

GODALMING • SURREY • GU8 5SG • [www.kesw.org](http://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](http://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.

Text

Description automatically generated

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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  Post Code | National Insurance Number  Teacher Reference Number (if applicable) | | | | | |
| May we contact you at work? Yes/No/N/A | | | | | |
| 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 |
| If applicable please enter your work permit number and date of expiry. *(Please note that your current Work Permit may not be valid for this post)* | | Permit Number: | |  | |
| Permit expiry date: | |  | |

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 |
|  |  |  |  |  |  |

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| 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. |

#### REFERENCES

|  |  |
| --- | --- |
| Please provide the names and addresses of your two most recent employers. If you have had no previous employer, give the particulars of two professional people who have known you for at least 5 years, but are not related to you. However, further references may be required and from any employer. All references taken up will be verified by telephone. | |
| 1. | 2. |
| Position held | Position held |
| Capacity known to you | Capacity known to you |
| Telephone Number | Telephone Number |
| Email Address | Email Address |
| May we request references before interview? | |
| Yes/No | Yes/No |
| May we request references once an interview date has been agreed? | |
| Yes/No | Yes/No |

**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 assist with our recruitment process. If you succeed in your application and enter into the School’s employment, 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.

**CRIMINAL RECORDS**

Any offer of employment will be conditional upon the School receiving a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau (CRB)). The successful candidate will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with the DBS Code of Practice. (A copy is available from the School on request). Please 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.

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| 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** |  |