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Application Form

# INSTRUCTIONS FOR COMPLETING APPLICATION FORM

Please use standard typeface or, alternatively, print and complete the form in black ink. We prefer to receive applications via email if possible. Please forward completed forms to HR@kings.lincs.sch.uk.

# REFERENCES

Please supply the names, email addresses, and postal addresses for two people who can be contacted to provide references. Your first referee must be your current or most recent employer. If you are currently working in a school, we would expect one of your referees to be your current Head Teacher. If your current/most recent employment does/did not involve work with children, then your second referee should be the employer with whom you most recently worked with children. Your referees should not be related to you or know you exclusively as a friend. The School seeks to obtain references for all shortlisted candidates before interviews commence.

If the School receives a factual reference, i.e. one which contains limited information about you, additional references may be sought. We reserve the right to acquire references from any of the candidate’s previous employers.

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

# CRIMINAL REFERENCES

The King’s School aims to promote equality in opportunity for all those with talent, skill, and potential.

Criminal records will be considered for recruitment purposes only when the conviction is relevant, meaning that an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances of the offence. The King’s School adheres to the requirements of the Rehabilitation of Offenders Act, 1974, with regards to exempt questions. All applicants offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field are subject to a criminal record check from the Disclosure and Barring Service before their appointment is confirmed. This includes information pertaining to cautions, reprimands or final warnings, as well as convictions. You are therefore required to declare any previous convictions, cautions or reprimands - even if they could be considered ‘spent’ under this Act - and any prosecutions pending against you. Failure to disclose this information may result in disciplinary action or dismissal and may lead to criminal proceedings.

# APPLICANTS STATEMENT

A candidate who fails to disclose his or her relationship with a member of staff will be disqualified and, if appointed, will be liable for dismissal.

All appointments are subject to the satisfactory completion of a 12-month probationary period.

|  |  |
| --- | --- |
| The King's School, Brook Street, Grantham, Lincolnshire, NG31 6RP  Head Master: Mr S Pickett BSc (Hons) | Teaching Appointment: Confidential |
| FOR OFFICIAL USE ONLY |
| Acknowledged: |
| Interview Date: |
| Time: |
| Result Notified: |

This form should be completed in typescript or black ink.

Separate sheets of information may be attached if needed

|  |  |  |
| --- | --- | --- |
| POST APPLIED FOR: |  | |
| CLOSING DATE: | | HOW DID YOU HEAR OF THIS VACANCY? |
|  | |  |

# SECTION A

PERSONAL DETAILS

|  |  |
| --- | --- |
| SURNAME: | FORENAMES: |
| TITLE\*: (MR/MRS/MISS/MS/OTHER) | PREVIOUS NAME(S) (IF ANY): |
| ADDRESS: | |
| POST CODE: | EMAIL ADDRESS: |
| HOME TEL: | WORK TEL (IF WE MAY CALL YOU THERE): |
| Please refer to the ‘Guidance for Applicants with Disabilities’ note of this application form before completing these questions. | |
| Do you have any special requirements in relation to any interview arrangements? Yes/No\*  If Yes, please give details (access/diet etc.): | |
| DFE REFERENCE NO: | |
| Teaching Qualification\*: Cert.Ed. | B.Ed.| PGCE | GTP | Other (please State) | |
| Specialist Subject(s): | |
| Please identify any additional subject(s) which you are able to offer: | |

\* Delete as appropriate

# SECTION B

# CURRENT TEACHING POST (IF APPLICABLE)

|  |  |
| --- | --- |
| CURRENT POST: | |
| DATE APPOINTED: | FULL-TIME / PART-TIME\* (IF PART-TIME, HOURS PER WEEK): |
| POINT ON SALARY SCALE (M1 – U3):  SALARY: | TLR RESPONSIBILITY POINT (if any): |
| NAME & ADDRESS OF EMPLOYER: | NAME AND ADDRESS OF WORKPLACE (if different): |
| TELEPHONE NUMBER: | TELEPHONE NUMBER: |
| TYPE OF SCHOOL: | SINGLE GENDER / MIXED: |
| NUMBER ON ROLL: | AGE RANGE TAUGHT: |
| SUMMARY OF MAIN DUTIES: | |

\* Delete as appropriate

# SECTION C

# EDUCATION & TRAINING (SECONDARY / FURTHER EDUCATION)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME OF SECONDARY SCHOOL | DATES | | QUALIFICATIONS GAINED | | | |
| FROM | TO | SUBJECT | LEVEL | GRADE | DATE |
|  |  |  |  |  |  |  |

# HIGHER EDUCATION & TRAINING

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME OF COLLEGES /UNIVERSITIES | DATES | | F/T  or  P/T | QUALIFICATION GAINED | | |
| FROM | TO | TITLE & SUBJECT | CLASS | DATE |
|  |  |  |  |  |  |  |

# MEMBERSHIP OF HIGHER BODIES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF PROFESSIONAL BODY | MEMBERSHIP GRADE | WAS MEMBERSHIP GAINED THROUGH EXAMINATION? | WHERE? | DATE |
|  |  |  |  |  |

# IN-SERVICE TRAINING (INSET) ATTENDED IN THE LAST 3 YEARS

|  |  |  |
| --- | --- | --- |
| COURSE | QUALIFICATION GAINED | DATES |
|  |  |  |

# SECTION D

# PREVIOUS EMPLOYMENT (TEACHING)

(Please list in chronological order beginning with the most recent).

Please give a detailed explanation of any gaps in employment, attaching additional sheets if necessary. The King’s School reserves the right to confirm information given here.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATES | | NAME AND TYPE OF SCHOOL/COLLEGE | GENDER | NOS ON ROLL | POST TITLE & SCALE | REASON FOR LEAVING |
| FROM | TO |
|  |  |  |  |  |  |  |

# PREVIOUS EMPLOYMENT (OTHER THAN TEACHING)

(Please list in chronological order beginning with the most recent).

Please give details of previous employment, including voluntary or similar work and work in HM Forces.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATES | | NAME OF ORGANISATION AND ADDRESS | POST AND NATURE OF WORK | REASON FOR LEAVING |
| FROM | TO |
|  |  |  |  |  |

# SECTION E

LETTER OF APPLICATION

You are invited to submit a letter in support of your application. Your supporting letter can be a maximum of two sides of A4 paper in font size 12).

# SECTION F

RIGHT TO WORK

Do you require a work permit?

YES / NO\*

If you already hold a work permit, what is the expiry date?

Under the provisions of Section 8 of the Asylum and Immigration Act, 1996, all newly appointed candidates will be asked to produce documentary evidence that they have permission to work in the UK. Normally, a valid British/EEA passport or work permit will be sufficient for this purpose. If one is not available, alternative documentation may be requested.

# SECTION G

CRIMINAL OFFENCES

Have you ever been convicted of a criminal offence or are you currently the subject of criminal charges?

YES / NO\*

If “Yes”, please provide details. This information will be treated sensitively and should be submitted in a separate sealed envelope marked ‘Confidential’.

Criminal Records Disclosures

Because of the nature of the work for which you are applying, this post is subject to an Enhanced Disclosure. As such, please provide details of all convictions, if any, including those spent under the Rehabilitation of Offenders Act, 1974, and the Exceptions Order, 1975. This includes cautions, reprimands, warnings, investigations or pending prosecutions.

You are NOT entitled to withhold information regarding convictions which, for other purposes, are "spent" under the provisions of the Rehabilitation of Offenders Act. In the event of subsequent employment, failure to disclose such convictions could result in dismissal or disciplinary action.

You will not be contracted to commence work until a disclosure record has been cleared and certificate received. Any information disclosed will be treated sensitively and confidentially and will only be used when considering a candidate’s suitability for the post applied for.

|  |  |
| --- | --- |
| I hereby confirm that I am not currently on the Children’s barred list, disqualified from work with children, or subject to a sanction imposed by a regulatory body, e.g. the Teaching Agency, and that I have no convictions, cautions, or bind-overs (spent or otherwise). |  |
| I have provided details of my records in a sealed envelope marked ‘Confidential’, which is enclosed with, or attached to this application. |  |

Please be aware that providing false information is an offence and could result in an application being rejected, a potential summary dismissal if a candidate is successfully employed, and possible referral to the police.

\* Delete as appropriate

DBS UPDATE

|  |  |  |
| --- | --- | --- |
| Are you a registered member of the DBS Update service through payment of an annual subscription? | | YES/NO\* |
| If Yes, do you give consent to The King’s School or their HR provider to carry out a Status Check on sight of your original certificate? | | YES/NO\* |
| To enable a Status Check to be carried out, please provide the following information: | | |
| APPLICANT’S SURNAME (as shown on DBS Certificate): |  | |
| DATE OF BIRTH: |  | |
| DBS CERTIFICATE NUMBER: |  | |

# SECTION H

OUTSIDE INTERESTS & ACTIVITIES

|  |
| --- |
|  |

All appointments are subject to the satisfactory completion of a 12-month probationary period

# SECTION I

RETIRED TEACHERS

Under the Teachers Pensions Regulations those teachers who are in receipt of a pension and retired on or after 01/04/1997 on the grounds of:

1. Ill Health – cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.
2. Premature Retirement – cannot re-join the Teachers Superannuation Scheme.

# SECTION J

REFEREES

References will normally be obtained from your current Head Teacher or current employer. If possible, your referees should cover the last 5 years of your employment. An additional reference will be required if the two references provided do not involve time spent working with children.

|  |  |
| --- | --- |
| PRESENT / LAST EMPLOYER (Please indicate which)  1. NAME: | PRESENT / LAST EMPLOYER (Please indicate which)  2. NAME: |
| ADDRESS: | ADDRESS: |
| STATUS: | STATUS: |
| TELEPHONE: | TELEPHONE: |
| E-MAIL: | E-MAIL: |

May we contact your past/present employer(s) prior to your interview? YES/NO\*

# SECTION K

APPLICANTS STATEMENT

Are you, to your knowledge, related to any employee or governor at the school? YES/NO\*

|  |  |
| --- | --- |
| NAME: | RELATIONSHIP: |
| POSITION HELD: | |

(NB Candidates who fail to disclose their relationship as above will be disqualified and if appointed will be liable to dismissal).

Declaration

I understand that canvassing, directly or indirectly, will be a disqualification.

I declare that all answers given above are, to the best of my knowledge, true and correct.

I understand that any employment is subject to a satisfactory health clearance.

I understand that, under legislation for the Disclosure and Barring Service, I will be asked to agree to a check being made by the Criminal Records Bureau concerning the existence and content of any criminal record I hold.

|  |  |
| --- | --- |
| SIGNATURE OF APPLICANT | DATE |

(NB: If you have completed this application electronically, you will be asked to sign this form if you are invited for an interview)

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.

Email to: [HR@kings.lincs.sch.uk](mailto:HR@kings.lincs.sch.uk)

Alternatively, submit to: HR Officer, The King’s School, Brook Street, Grantham, Lincolnshire, NG31 6RP.

Tel: 01476 563180

# SECTION L

DATA PROTECTION STATEMENT

The King’s School Grantham will use the information you have provided on this application form, together with other information obtained, e.g. from your referees and from security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment, for administration and management purposes, and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and, by submitting this application form, you consent to our processing of this information for the purposes above.

If your application is unsuccessful, we will retain your information for 12 months in accordance with legal requirements and for administration purposes.

In accordance with General Data Protection Regulations, you have right of access to the information that we hold on you and you have the right to correct any inaccuracies in this information.

# SECTION M

GUIDANCE FOR APPLICANTS WITH DISABILITIES

In the interest of fair treatment, and to enable us to meet our commitments under our Equal Opportunities policy, it is important that you tell us whether you require any adjustments to any part of the selection procedure, including arrangements for an interview. This application form allows you to provide such information in Section A. If you are offered a position, any adjustments to the working conditions or environment that may be required to enable you to carry out the duties of your role will be considered in consultation with you.

The King’s School defines disability as follows:

A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities, where:

* A mental impairment is defined as an impairment resulting from or consisting of a mental illness only if the illness is a clinically well-recognised mental illness;
* Long-term means the effect of the impairment has lasted or is likely to last at least 12 months or is likely to last for the rest of a person’s life;
* Normal day-to-day activities are defined as: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand; perception of the risk of physical danger.

NB: Any disability which does not have a substantial and long-term effect is not considered to be a disability under these specifications.

Other conditions included within the definition of disability not outlined above are:

* A recurring condition which has persisted for more than 12 months or is likely to persist for more than 12 months;
* A progressive condition, e.g. cancer, multiple sclerosis, muscular dystrophy or HIV which has, or has had, an effect on normal day-to-day activities;
* People with severe disfigurements, although some with deliberately acquired disfigurements will not be covered;
* People registered as disabled under the Disabled Persons (Employment) Act, 1944, on 12 January 1995 and on the date the employment right comes into force, who will be deemed to be covered for 3 years after 2 December 1996. People with a history of disability will also have protection, even if they do not now have a disability.

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Equal Opportunities Monitoring Form

The King’s School is an Equal Opportunity employer. Our Governors are committed to ensuring that applicants and employees from all sections of the community are treated equally and are not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or beliefs, sexual orientation, disability or age. In order to assist the Governors in monitoring this responsibility (and for no other reason), you are asked to provide the information requested below.

To help us to ensure that we are employing people fairly, we would be grateful if you would complete this form and return it along with your completed Application Form, but in a separate envelope. You are not obliged to answer all of the questions below, however the more information you supply the more effective our monitoring will be. The information you provide will be used solely for monitoring purposes.

|  |  |
| --- | --- |
| APPLICATION FOR POST OF |  |

To help us check that we are employing people fairly, please mark the appropriate sections below.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Female |  |  | Male |  |  | Date of Birth: |  | | |
| Do you consider your ethnic origin to be? | | | | | | | | | |
| White |  |  | Mixed |  |  | Black | | |  |
| British |  |  | White and Black Caribbean |  |  | Black British | | |  |
| Irish |  |  | White and Black African |  |  | Caribbean | | |  |
| Any other white background |  |  | White and Asian |  |  | African | | |  |
|  |  |  | Any other mixed background |  |  | Any other black background | | |  |
| Asian |  |  | Any other Ethnic Group | |  |  | | |  |
| Asian British |  |  | Chinese / Vietnamese |  |  |  | | |  |
| Indian |  |  | Cypriot Greek |  |  |  | | |  |
| Pakistani |  |  | Cypriot Turkish |  |  |  | | |  |
| Bangladeshi |  |  | Cypriot Other |  |  |  | | |  |
| Any other Asian Background |  |  | Any other ethnic group |  |  |  | | |  |
| Do you consider yourself to have a disability?  If yes, please state nature of disability: | | | | | | | | YES/NO\* | |

|  |  |  |  |
| --- | --- | --- | --- |
| SURNAME: |  | FORENAME: |  |
| SIGNED | | DATE: | |

Thank you for your assistance

FOR MONITORING USE (to be completed after appointment is made)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NOT INTERVIEWED | INTERVIEWED | APPOINTED | FULL TIME | LESS THAN FULL TIME |
|  |  |  |  |  |