

|  |
| --- |
| **Application for Employment** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for the post of:** |  | | | | | | | | | |  |
| **Title & Full Name:** |  | | | | | | | | | |  |
| **Former Surname(s):**  **(if applicable)** |  | | | | | | | | | |  |
|  |  | | | | | | | | | |  |
| **Address:** |  | | | | | | | | | |  |
|  |  | | | | **Postcode:** | | | |  | |  |
| **E-mail address:** |  | | | | | | | | | |  |
| **Contact numbers:** |  | | | | | | | | | |  |
|  |  | |  | | | |  | | | | |
| **Nationality:** | | **National Insurance Number:** | | | | | |  | | | |
| **Do you have the right to take up employment in the UK?** | | | **Yes:** | □ | | **No:** | □ | | |  | |
| **If necessary do you have a work permit?** | | | **Yes:** | □ | | **No:** | □ | | |  | |
| **Do you have a current UK full driving licence?** | | | **Yes:** | □ | | **No:** | □ | | |  | |
| **If yes, do you have any current endorsements?** | | | **Yes:** | □ | | **No:** | □ | | |  | |
| **Do you hold Passenger Carrying Vehicle (PCV) entitlement?** | | | **Yes:** | □ | | **No:** | □ | | |  | |
| **Do you have any links to the School (eg parent/staff/OR)?** | | | | | | | | | | | |
| **Where did you see this vacancy advertised?** | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Schools/Colleges/Universities attended**: | | |
| Dates (from/to) | Establishment | Qualifications Attained & Grade |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| King’s School, Rochester  Satis House, Boley Hill  Rochester  Kent ME1 1TE | T: (+44) 0 1634 888588  recruitment@kings-rochester.co.uk  www.kings-rochester.co.uk | King’s School Rochester is a limited company registered in England and Wales with company number 3791543 and a registered charity number 1084266. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Relevant Professional Courses Attended**: | | | | |
| Name of Provider | Subject | Date(s) | Duration | Qualification Attained |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Present Appointment** *(give details of your present appointment, with particular attention to duties and levels of responsibility)* | | | | | | | |
| Dates (from/to) | | | | | Employer's Name | Current Salary | |
|  | |  | | |  |  | |
| Job Title: |  | | | | | |  |
|  | |  | | | | | |
| Duties/responsibilities: | | | | | | |  |
| Reason for leaving: | | |  | | | |  |
|  | | | |  | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Previous Appointments** *(listing the most recent first, please continue on a separate sheet if necessary)* | | | | | | |
| Dates (from/to) | | | | | Employer's Name | |
|  | |  | | |  | |
| Job Title: |  | | | | |  |
|  | |  | | | | |
| Duties/responsibilities: | | | | | |  |
| Reason for leaving: | | |  | | |  |
|  | | | |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates (from/to) | | | | | Employer's Name | |
|  | |  | | |  | |
| Job Title: |  | | | | |  |
|  | |  | | | | |
| Duties/responsibilities: | | | | | |  |
| Reason for leaving: | | |  | | |  |
|  | | | |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates (from/to) | | | | | Employer's Name | |
|  | |  | | |  | |
| Job Title: |  | | | | |  |
|  | |  | | | | |
| Duties/responsibilities: | | | | | |  |
| Reason for leaving: | | |  | | |  |
|  | | | | *(please continue on a separate sheet if necessary)* | | |

|  |  |
| --- | --- |
| **Please give details of any periods not accounted for** | |
| From/to |  |

|  |
| --- |
| **Other Relevant Experience, Interests, Skills and Qualifications** *(e.g. First Aid)* |
|  |
|  |
| **Where did you see this vacancy advertised?** |
|  |
|  |
| Online Searches/Social Media (NB we are required by Independent Schools’ Inspectorate Regulations to make checks on your online/social media presence if you are shortlisted for interview). Please list below any social media sites you use and any other names by which you appear online. |
| **Criminal Convictions, Cautions and Referral to TRA**  (Please read the following and complete the \*declaration as appropriate.) | | |
| Any offer of employment is conditional upon the School receiving a satisfactory Enhanced Disclosure from the DBS.  As the position for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Bursar.  If you would like to discuss this beforehand, please telephone in confidence to the HR Manager for advice.  Please disclose all spent and unspent convictions, cautions, reprimands or warnings including any relevant court action pending against you. Please note that although the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. As a School based job, this exemption is not applicable to you. Therefore, all convictions must be disclosed. Further information can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs)  **Other referrals**  Please disclose whether you have ever been referred to the Teaching Regulation Agency (formerly the NCTL) and if so, provide details so that the school may consider your suitability to work in or for the school.  Failure to declare any convictions and referrals to the TRA and or school, may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.  \***I have nothing to declare** / \***I enclose a confidential statement and/or detail of my TRA referral** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referees**  *Please provide two referees. One referee should be your current or most recent employer. If the role you are applying for involves working with children and you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed with children. Please note: references will not be accepted from relatives or from referees writing solely in the capacity of friends.* | | | |
| **Reference 1** | | **Reference 2** | |
| Name: |  | Name: |  |
| Relationship to you: |  | Relationship to you: |  |
| Address:  *(including company name if applicable)* | |  | | --- | |  | |  | |  | | Address:  *(including company name if applicable)* | |  | | --- | |  | |  | |  | |
| E-mail address: |  | E-mail address: |  |
| Tel. No: |  | Tel. No: |  |
| **May we contact prior to Interview?** Yes / No | | **May we contact prior to Interview?** Yes / No | |
| If your current and/or previous posts have involved working with children, on either a paid or voluntary basis, questions will be asked about disciplinary offences relating to children, including any for which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. **References will normally be taken up prior to an interview. If this would be a problem, please let us know. If successful at interview, satisfactory references would need to be received before commencement of employment.** | | | |
| **Declaration and Consent** | | | |
| I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to King's School, Rochester processing the data supplied on this application form for the purpose of recruitment and selection. The School may gather information from online sources as well as references from previous/current employers. I understand that my information will be processed in accordance with the School’s Privacy Notices and Retention Schedule. | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Signed |  |  | Date |  | | | | |