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| King Edward VI Grammar School  Broomfield Road, Chelmsford, Essex, CM1 3SX  Tel: (01245) 353510  Website: [www.kegs.org.uk](http://www.kegs.org.uk)  [recruitment@kegs.org.uk](mailto:recruitment@kegs.org.uk)  King Edward VI Grammar School demonstrates a commitment to safeguarding children.  King Edward VI Grammar School is a company limited by guarantee, registered in England and Wales (Company number 07563345).  Registered Office: King Edward VI Grammar School, Broomfield Road, Chelmsford, Essex, CM1 3SX. | KEGS Round Badge Colour.jpg |

**Office Use Only**

**Date Received:**

**Shortlisted:**

**RECRUITMENT APPLICATION FORM**

**Thank you for your interest in this post.**

The following information is essential to ensure that full consideration can be given to all candidates. Please read the instructions given, and complete the form fully using black ink or type. Please ensure all sections are completed. CV’s are only acceptable in support of a fully completed application form. Applications received after the closing date will not normally be considered. Please ensure the Declaration at the end of the form is signed. Successful candidates will be required to provide proof of qualifications, identity, work permits (as appropriate) and undertake safeguarding disclosures to enhanced level.

**All information supplied will be treated as confidential.**

Applicant Name (capital letters):

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| --- |
| **Post Details** |

Application for appointment as:

Closing date:

Do you need permission to work in the UK? Yes No

Please state where you saw the vacancy advertised:

|  |
| --- |
| **Personal Details** |

Forename(s): Surname:

Title: Date of Birth:

Any previous names:

Contact numbers in order of preference (mobile / home / work):

Email address(es):

Home address:

National Insurance Number:

|  |
| --- |
| **Present or Most Recent Employment** |

Employer’s name and address:

Nature of business:

Job Title: Date appointed:

Grade/salary spine: Current salary (point):

Notice required: Allowance(s) received:

Please state type of allowance and value

Reason for leaving:

|  |
| --- |
| **Please provide a brief outline of duties in your current or most recent employment** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous Employment**  **Include all full time and part time positions, listed by most recent first. Continue on a separate sheet if necessary.** | | | | | |
| **Employer** | **Start**  **Date** | **End**  **Date** | **Job Title** | **Salary or**  **Grade** | **Reason for leaving** |
|  |  |  |  |  |  |

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| **Breaks in employment history**  **If you have had any breaks in employment since leaving school, give details of these periods and state the nature of your activities during these times, ie. unemployment, raising family, voluntary work, long periods of sickness.** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mobility**  **Please complete if job description/person specification for the post includes these requirements** | | | | | | | | |
|  | | | | | | Yes | | No |
| Do you have a valid driving licence? | | | | | |  | |  |
| Do you have access to a vehicle which you are able to use for work purposes? | | | | | |  | |  |
| If not, are you able to travel, for work purposes, by another means of transport? | | | | | |  | |  |
| **Secondary School Education (Please list most recent first)** | | | | | | | | |
| **School** | **From** | **To** | **Qualification / subject obtained and awarding body:** | | **Grade** | **Date** | | |
|  |  |  |  | |  |  | | |
| **Continuing Education (University / College / Apprenticeships etc)** | | | | | | | | |
| **Educational**  **Establishment(s)** | **From** | **To** | **Qualification / subject obtained and awarding body:** | | **Level / Grade** | **Date** | | |
|  |  |  |  | |  |  | | |
| **Professional Qualifications Please include details of any professional association memberships** | | | | | | | | |
| Do you hold Qualified Teacher Status (QTS)? Yes / No (delete as appropriate)  If yes, and qualified after August 1999, state start and completion dates of Statutory Induction Period:  DfE Number:  Please give details of any other professional association membership: | | | | | | | | |
| **Other relevant training and development activities attended in the last five years (list most recent first)** | | | | | | | | |
| **Course title and brief description** | | | | **Organising Body** | | | **Date** | |
|  | | | |  | | |  | |
| **Information in support of this application**  **Please use the job description/person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this role. These may be been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the person specification (please continue on a separate sheet if necessary). If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.** | | | | | | | | |

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| **References**  **Please provide the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.**  **Please note that all references will be requested prior to interview. If you are known to either of your referees by a different name, please specify. References will not be accepted from relatives or from people writing solely in the capacity of friends. The Academy may contact other previous employers for a reference with your consent.** | |
| Name:  Position:  Email:  Telephone Number:  Fax Number:  Postal Address & Postcode: | Name:  Position:  Email:  Telephone Number:  Fax Number:  Postal Address & Postcode: |
| **Declaration please confirm the following statements are true by signing in the box below.** | |
| **Close personal relationships**  If you are a relative, partner, or have a close personal relationship with any employee, Trustee or Governor of the Academy please state the name(s) of the person(s) and relationship. Failure to disclose a close personal relationship may disqualify you. Canvassing of Governors, County Councillors or Senior Managers of the School/Essex County Council by or on your behalf is not allowed.  Name………………………………………………………………….. Relationship………………………………………………………………  **Disclosure of Criminal Convictions**  Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether they have:   * any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or * 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. * subject to any prohibitions relevant to the role   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 notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.  Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application. A person’s criminal record will not in itself be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.  **Safer Recruitment**  I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.  **Data Protection**  I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.  If I am the successful applicant I acknowledge that this information will be retained in line with the school’s retention schedule. If I am not the successful candidate I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.  All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.  I certify that, to the best of my belief, the information I have provided is true and I understand in the event of employment, any false information will result in disciplinary investigation by the Academy, and is likely to result in dismissal.    Thank you for applying for this post and your interest in working for this school. It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.  *If this form is submitted electronically you may be asked to sign a physical form if your application is progressed.*  Signed ………………………………………………………………………………….. Date …………………………………………………… | |

**Recruitment monitoring information**

**Post title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Academy is committed to ensuring that applicants are selected on the basis of their skills/attributes relevant to job. In accordance with our Equality & Diversity Policy, we provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. In order to monitor how successful this policy is we monitor all job applications. This information will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment.

There is no obligation on you to provide this information. All applicants will be treated the same regardless of whether or not they provide this information. All information will be treated in confidence and will not be seen by the shortlisting panel. The information provided on this form will be converted into anonymised data, stored separately from your application form and only used to provide statistics for monitoring purposes. If you do not wish to answer any of the questions you can select the “prefer not to say” option.

**Age:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 15-19 |  | 35-39 |  | 55-59 |  | Prefer not to say |  |
| 20-24 |  | 40-44 |  | 60-64 |  |  |  |
| 25-29 |  | 45-49 |  | 65-69 |  |  |  |
| 30-34 |  | 50-54 |  | 70+ |  |  |  |

**Gender:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Other |  | Prefer not to say |  |

**Sexual Orientation:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual/  straight |  | Gay woman /lesbian |  | Bisexual |  | Gay man |  |
| Other |  | Prefer not to say |  |  |  |  |  |

**Ethnic Origin:**

|  |  |  |  |
| --- | --- | --- | --- |
| Asian / Asian British - Bangladeshi |  | Mixed – White & Asian |  |
| Asian / Asian British – Indian |  | Mixed – White & Black African |  |
| Asian / Asian British – Pakistani |  | Mixed – White & Black Caribbean |  |
| Asian / Asian British – Other |  | Mixed Other |  |
| Black / Black British – African |  | White – British |  |
| Black / Black British – Caribbean |  | White – Irish |  |
| Black / Black British – Other |  | White Other |  |
| Chinese |  | Other |  |

**Disability**

Before ticking the appropriate box below, please read the definition of disability.

The definition of disability, as outlined in the Equality Act 2010 is as follows: “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.

To be protected under the Act:

* An individual must have an impairment which can be physical or mental;
* It has to be substantial, that is something more than minor or trivial;
* It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or more, or is likely to last for the rest of the life of the person affected (long term includes conditions which fluctuate or may recur such as cancer, HIV/AIDS and multiple sclerosis); **and**
* It must affect their day-to-day activities on a regular basis (day-to-day activities includes things such as reading, lifting and carrying objects, personal care, shopping, meeting and communicating with people.

|  |  |
| --- | --- |
|  | I do consider myself to have a disability as defined by the Equality Act 2010 (as detailed above) |
|  | I do not consider myself to have a disability as defined by the Equality Act 2010 (as detailed above) |
|  | I prefer not to say |

**Data Protection:**

I hereby acknowledge that the data provided on this form will be anonymised and then collated and held in a central electronic file/format within a period of 4 working weeks, after which time this form will be destroyed.  I acknowledge that the data is collated for the purposes of equal opportunities monitoring and will be processed in accordance with the Data Protection Policy.  I acknowledge that information about how my data is used is provided in the Recruitment Monitoring Form Privacy Notice.

Signed ………………………………………………………………………………………….. Date …………………………………………..