**APPLICATION FOR EMPLOYMENT**

King’s House School

68 King’s Road, Richmond Surrey, TW10 6ES Telephone: 020 8940 1878

In compliance with DfES Guidelines on “Safeguarding Children, Safer Recruitment and Selection in Education Settings” all applicants for posts of any kind at the school are required to complete this standard application form. We are very happy to receive personal CVs in addition.

All applications should be accompanied by a covering letter, which may be substituted for Section 4 of this form.

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Headmaster: Mr Mark Turner BA, PGCE, NPQH

POST APPLIED FOR:

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| **1.PERSONAL DETAILS** | |
| Title: (Dr/Mr/Mrs/Miss/Ms/Other) | Full Name (underlining the names by which you like to be known) |
| Date of Birth: | Former name (e.g. maiden name or where any previous change of name (s)) |
| Email address: | Address: |
| Telephone Number (s): | Home:  Work:  Mobile: |
| Do you have the right to work in the UK?  **Yes No** | Please confirm if:   1. You hold a current driving licence? **Yes No** 2. Your licence has penalty point endorsements? **Yes No** |
| Teacher Registration Number: (if applicable) | Current Salary:  (please give your current annual salary including any benefits)  Notice period: |
| National Insurance Number: | Do you have Qualified Teacher Status?  **Yes No** |

Existing Contacts within the School

Please indicate if you know any existing employees or Governors at the School, and if so how you know them.

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| **2. EDUCATION & QUALIFICATIONS** | | | | | |
| Name of school/college/university | Dates of attendance | | Examinations | | |
|  | |  | | |
| From: dd/mm/yy | To: dd/mm/yy | Subject/Title of Qualification | Result & Awarding Body | Date obtained |
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| **3. EMPLOYMENT** | | | | |
| Please supply a full history (with start and end dates) of employment and/or activities since leaving secondary education, beginning with your present or most recent position. If there are any gaps in your employment history, eg unemployment, looking after children, sabbatical year, please also give details and dates.  *Please continue on a separate sheet if necessary.* | | | | |
| From: dd/mm/yy | To: dd/mm/yy | Name and Address of Employer | Job Title and Nature of Work | Reason for leaving |
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| **4. SUITABILITY** |
| Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.  This section should also be used to give details of your interests or hobbies – in particular any which could be of benefit to the school for the purposes of enriching its extra-curricular activity.  Please feel free to deal with this section in a covering letter and/or by reference to your CV if you prefer.  If you are applying for an academic post, please attach a list of your publications to this application if applicable. Continue on a separate sheet if necessary. |

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| **5. CRIMINAL RECORD** |
| An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared.  You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1).  If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure set out in the School’s Recruitment, Selection and Disclosure Policy and Procedure.  It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1**.  Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see Appendix 1).**  Yes No  Is there any relevant court action pending against you? Yes No  If answering “YES” to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your application form. |

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| **6. REFERENCES** | |
| Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children (if applicable). Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | |
| Name:  Job Title:  Organisation: Address:  Tel No: Email:  Capacity in which known to you: May we contact prior to interview?  Yes No | Name:  Job Title:  Organisation: Address:  Tel No: Email:  Capacity in which known to you: May we contact prior to interview?  Yes No |

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| **7. RECRUITMENT** |
| It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the School's recruitment policy and child protection policy is available for download from the School's website. Please take the time to read them.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |

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| **8. DECLARATION** |
| * **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.** * **I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.** * **I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.** * **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.** * **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.** * **I consent to the School making direct contact with the people specified as my referees to verify the reference.** * **I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.** * **I declare that I know of no reason, on grounds of mental or physical health, why (subject to any reasonable adjustments for qualifying persons under the Disability Discrimination Act 2005) I should not be able to discharge the responsibilities required by the post in question and I understand that any offer of employment made by the School will be conditional on verification of medical fitness.**   **Signed:**  **Dated:**  Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 8. |

# Appendix 1

**Spent convictions and the DBS filtering rules**

**Spent convictions**

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| **Sentence** | **Rehabilitation period**  (in all cases the period commences from the date of the conviction) | |
|  | **Aged over 18** | **Aged under** |
| **at the time of** | **18 at the time** |
| **the conviction** | **of the** |
|  | **conviction** |
| Prison sentence for a term exceeding 6 months but less than 2.5 years | 10 years | 5 years |
| Prison sentence for a term of 6 months or less | 7 years | 3.5 years |
| Fines, probation, compensation, community service, reparation orders, curfew orders | 5 years | 2.5 years |
| Absolute discharge | 6 months | 6 months |

Prison sentences of more than two and a half years are never considered spent.

# Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

* 11 years have elapsed since the date of conviction;
* it is your only offence;
* it did not result in a custodial sentence; and
* it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of “specified offences”.

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

* five and a half years have elapsed since the date of conviction;
* it is your only offence;
* it did not result in a custodial sentence; and
* it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

[https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check) [check](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check).