

**Application form for a teaching post**

**King’s Group Academies is committed to the safeguarding and promotion of the welfare of all children and young people, we expect all of our staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. Our recruitment has safeguarding at the heart of the process.**

**We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.**

We are also working to ensure we are an equal opportunities employer. The aim of our policy is to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation, medical condition (including people living with HIV or AIDS) or is disadvantaged by any conditions or requirements which cannot be shown to be justified.

**Data Protection Act 2018**

**In completing this application form you should refer to the Job Applicant Privacy Notice** sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Job Applicant Privacy Notice.

King’s Group Academies will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for payroll, pension and employee administration in accordance with the Privacy Notice for Employees which is available on our website and will be issued on appointment.

Your details will be kept both electronically and in hard copy as per our Retention Policy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

**Reasonable Adjustments:**

King’s Group Academies seeks to provide the support needed to ensure that all candidates have an equitable recruitment experience. If you wish to request any adjustments as part of the recruitment process, please let us know at the time of your application submission. This information will not be disclosed to the shortlisting panel unless you ask us to do so.

The information requested in this form is important in assessing your application. Please complete this form in full and write/type in black ink. CVs are not acceptable.

**Please complete all sections of the application form in full and return it via email to recruitment@kgaeasthampstead.uk**

We receive a high number of candidates and cannot provide individual feedback on application forms. If you have not heard from us within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for an interview.

**We would like to take this opportunity to thank you for your interest in working with King’s Group Academies and wish you every success in the future.**

***The sections in part A of this form will be used to shortlist candidates for interview.***

**PART A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job details** | | | |
| Post applied for: |  | | |
| School / Establishment: |  | | |
| Subjects (if to specialise): |  | | |
| If the post is full-time, would you be prepared to consider working on a job-share basis? | | | ☐ Yes ☐ No |
| If appointed, when can you start? | |  | |

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| --- | --- |
| **Personal details** | |
| Title: |  |
| First names (include all): |  |
| Family Name / Surname: |  |
| Maiden or previous name(s): |  |
| Home address: |  |
| Correspondence address (if different from above): |  |
| Email address: |  |
| Daytime telephone number: |  |
| Evening telephone number: |  |
| Teacher’s Reference number: |  |

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| **Education & Qualifications**  (NB: Shortlisted candidates will be required to produce qualification certificates at interview) | | | |
| GCSE or equivalent | | Pass marks | Dates |
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| ‘A’ OR AS level | | Pass marks | Dates |
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| Higher Education | | | |
| University: |  | Date: |  |
| Degree in: |  | Award: |  |
| Subject (s) studied | | Pass marks | Dates |
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| **Additional Education & Qualifications – Initial Teacher Training** | | | | | | |
| University / College / Designated Recommending Body (DRB): | | |  | | | |
| Qualification gained: |  | | | | Date: |  |
| Date Qualified Teacher Status obtained: | | | |  | | |
| Have you passed the QTS skill tests? | | | | ☐ Yes ☐ No | | |
| Age range(s) for which trained: | |  | | | | |
| Principal Subject: | |  | | | | |
| Subsidiary subject(s): | |  | | | | |

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| **Further Qualifications & Further Training**  (Including one year and one term courses and any recent short courses (e.g., NPQH) | | | |
| University, College or Organising Body | Subjects & Course Title | Qualifications Obtained | Length of courses & Dates |
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| **Current or most recent teaching post** | | | | |
| Name & Address of school / establishment | |  | | |
| Name of Local Authority: | |  | | |
| Type of school: | ☐ Boys ☐ Girls ☐ Mixed (Please select as appropriate) | | | |
| Number on roll: |  | | | |
| Telephone no: |  | | | |
| Position title: |  | | | |
| Subjects taken: |  | | | |
| Date appointed: |  | | | |
| Working hours: | ☐ Full-time ☐ Part-time (please specify hours per week) | | | |
| **Pay Scale:** | | | ☐ Main ☐ Upper ☐ Leadership | |
| **Pay Scale Point:** | | |  | |
| **Actual Salary:** | | | £ | |
| **Additional allowances (Please specify type and value)** | | |  | |
| Are you still employed by this establishment? | | | | ☐ Yes ☐ No |
| Date and reason for leaving (if applicable) | | | | |

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| **Previous Teaching Experience**  (Please give the fraction of full-time where the post is / was part-time) | | | | |
| Name of School & Authority | Type of School & Number on Roll | Post held | Period of service From To (exact dates) | Reason for leaving |
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| **Previous Employment – we require your full employment history.**  (Please ensure that you provide a complete chronological history by including below any periods not covered by employment, e.g., training, travel, unemployment, sabbatical, carer responsibilities etc.) | | | | |
| Employer / Gap Reason | Address | Post held | Dates From / To | Reason for leaving |
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**Please continue on another sheet if necessary.**

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| **Relevant Experience & Other Information** |
| The information you provide in this section is important in assessing your application. Please use the space (and/or additional A4 sheets, if necessary) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post).  You should include details of the following, where they are relevant to the requirements of the post: present and previous teaching posts or teaching practices if you are newly qualified, other paid or unpaid employment or any other activities outside the workplace. |
|  |
| This is the end of part A of the application form.  Please proceed to part B which contains important sections that support our statutory responsibilities. Please note that Part B will not be used to shortlist candidates for interview but will be used to obtain essential information which will either support the selection and interview process, complete pre-employment checks or support the new employee process. |
| **PART B** |

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| **Referees - please refer to guidance notes before completing this section** |
| 1) Present/Most recent employer |
| Name: |
| Address: |
| Occupation: |
| Capacity in which they know you: |
| Telephone Number: Email address: |
| 2) Previous employer |
| Name: |
| Address: |
| Occupation: |
| Capacity in which they know you: |
| Telephone Number: Email address: |
| 3) Course Tutor (those who have not yet been employed only) |
| Name: |
| Address: |
| Occupation: |
| Capacity in which they know you: |
| Telephone Number: Email address: |
| **NOTE:** References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in "Previous Employment" on this form.  You are asked to sign to give consent to us contacting your previous employer/s for a reference if you are shortlisted for interview.  I give consent to King’s Group Academies contacting my referees and previous employers prior to interview: **YES ☐ NO ☐**  Please be aware that references will be requested if an offer of employment is made.  I understand that I can withdraw my consent at any time via **recruitment@kgaeasthampstead.uk**  Signed…………………………………………………………………… Date………………………….. |

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| **Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006** | |
| Please read the guidance notes before completing this section. | |
| Have you ever been convicted of a criminal offence (in any country)? | ☐ Yes ☐ No |
| Are there any alleged offences outstanding against you? | ☐ Yes ☐ No |
| If ‘YES’ to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice. | |
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| **Safety and Welfare of children** | |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? | ☐ Yes ☐ No |
| If you have answered ‘YES’ to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. | |
| I have attached details as requested. | ☐ Yes ☐ No |

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| **Disciplinary Record** | |
| Are you (or have you ever been) dismissed for alleged misconduct or incompetence or resigned in the face of such allegations? | ☐ Yes ☐ No |
| If ‘YES’, please give details: |  |
| Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this application? | ☐ Yes ☐ No |
| If ‘YES’, please give details: |  |
| Have you ever been barred from working with children and/or prohibited from teaching? | ☐ Yes ☐ No |
| If ‘YES’, please give details: |  |

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| --- | --- |
| **Asylum and Immigration Act 1996** | |
| It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK and those who have a right of abode in the UK. You will be required to provide evidence of your right to work in the UK prior to appointment. | |
| Do you have the right to work in the UK? | ☐ Yes ☐ No |

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| --- | --- |
| **Other employment** | |
| In order to ensure compliance with the Working Time Regulations and the relevant pensions legislation, you must tell us about any other employment you hold that you intend to continue with should you be appointed.  We also need to know which, if any, pension scheme you are an active member of in respect of these posts. | |
| Job title, hours per week and employer | Active pension scheme membership |
| *e.g. Teacher, 0.5FTE, Kent County Council* | *e.g. Teachers’ Pension Scheme* |
|  |  |
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| --- | --- |
| **Pension** | |
| Are you in receipt of a pension awarded through the teachers’ ill health retirement arrangement? | ☐ Yes ☐ No |
| If ‘YES’, give details below: (including the date pension arrangements took effect) | |
|  | |
| (Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher) | |

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| **Declaration of interest** | |
| You are required to declare if you are in a relationship with or related to a King’s Group Academy employee. | ☐ Yes ☐ No |
| If yes, please give name of this person |  |
| If yes, please give the position and place of employment of this person |  |
| If yes, please state your relationship to this person |  |

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| **Declaration** | | | | |
| I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post. | | | | |
| Signature: |  | Date: | |  |
| Print name: |  | | | |
| If this form has been completed electronically, please place an ‘X’ in the box opposite to confirm the declaration above. You will be asked to sign your application if invited to interview. | | |  | |

**Please ensure you also complete and return the Equal Opportunities form on the next page.**

**CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form**

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. King’s Group Academies aim to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce. All applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

King’s Group Academies collect the information you provide on this form to assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably. This information will not affect the consideration of your application.

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forename(s):** |  |
| **Position applied for:** |  |
| **Location:** |  |
| **How did you learn of this vacancy?** |  |
| **Date of Birth:** |  |
| **Gender:** | Male ☐ Female ☐ |

## Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an ‘x’ in ONE of the boxes below or by giving your own description in the space provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. White** |  |  | **C. Black or Black British** |  |
| British | ☐ |  | Caribbean | ☐ |
| Irish | ☐ |  | African | ☐ |
| Gypsy / Roma | ☐ |  | Any other Black background | ☐ |
| Traveller of Irish Heritage | ☐ |  | **D. Asian or Asian British** |  |
| Any other White background | ☐ |  | Indian | ☐ |
| **B. Mixed** |  |  | Pakistani | ☐ |
| White and Black Caribbean | ☐ |  | Bangladeshi | ☐ |
| White and Asian | ☐ |  | **E. Other ethnic groups** |  |
| Any other mixed | ☐ |  | Chinese | ☐ |
|  |  |  | Any other ethnic group (please specify below) | |

## Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled as set out in the Equality Act? | Yes ☐ / No ☐ |
| If YES, please describe your disability: | |
| If you need any assistance to attend or participate in the interview, please give details: | |

**Religion** – please identify your religion by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Christian | ☐ |
| Buddhist | ☐ |
| Hindu | ☐ |
| Jewish | ☐ |
| Muslim | ☐ |
| Sikh | ☐ |
| Other religion | ☐ |
| No religion | ☐ |
| Prefer not to say | ☐ |

**Sexual Orientation** - please identify your sexual orientation by putting an ‘x’ in ONE of the boxes below taken from the ACAS template:

|  |  |
| --- | --- |
| Asexual | ☐ |
| Bisexual | ☐ |
| Heterosexual | ☐ |
| Gay / Lesbian | ☐ |
| Pansexual | ☐ |
| Questioning | ☐ |
| Prefer not to say | ☐ |
| Prefer to self-describe |  | |

**Gender Identity** - is your gender identity the same as the gender you were assigned at birth?

|  |  |
| --- | --- |
| Yes | ☐ |
| No | ☐ |
| Prefer not to say | ☐ |

**Military Status** - if applicable please identify your military status by putting an ‘x’ in the relevant box

|  |  |
| --- | --- |
| Army Reserve | ☐ |
| Regular Reserve | ☐ |

**Employees with caring and parental responsibilities**

We value the contribution of carers, and we understand the additional pressures carers face in managing their work and caring responsibilities at the same time. We consider a carer to be anyone who spends a significant proportion of their time providing unpaid support to family or friends.

This could be caring for a partner, relative or friend who is ill, frail, disabled, or has mental health or substance misuse problems.

**Examples of caring activities**

A lot of people with caring responsibilities do not identify themselves as being a carer. We consider you to be a carer if you provide:

* personal care such as help with bathing, washing, dressing, going to the toilet and administering medicines
* physical care such as help getting out of bed, walking, eating and feeding, getting out of the house and/or in the community and with shopping
* administrative support such as help with finances and filling in forms
* emotional support and company including listening, prompting, encouraging and raising confidence.

According to the definition given above, do you have caring responsibilities for an adult?

|  |  |
| --- | --- |
| Yes | ☐ |
| No | ☐ |
| Prefer not to say | ☐ |

**Are you a parent carer of a child or children under the age of 17 years?**

The term parent carer means any person with parental responsibility for a child or young person with special educational needs or disability. It is an inclusive term and covers for instance foster carers, adoptive parents and other family members.

According to the definition of a ‘parent carer’ given above, do you have caring responsibilities for a disabled child under the age of 18 years?

|  |  |
| --- | --- |
| Yes | ☐ |
| No | ☐ |
| Prefer not to say | ☐ |

**Are you a parent of a child or children under the age of 17 years?**

We define a parent as:

* a mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or a person who has been granted a residence order in respect of a child, or
* a person married to, or the civil partner of the child's mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or person who has been granted a residence order in respect of a child.

According to the definition of a ‘parent’ given above, are you a parent of a child or children under the age of 17 years?

|  |  |
| --- | --- |
| Yes | ☐ |
| No | ☐ |
| Prefer not to say | ☐ |

**Guidance Notes for Applicants**

**Equity**

If you would like to ask for reasonable adjustments in respect of a disability to support you with the recruitment process, please indicate this on the form or contact the named person for the recruitment directly to discuss.

**Application Form**

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates’ experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet.

**Letter of Application**

In addition to the application form, you are invited to write a covering letter describing briefly the extent to which your experience has prepared you for the post for which you have applied.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

**Referees**

As part of our obligations in Keeping Children Safe in Education we take up references on shortlisted candidates and offers of employment are conditional on satisfactory references.

Please provide two referees (friends and relatives are not acceptable). You must give your current or most recent employer as one of your referees and your last employer where you worked with children (if applicable).

If you have not previously been employed, then Headteachers/Principals or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

If you are a trainee teacher, please provide the name and address of your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Applicants for a Headteacher post, you should provide the name and address of your Director of Children’s Services or CEO of Academy Trust, together with a second referee who should be the Chair of Governors of your current school. If you are applying for the post of a deputy Headteacher, your referees should be your Director of Children’s Services or CEO of Academy Trust and your Headteacher.

**We ask that you do not include photocopies of open testimonials.**

You are asked to give consent to us contacting your previous employer/s for a reference prior to interview. References will be requested if an offer of employment is made.

**Qualifications**

Please give details of your qualifications.

For teaching applicants; Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, “O” and “A” levels) to your interview.

The school will ask to see the original certificates, and copies will be taken for your application. If you have achieved the National Professional Qualification for Headteachers (NPQH) or any other professional qualifications, e.g. National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

**Enhanced Disclosure & Barring Service (DBS) Check and Safeguarding & Welfare of Children**

King’s Group Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered “spent” under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as “regulated”. This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.

King’s Group Academies is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

**Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:**

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

* adult cautions (simple or conditional);
* **unspent** conditional cautions;
* **unspent** convictions in a Court of Law; and
* spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

If you are subsequently employed by King’s Group Academies and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by King’s Group Academies.

During the course of your employment with the King’s Group Academies, should you be arrested by the police you are obliged to notify the Director of Human Resources of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We also ask questions relating to your conduct and disciplinary record in order to fulfil our duty to safeguard the young people in our care. If you are shortlisted, anything you disclose here will be discussed with you at interview so that you are able to give a full account.

**Online Searches**

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates. You will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

**Identity Checks and Eligibility to Work in the UK**

In line with Safer Recruitment guidance and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

For more information you can see [here](https://www.citizensadvice.org.uk/work/right-to-work-in-the-uk/understanding-your-right-to-work/check-how-to-prove-your-right-to-work-in-the-uk/) and to use the government service for right to work proof [see here](https://www.gov.uk/prove-right-to-work)

**Medical Information and Disclosure**

Prior to confirmation of appointment, King’s Group Academies are required to assess your medical fitness for work and to provide reasonable adjustments where appropriate to support you to do the job. For this purpose, you will need to complete a health statement prior to appointment. Where applicable, a follow up discussion will be arranged with our Occupational Health Team. Details will be sent to you if you are made a conditional offer of employment.

**Note to Candidates:**

Thank you for taking the time to complete your application.

**Please return all sections:**

Via email at: [recruitment@kgaeasthampstead.uk](mailto:recruitment@kgaeasthampstead.uk)

Or via post marked as Private & Confidential to:

Recruitment

King’s Academy Easthampstead Park

Ringmead

Bracknell

RG12 8FS

We do receive a high number of candidates and cannot provide individual feedback on application forms. If you have not heard from us within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for interview.

We would like to take this opportunity to thank you for your interest in working with King’s Group Academies and wish you every success in the future.