

**CONFIDENTIAL**

**APPLICATION REFERENCE:**

**SCHOOL:**



## APPLICATION FORM - TEACHING ROLE

**POSITION APPLIED FOR:**

### 1. PERSONAL DETAILS

Title:

First Names:

(Please underline known name)

Surname:

Previous Surnames:

Address:

Postcode:

Home Telephone No:

Mobile Telephone No:

Email:

National Insurance No:

DfE Ref No:

Do you have Qualified Teacher Status?

Yes ☐ No ☐

Do you have an up-to-date DBS check?

Yes ☐ No ☐

Do you use the DBS update service?

Yes ☐ No ☐

If yes, do you give permission to run a DBS update service check if successful?

Yes ☐ No ☐ DBS Number

2. OTHER INFORMATION	
Are you related to or know personally any Governor or other employee of the School?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, who?	
Please state where you saw this job advertised	
To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your eligibility to work in the UK. Are there any restrictions on your right to work in the UK? If yes, please state restrictions and the expiry date of any permissions.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Under the Working Time Directive, you should not work more than 48 hours per week. Do you plan to undertake work for other employers which would cause a breach of these regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:	
Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. PRESENT SCHOOL (or most recent)					
Post Held:					
Date Appointed:		Departure Date:			
Specific Responsibilities:					
School/College Address:					
Number on Roll:		Age Range of School:		Age Range Taught:	

Employer:			
Present Total Salary per Annum:		MPS/UPS or Leadership Scale Point and any Management/Retention Allowances (if applicable):	
Notice Required:			
Reason for Leaving:			

4. EDUCATION AND ACADEMIC QUALIFICATIONS			
School/College/University	From	To	Subjects, Qualifications, Grades, Honours
Secondary (post-16)			
Degree or Equivalent			
Other Teaching Qualifications			
Other Non-Teaching Qualifications			
School/College/University	From	To	Subjects, Qualifications, Grades, Honours

## 5. PREVIOUS TEACHING APPOINTMENTS

Please provide a full history in chronological order (with start and end dates). Please include all periods of unemployment since leaving higher education and provide, where appropriate, **explanations for any periods not in employment**. In each case please give any reason for leaving employment.

Name of School and Title of Post	Full/Part Time	Type of School/College Age Range & Age Range Taught Reason for Leaving	Period of Service <i>Please give month &amp; year</i>	
			From	To

## 6. OTHER WORK EXPERIENCE OR TRAINING (starting with most recent)

Employer and Nature of Occupation	Start date	Leaving date	Reason for Leaving

## 7. PROFESSIONAL DEVELOPMENT

*Please give details of courses relevant to this application and indicate any awards/qualifications/ certificates earned.*

Course Title	Provider	Duration	Dates	Award (if any)

## 8. REFERENCES

The first reference should be your present or most recent employer. Where this is a school the **referee must be the Headteacher**. Please provide a 2<sup>nd</sup> reference from your previous school. 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 a friend.

**May we approach your referees without further reference to you? Highlight below**

Please highlight	Yes	No	Please highlight	Yes	No
1. Title			2. Title		
Name			Name		
Position			Position		
Address			Address		
Tel No.			Tel No.		
<b>Mobile No.</b>			<b>Mobile No.</b>		
<b>Email</b> <i>Must be provided</i>			<b>Email</b> <i>Must be provided</i>		
In what capacity do you know the above?			In what capacity do you know the above?		

If you were known to either of your referees by another name, please give details:

## 9. INTERESTS (both professional and leisure)

Please indicate any areas where you may be able to contribute to the Extra Curricular provision.

**10. PERSONAL STATEMENT (applications without this section will not be considered)**

Please include a statement below in support of your application and describe how your personal qualities and professional experience qualify you for this role at the Knowledge Schools Trust. Please note that statements should be no longer than one A4 side.

I confirm that the information given in this application and in any attachments is factually correct and complete, and I understand that the provision of false information may, in the event of employment, result in dismissal or disciplinary action.

Signature:

Date:

*Please note that you will be asked to sign a copy of your application form if you are asked for interview.*

***It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children***

**THANK YOU FOR YOUR APPLICATION**



## **Shortlisted applicants will be asked to sign this declaration**

### **11. DECLARATION**

The Knowledge Schools Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate. The multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK ([www.gov.uk](http://www.gov.uk))

As the Knowledge Schools Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children and vulnerable adults of positions within the legal and financial field, will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you. Failure to disclose this information could result in dismissal or discipline by the School. Any information will be treated in complete confidence.

I have read the above notes on Criminal Convictions and agree to a Disclosure and Barring Service Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.

**Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?**

Yes ☐ No ☐

**Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?**

Yes ☐ No ☐

If you have answered yes, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending, should you be selected for interview. Please ensure that you bring these with you to interview, in the event that you are shortlisted.

I agree that any offer of employment is subject to satisfactory evidence of my right to work in the UK, satisfactory references, teacher checks and medical clearance.

In accordance with the 2018 Data Protection Act and GDPR, the organisation treats personal data collected during the recruitment process in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in the organisation's job applicant privacy notice.

Signature:

Date: