UK/European Economic Area National  Other  Please state:  If yes and you currently hold a visa, please advise what type of visa you hold and when it expires: | |
| National Insurance number: | |
| If you are a qualified teacher, please provide your Teacher Reference Number: | |
| Do you know any current staff or governors at King’s College London Mathematics School? If so, please give details and context: | |
| Have you applied to/been employed by King’s College London Mathematics School before? If so, please give details/dates: | |
| Please give your present/last annual salary, and details of any additional benefits/allowances:  N.B.: Salary details of appointee may be verified. | |

**Education and qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University/College | Subject | From (month/year) | To (month/year) | Results (Hons/Level attained) |
|  |  |  |  |  |
| Technical, professional, commercial, or relevant in-house training | | | | |
| College/Institute | Type of training | From (month/year) | To (month/year) | Results |
|  |  |  |  |  |
| Membership of professional bodies/Professional registration | | | | |
| Secondary School | Examinations passed | From (month/year) | To (month/year) | Grades |
|  |  |  |  |  |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide the names and addresses of two referees (one of whom should normally be your manager/supervisor at your current workplace). For recent graduates, your personal tutor could also be appropriate. Relatives may not be given as referees. | | | |
| One |  | Two |  |
| Name:  Job title of referee:  Relationship to you:  Address:  Tel. number:  Email: | | Name:  Job title of referee:  Relationship to you:  Address:  Tel. number:  Email: | |
| If you are shortlisted, references may be taken up prior to interview. Please indicate  if you do not wish us to contact your current employer prior to interview. | | | |

**Current and previous employment**

Please give full detail of **ALL** breaks in employment e.g. “travelling” or “looking after children”. Applications with inadequately explained gaps are unlikely to be taken forward.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's name, address and type of business | Positions held (briefly describe duties) | From (month/year)  To (month/year) | Reason for leaving |
|  |  |  |  |

**Statement**

KCLMS has identified certain key skills for this post and will assess the extent to which candidates meet these expectations in the shortlisting process. For each statement below please provide examples of how you have demonstrated these skills. This section is in place of a supporting statement for your application. **You should write 100 - 200 words for each statement.**

|  |
| --- |
| Describe your experience of using an accounting package for entering invoices, receipts and payments, and for any other accounting tasks. |
|  |
| Describe your experience of handling a range of tasks including unexpected activities and prioritising these effectively. |
|  |
| Provide examples where you have demonstrated excellent organisational skills. |
|  |
| Explain what attracts you to this role and to working at King’s Maths School. |
|  |
| If there is anything else about your skills or experience which you would like to highlight in support of your application, please add it here. |
|  |

**Data protection statement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Access to this information will be restricted to a limited number of authorised KCLMS staff. The information may also be used for the purposes of compiling employee statistics and equal opportunities monitoring.  I give my consent to this information being processed and stored (by means of a computer database or otherwise) as described above:   * if unsuccessful: for 12 months from the date of commencement of this post (for unsuccessful candidates) * if successful: for the duration of my contract of employment and to fulfil the statutory, or recommended, retention periods when I am no longer an employee at King’s College London Mathematics School.   I confirm that all the information given on this form is complete and correct by printing my name below.   |  |  |  |  | | --- | --- | --- | --- | | PRINT NAME: |  | DATE: |  |   Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal. |