

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

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. Please note that in order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form.

APPLICANTS STATEMENT

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

Where the Asterix appears (*) Delete as appropriate

SECTION 10 (PLEASE NOTE OUT OF SEQUENCE)

DISCLOSURE AND BARRING SERVICE CHECKS, CRIMINAL RECORD AND CHILDREN'S BARRED LIST

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 13 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 'Recruitment, selection and disclosure policy and procedure'.



**THE
KING'S
SCHOOL**
GRANTHAM

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:

POST APPLIED FOR:

CLOSING DATE:

HOW DID YOU HEAR OF THIS VACANCY?

FOR TEACHING STAFF:

SPECIALIST SUBJECT(S):

PLEASE IDENTIFY ANY ADDITIONAL SUBJECT(S)
WHICH YOU ARE ABLE TO OFFER:

SECTION 1

PERSONAL DETAILS

TITLE*: (MR/MRS/MISS/MS/OTHER)	SURNAME:	
FORENAMES:	PREFERRED NAME:	
FORMER NAME(S) (IF ANY):	DATE OF BIRTH:	
TEACHER REGISTRATION 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 (e.g. Born in the UK):		
DO YOU HAVE QUALIFIED TEACHER STATUS?		YES / NO*
HAVE YOU READ THE SCHOOL'S CHILD PROTECTION POLICY?		YES / NO*
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? IF YES, PLEASE GIVE DETAILS (ACCESS/DIET ETC.)		YES / NO*

SECTION 2

The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.

The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental or subject head role;
- teaching posts which carry a year team head role; and
- support staff posts on the senior leadership team.

The declaration at Section 13 of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work' and / or prohibited from being involved in the management of an independent school. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work or is a relevant management role please contact HR@kings.lincs.sch.uk

The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school.

SECTION 3

EDUCATION & TRAINING (SECONDARY / FURTHER EDUCATION)

PLEASE START WITH MOST RECENT

NAME OF SCHOOL/COLLEGE/UNIVERSITY	DATES			QUALIFICATIONS GAINED					
				SUBJECT	LEVEL	GRADE			
	From								
	DD	MM	YY						
	To:								
	DD	MM	YY						
	From								
	DD	MM	YY						
	To:								
	DD	MM	YY						
	From								
	DD	MM	YY						
	To:								
	DD	MM	YY						
	From								
	DD	MM	YY						
	To:								
	DD	MM	YY						

SECTION 4

OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING

MEMBERSHIP OF HIGHER BODIES

NAME OF PROFESSIONAL BODY	DATES			MEMBERSHIP GRADE
	From			
	DD	MM	YY	
	To:			
	DD	MM	YY	

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

PLEASE SPECIFICALLY INCLUDE ANY SAFE GUARDING TRAINING.

COURSE	QUALIFICATION GAINED	DATES

Please provide details of any other 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.

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SECTION 5

EMPLOYMENT

CURRENT / MOST RECENT EMPLOYER

CURRENT / MOST RECENT EMPLOYER:		
CURRENT / MOST RECENT JOB TITLE:		
DATE STARTED:	DATE EMPLOYMENT ENDED (IF APPLICABLE):	
DO YOU / DID YOU RECEIVE ANY EMPLOYEE BENEFITS?		YES / NO*
IF SO, PLEASE PROVIDE DETAILS OF THESE:		
SALARY:	TEACHERS ONLY: TLR RESPONSIBILITY POINT (IF ANY):	
CURRENT / MOST RECENT EMPLOYER'S ADDRESS:		
REASON FOR SEEKING THIS APPLICATION (E.G. PROMOTION, MOVING TO THE AREA, ETC.)		
PLEASE STATE WHEN YOU WOULD BE AVAILABLE TO TAKE UP EMPLOYMENT IF OFFERED:		

SECTION 6

PREVIOUS EMPLOYMENT AND / OR ACTIVITIES (INCLUDING VOLUNTARY WORK) SINCE LEAVING EDUCATION

Please continue on a separate sheet if necessary

DATES			NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND / OR DUTIES	REASON FOR LEAVING
From					
DD	MM	YY			
To:					
DD	MM	YY			
From					
DD	MM	YY			
To:					
DD	MM	YY			
From					
DD	MM	YY			
To:					
DD	MM	YY			
From					
DD	MM	YY			
To:					
DD	MM	YY			

SECTION 7

GAPS IN YOUR EMPLOYMENT

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

SECTION 8

INTERESTS

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity.

SECTION 9

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.

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 Arial size 12).

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, if possible. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on 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 1
NAME:	NAME:
POSITION IN ORGANISATION	POSITION IN ORGANISATION
ORGANISATION:	ORGANISATION:
ADDRESS:	ADDRESS:
TELEPHONE: E-MAIL:	TELEPHONE: E-MAIL:
OCCUPATION:	OCCUPATION
MAY WE CONTACT PRIOR TO INTERVIEW? YES / NO*	MAY WE CONTACT PRIOR TO INTERVIEW? YES / NO*

SECTION 12

RECRUITMENT AND USE OF INFORMATION

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, selection and disclosure policy and procedure' (which includes the School's 'Policy on the 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 six months after the date on which you are notified of the outcome. Please see our Information and Records Retention Policy for information on how long we keep your personal data..

How we use your information

Information on how the School uses personal data is set out in the School's Privacy Notice, which can be found here [The King's School Grantham - Data Privacy Notices \(kings.lincs.sch.uk\)](https://kings.lincs.sch.uk/data-privacy-notice).

SECTION 13

RECRUITMENT AND USE OF INFORMATION

I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children	<input type="checkbox"/>
I confirm that I am not prohibited from carrying out 'teaching work'	<input type="checkbox"/> (do not tick this box if the role for which you are applying does not involve 'teaching work')
I confirm that I am not prohibited from being involved in the management of an independent school	<input type="checkbox"/> (do not tick this box if the role for which you are applying is not a management role)
I confirm that the information I have given on this application form is true and correct to the best of my knowledge	<input type="checkbox"/>
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	<input type="checkbox"/>
I understand that canvassing, directly or indirectly, will be a disqualification.	<input type="checkbox"/>
I understand that any employment is subject to a satisfactory health clearance.	<input type="checkbox"/>
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.	<input type="checkbox"/>

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 13.

APPENDIX 1

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.



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

Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	Date of Birth:	
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Do you consider your ethnic origin to be?

White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>

Mixed

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

Black

Black British	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other black background	<input type="checkbox"/>

Asian

Asian British	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian Background	<input type="checkbox"/>

Any other Ethnic Group

Chinese / Vietnamese	<input type="checkbox"/>
Cypriot Greek	<input type="checkbox"/>
Cypriot Turkish	<input type="checkbox"/>
Cypriot Other	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>

Do you consider yourself to have a disability?

YES / NO*

If yes, please state nature of disability:

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>