



## Application for Employment

Application for the post of		
Title and Surname		
Forenames		
Former Surname(s) <i>(if applicable)</i>		
Nationality		
Do you have the right to take up employment in the UK? If necessary do you have a work permit?	Yes/No	Yes/No/Not Applicable
Do you have any links to the School (eg parent/staff/OR)?	Yes/No .....	
Where did you see this vacancy advertised?		
Permanent Address		
Telephone Numbers	(home)	(mobile)
	(work)	
Email Address		
Teachers' Reference Number: (if appropriate)	/	
Do you have Qualified Teacher Status	Yes/No	
National Insurance Number		
Do you have a current UK full driving licence? If yes, do you have any current endorsements?	Yes/No	Yes/No
Do you hold Passenger Carrying Vehicle (PCV) entitlement?	Yes/No	
What is your current salary?		

*Sept 2022*

# Education

Secondary Schools attended	From	To

Examinations passed	Date	Subjects	Grades
GCSE or Equivalent			
A Levels			

University or College attended	
Dates from/to	
Qualifications obtained (including Class) Subject	
Post Graduate Qualifications	
Age group for which trained	

Courses attended as a teacher during the last two years
---

Extra-curricular activities offered
-------------------------------------

## Employment History

List below present and all past employment since leaving secondary education, beginning with your most recent

Name and Address of employer	From	To	Job Title and reason for leaving

Please outline the skills and experiences you have gained through your employment which are relevant to your application for this post, also indicating your reasons for this application in a covering letter.

### Please give details for any periods not accounted

From	To	Details

**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/db](http://www.gov.uk/db)

### **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 details of my TRA referral**

## Referees

Please provide contact details of two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work 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:
Occupation:	Occupation:
Position/ Capacity known:	Position/ Capacity known:
Address:	Address:
Email address:	Email address:
Tel. No:	Tel. No:
<b>May we contact prior to interview? Yes / No</b>	<b>May we contact prior to interview? Yes / No</b>

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 \_\_\_\_\_