



King Edward's

W I T L E Y

GODALMING • SURREY • GU8 5SG • www.kesw.org

HMC, Co-educational 11-18 Boarding & Day

NOTES FOR COMPLETION (Please read carefully)

The Application Form

The application form plays an important part in the selection process: decisions to shortlist candidates for interview are based upon the information you supply on your application form and covering letter. The form also provides a basis for the interview itself. Curriculum Vitae (CV's) alone will not be acceptable; however they may be supplied and will also be considered when making the decision as to whom to shortlist. Most sections of the form are self-explanatory, and some sections are not covered in these notes.

Education and Professional Qualifications

List educational and professional qualifications, membership of professional institutes, professional courses and any other relevant training as applicable. Relevant qualifications and certificates will be checked at interview.

Employment (Present and Past)

Please provide brief information as requested in each section. Should you be selected for the role "your reason for leaving" may be verified if we take references as below.

Gaps in Career History

If there are any gaps in your employment history for the period post education until the present day, please explain how they were occupied.

Interest in Position and Relevant Knowledge, Skills, Abilities and Experience

This section is vital. Think about what evidence you can provide to demonstrate that you have the necessary knowledge, skills, ability and experience required. You may have acquired these in a variety of ways, through other employment, through extra-curricular activity, through out-of-school activity, voluntary work and hobbies. Address the criteria in the job description and briefly outline how you meet them, providing specific examples.

Referees

In accordance with our normal procedures, we would ideally like to obtain references for shortlisted candidates prior to interview. Please provide referees details to cover recent relevant employment.

Criminal Records and On-line checks

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to the Ministry of Justice guidance on the disclosure of criminal records, further information can be found on www.gov.uk. Shortlisted candidates will also be reviewed on social media/on-line platforms.

Recruitment/Applicant Declaration

This section must be completed by the applicant. It is a declaration of validity of the information in the application and confirms that misleading information would be sufficient grounds for termination of employment.



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APPLICATION FOR THE POST OF

Closing date

Where did you see this post advertised in the first instance? (please check as appropriate)

TES online ☐ TES in print ☐ School Website ☐ Word of Mouth ☐ KESW Employee ☐ Other ☐

If 'Other' please specify:

PERSONAL DETAILS

Surname	Forename(s)	Other Initials
Former Surname(s)	Home Telephone Number	Work Telephone Number
Title	Mobile Telephone Number	Email Address
Home Address	National Insurance Number	
	Teacher Reference Number (if applicable)	
	May we contact you at work? Yes/No/N/A	
Post Code	Do you have a current clean driving licence? Yes/No/N/A	
	If you have you worked or lived overseas for a period of 3 months or longer in the past 5 years, please detail the countries and dates below Yes/No	
Are you legally entitled to work in the UK?		Yes/No
Do you possess settled status?		Yes/No/N/A
Do you possess pre-settled status?		Yes/No/N/A
Permit Number:		

If applicable please enter your work permit number and date of expiry. <i>(Please note that your current Work Permit may not be valid for this post)</i>	Permit expiry date:	
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EDUCATION AND PROFESSIONAL QUALIFICATIONS

Please note that you will be asked to bring your certificates with you if invited to interview.

Secondary School, College and/or University	Examinations taken and results	Dates from and to	

Details of Membership of Professional Bodies

Other qualifications and training courses relevant to the post

PRESENT EMPLOYMENT

Name and address of employer	Date appointed	Salary Hrs Worked FTE Salary	Period of notice
	Job Title		
	Teachers Reference Number (if applicable):		

Brief description of responsibilities
Reason for leaving

PAST EMPLOYMENT (MOST RECENT FIRST)

Name & address of employer	Position held & main responsibilities	From	To	Salary, HRS worked and FTE Salary	Reason for leaving

King Edward's School Witley welcomes applications from candidates with the appropriate skills and experience. Where reasonable, adjustments can be made to interview and working arrangements to accommodate particular needs.

Do you have any particular requirements which we need to be aware of to enable you to?

a) Attend an interview?

b) Carry out the role as set out in the job description?

GAPS IN CAREER HISTORY

Have you had any material (e.g. 3 months or more) gaps in your employment record? (please delete as appropriate)

Yes/No

If yes, please supply relevant details:

INTEREST IN POSITION AND RELEVANT KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE

Please indicate why you are interested in this position and give details of any relevant skills and experience to support your application, taking account of any information you have been sent relating to this role. Reference can be made to voluntary work and other interests and you are welcome to submit Curriculum Vitae in addition to this completed application form. Please continue on a separate sheet if necessary.

note that it is an offence to apply for the role if you are barred from engaging in a relevant activity relevant to children.

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted, you will be required to declare whether you have any criminal convictions and (or cautions or bind-over's) including those which are 'spent'. 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 on the Disclosure and Barring Service website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Disclosure of a criminal record will not automatically debar you from employment; each case will be assessed fairly by the School prior to offering employment. However, 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.

Criminal records certificates are only issued directly to the applicant. The School will request that you show them the original copy of your certificate, will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record.

PREVIOUS EMPLOYMENT – Have you ever been employed or applied for a post with King Edward's School Witley before?

Yes/No. If Yes please give details

Do you have any other associations with the school including with current/past pupils, staff and governors?

Yes/No. If Yes please give details

RECRUITMENT DECLARATION

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including training and promotion. We will not discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new appointments are subjected to a probationary period.

If your application is successful King Edward's School Witley will retain the information provided on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after six months. Candidate's information may be retained electronically in our talent pool in line with our Privacy Policy, unless a request for removal is received.

APPLICANT DECLARATION

- I confirm that the information given on this application form is true and complete to the best of my knowledge.
- I confirm that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body.

- I know of no reasons, on rounds of mental or physical health, why I should not be able to discharge the duties the responsibilities required by the post in question.
- I understand that providing false information is an offence which could result in my application being rejected or, if false information comes to light after my appointment, summary dismissal and may amount to a criminal offence.
- I consent to King Edwards School Witley processing the information given on this form, including any 'sensitive' information as may be necessary during the recruitment and selection procedure.

Name:			
Signature of applicant:		Date: (dd/mm/yy)	

If the application form has been "signed" electronically, upon appointment the candidate should physically sign the Application Form below

Signature: _____

Date: _____

FOR INTERNAL USE ONLY

Shortlisted	Yes/No	Shortlister Signature
Selection date		Invitation Sent
Ref. Requested Date		Ref. Requested Signature
Offered Appointment	Yes/No	Interviewer Signature