



# Kingsley

## APPLICATION FORM – TEACHING POSITION

Equal opportunities will be afforded to all job applicants in all stages of the recruitment process. Appointment will be based solely on merit and without regard to issues of race, colour ethnic or national origins, sex religion marital status, sexual orientation, age or disability. Thank you for your application.

**Position applied for:**

### 1. Personal details

**Title:** \_\_\_\_\_ **Forename(s):** \_\_\_\_\_

**Surname:** \_\_\_\_\_ **Former name:**  
(including maiden name)

**Year of any name change:** \_\_\_\_\_

**Preferred name:** \_\_\_\_\_

**Place of Birth:** \_\_\_\_\_

**Address:**

**Postcode:** \_\_\_\_\_

**How long have you lived at this address:**

**What month/year did you move in:**

**If less than 5 years please provide all previous addresses for past 5 years.**

**Previous address:** \_\_\_\_\_

**Previous address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Length of time at address:** \_\_\_\_\_

**Length of time at address:** \_\_\_\_\_

**Month/Year moved in:** \_\_\_\_\_

**Month/Year moved in:** \_\_\_\_\_

### Contact details

**Home telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mobile telephone:** \_\_\_\_\_

**Work telephone:** \_\_\_\_\_

### 2. General

**Do you have Qualified Teacher Status? YES/NO\***

**Teacher Number:**

**Do you have a current full UK driving licence? YES/NO\***

**Please provide full details of membership of any professional bodies:**

*\*Please delete as appropriate*

### **3. Academic and Vocational Qualifications**

Please provide details of all academic and vocational qualifications:

<b>Award/Qualification</b>	<b>Awarding Body</b>	<b>Date Obtained</b>	<b>Grade (if appropriate)</b>

**If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.**

### **4. Professional Development**

#### **Long Courses (Attended during the last 3 years)**

<b>Name of Course (and award if gained)</b>	<b>Provider</b>	<b>Ftime/Ptime or Seconded</b>	<b>From</b>	<b>To</b>

#### **Short Courses (Attended during the last 3 years)**

<b>Name of Course</b>	<b>Provider</b>	<b>Ftime/Ptime or Seconded</b>	<b>From</b>	<b>To</b>



<b>5. Outside Interests</b>

<b>6. Further Education and Career History</b>
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Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.  
Please start with your current or most recent employer and in each case the reason for leaving employment.  
Please provide explanations for any periods not in employment, further education or training.

<b>Employer (most recent first)/Educational Establishment (including dates)</b>	<b>Position held (including subject taught and at which level)</b>	<b>Reason for leaving</b>

**If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.**





Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

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### 8. Referees

Please provide at least two professional referees. One referee should be your current or most recent employer. ***In accordance with Keeping Children Safe In Education references will be requested prior to interview. If you would prefer we do not contact your current employer before interview please indicate below.***

<b>Referee 1</b>		<b>Referee 2</b>	
<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Position</b>		<b>Position</b>	
<b>Tel No.</b>		<b>Tel No.</b>	
<b>Email</b>		<b>Email</b>	
<b>Contact before interview? YES/NO*</b>		<b>Contact before interview? YES/NO*</b>	
<b>Referee 3</b>			
<b>Name</b>			
<b>Address</b>			
<b>Position</b>			
<b>Tel No.</b>			
<b>Email</b>			
<b>Contact before interview? YES/NO*</b>			

*\*delete as appropriate*

### 9. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data.



**Declaration**

As the job 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 Head. If you would like to discuss this beforehand, please telephone in confidence to the Head.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that 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. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs) You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

**Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.**

**I have nothing to declare  
(please delete as appropriate)**

**I enclose a confidential statement**

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

