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| **Position applied for:** | | |  | | | | | | | | | | | | | | | | | | | |
| **Where did you see the post advertised?** | | | | | | | |  | | | | | | | | | | | | | | |
| SECTION 1: Personal details | | | | | | | | | | | | | | | | | | | | | | |
| Title:  Dr/Mr/Mrs/Miss/Ms/Other | | | Forenames: | | | | | | | | | Surname: | | | | | | | | | | |
| Date of birth: | | | | | | | | | | | | Former Name and Surname(s) (if applicable): | | | | | | | | | | |
| Preferred name: | | | | | | | | | | |
| National Insurance number: | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | Telephone number(s):  Home:  Work:  Mobile:  Email address: | | | | | | | | | | |
| Previous Address (if resident at current address for fewer than five years): | | | | | | | | | | | | | | | | | | | | | | |
| Are you eligible for employment in the UK? | | | | | | | | | | | Yes | | |  | | | | No | | | | |
| If ‘’No’’, please provide details: | | | | | | | | | | | | | | | | | | | | | | |
| Have you read the School’s child protection policy? | | | | | | | | | | | Yes | | |  | | | | No | | |  | |
| SECTION 2: For teaching posts only | | | | | | | | | | | | | | | | | | | | | | |
| Teacher registration number: | | | |  | | | | | | | | | | | | | | | | | | |
| Do you have Qualified Teacher status? | | | | | | | | | | | Yes | | |  | | | | No | | |  | |
| SECTION 3: Sanctions, Restrictions and Prohibitions (all candidates) | | | | | | | | | | | | | | | | | | | | | | |
| The School is not permitted to employ anyone to carry out ‘teaching work’ if they are prohibited from doing so. For these purposes ‘teaching work includes:   * Planning and preparing lessons and courses for pupils; * Delivering lessons to pupils; * Assessing the development, progress and attainment of pupils; and * Reporting on the development, progress and attainment of pupils.   The above activities do not amount to ‘teaching work’ if they are supervised by a qualified teacher or other person nominated by the Head.  The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:   * Head; * Teaching posts on the senior leadership team; * Teaching posts which carry a departmental head role; and * Support staff posts on the senior leadership team   The School is also not permitted to employ anyone to work in a position which involves the provision of ‘childcare’ if they are disqualified from providing ‘childcare’. For these purposes ‘childcare’ includes:   * all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and * provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.   Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered ‘childcare’ for these purposes.  The declaration at Section 15 of this Form therefore asks you to confirm whether you are prohibited from carrying out ‘teaching work’, prohibited from being involved in the management of an independent school and/or disqualified from providing ‘childcare’. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of ‘childcare’ please contact [**recruitment@kingswood.bath.sch.uk**](mailto:recruitment@kingswood.bath.sch.uk) | | | | | | | | | | | | | | | | | | | | | | |
| **SECTION 4: Education**  Please start with most recent | | | | | | | | | | | | | | | | | | | | | | | |
| Name of School / College / University | | Dates of attendance  (in month/year) | | | | | | Examinations | | | | | | | | | | | | | | | |
|  | |  | | | | | | Subject | | | | | | Result | | | Date | | | | Awarding body | | |
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| To: | | | | | |
| Membership of professional institutions: | | | | | | | | | | | | | | | | | | | | | | | |
| **SECTION 5: Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. Please provide details of any relevant INSET. | | | | | | | | | | | | | | | | | | | | | | |
| Details of training: | | | | | | | | | | | | | | | | | Date completed (mm / yy): | | | | | |
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| **SECTION 6: Employment** | | | | | | | | | | | | | | | | | | | | | | |
| Current / most recent employer: | | | | |  |  | | | | | | | | | | | | | | | | |
| Current / most recent employer's address: | | | | | |  | | | | | | | | | | | | | | | | |
| Current / most recent job title: | | | | | |  | | | | | | | | | | | | | | | | |
| Date started:  Current salary / salary on leaving: | | | | | |  | | | | | | | | | | | | | | | | |
| Date employment ended (if applicable): | | | | | |  | | | | | | | | | | | | | | | | |
| Please provide a brief description of duties: | | | | | |  | | | | | | | | | | | | | | | | |
| Do you / did you receive any employee benefits? | | | | | | | | | | Yes | | | | |  | | | No | | | |  |
| If so, please provide details of these: | | | | | |  | | | | | | | | | | | | | | | | |
| Reason for seeking other employment: | | | | | |  | | | | | | | | | | | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | |  | | | | | | | | | | | | | | | | |
| **SECTION 7: ALL Previous Employment and / or Activities (Including Voluntary Work) Since Leaving Secondary Education**  Please continue on a separate sheet if necessary | | | | | | | | | | | | | | | | | | | | | | |
| Name and address of employer | | Dates (in month / year) | | | | | | | Position held and / or duties | | | | | | | | | | Reason for leaving | | | |
|  | | From: (*month/year)* | | | | | | |  | | | | | | | | | |  | | | |
| To: (*month/year)* | | | | | | |
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| **SECTION 8: Gaps in your education / employment history**  If there are any gaps in your education / employment history, e.g. looking after children, sabbatical year, and/or **if you have spent any longer than a 3-month period overseas, either living or working, please give details and dates.** | | | | | | | | | | | | | | | | | | | | | | |
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| **SECTION 9: Supporting statement**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Please read through the job description and person specification 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. Continue on a separate sheet if necessary. |
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| **SECTION 10: Interests**  Please give details of your interests, hobbies or skills which you feel are relevant to your application, the School and its broad range of extra-curricular activities. Kingswood is a Christian Foundation so please indicate how you would support the values and ethos of the School. | | | | | | | | | | |
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| **SECTION 11: 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, and Headteacher if working in a School. 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. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.  If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have previously worked overseas the School may take up references from your overseas employers.  If the School feels it is necessary to take up additional references for any reason, we will contact you to discuss this before approaching any party for an additional reference.  The School may also telephone your referees in order to verify the reference they have provided.  The School treats all references given or received as confidential which means that you will not be provided with a copy. | | | | | | | | | | |
| Referee 1 | | | | | | Referee 2 | | | | |
| Name: | |  | | | | Name: | |  | | |
| Organisation: | |  | | | | Organisation: | |  | | |
| Address: | |  | | | | Address: | |  | | |
| Email address: | |  | | | | Email address: | |  | | |
| Telephone no: | |  | | | | Telephone no: | |  | | |
| Occupation: | |  | | | | Occupation: | |  | | |
| May we contact prior to Interview? | | | | | | May we contact prior to interview? | | | | |
| Yes |  | | No |  | | Yes |  | | No |  |
| **SECTION 12: Additional information** | | | | | | | | | | |
| **Existing contacts within the school.** Please indicate if you know any existing employees or governors of the school and if so, how you know them: | | | | |  | | | | | |
| **SECTION 13: Criminal record** | | | | | | | | | | |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School will also carry out a check of the Children’s Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at Section 15 of this Form therefore asks you to confirm whether you are barred from working with children**.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions, (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However,** **you will not have 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**.  Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and reference to the School's objective assessment criteria set out in the School’s ‘Recruitment, selection and disclosure policy and procedure’. | | | | | | | | | | |

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| **SECTION 14: 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, selection and disclosure policy and procedure’ (which includes the School’s ‘Policy on the recruitment of ex-offenders’), and ‘Child protection and safeguarding 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 for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months after the date on which you are notified of the outcome.  **How we use your information**  Information on how the School uses personal data is set out in the School’s Privacy Notice, which can be found on the School’s website. | | |
| **SECTION 15: Declaration** | | |
| * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children ⬜ * I confirm that I am not prohibited from carrying out 'teaching work' ⬜ (do not tick this box if the role for which you are applying does not involve 'teaching work') * I confirm that I am not prohibited from being involved in the management of an independent school ⬜ (do not tick this box if the role for which you are applying is not a management role) * 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 ⬜ (do not tick this box if the role for which you are applying does not involve the provision of 'childcare') * I understand that an online search will be carried out as part of the recruitment process ⬜ * I confirm that the information I have given on this application form is true and correct to the best of my knowledge ⬜ * I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence ⬜ | | |
| Signed: |  |  |
| Date: |  |  |

**Please return your completed application form by post to the People and Culture Department, Kingswood School, Lansdown, Bath, BA1 5RG or by email to** [**recruitment@kingswood.bath.sch.uk**](mailto:recruitment@kingswood.bath.sch.uk)

**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 15.**

Updated: September 2022 v5.1