

APPLICATION FORM

E-mail: staffvacancies@kingsmac.co.uk

The school prefers candidates to complete this form electronically. It is available from the school's website www.kingsmac.co.uk. Typed or handwritten applications on this form will be accepted. **CVs will not be accepted.**

POSITION FOR WHICH APPLYING:

DATE OF APPLICATION:

Section A: This section will be seen by the Head of Foundation, Deputy Head or Director of Finance and Human Resources Personnel.

1. PERSONAL DETAILS

First Names:	Surname:
Title:	Previous Names:
Date of Birth:	Current Salary:
National Insurance No:	If a teacher, DfE Reference No:
Contact Address:	Contact Details
	Home Telephone:
	Work Telephone:
Postcode:	Mobile:
Email:	Private Email:
Do you hold a current driving licence?	Yes / No
Are you currently eligible for employment in the UK?	Yes / No
If you have answered NO please provide details:	

Have you previously applied for a position at the school? If you have answered YES please provide details:	Yes / No
If you are related to or know any current employees, pupils or governors, please state their name and the nature of your relationship.	Yes / No Details:

2. REFERENCES

Please supply the names and contact details of two people 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. 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:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Tel. No.:	Tel. No.:
Email:	Email:

Please state the name by which you are known to your referees if different from that in Section 1:

3. CRIMINAL RECORDS, SANCTIONS, RESTRICTIONS and PROHIBITIONS

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the Disclosure & Barring Service (DBS). If you are successful in your application you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These 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.

If you have a criminal record, this will not automatically debar you from employment. Each case will be assessed fairly by reference to the School's assessment procedure.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the legislation above?	Yes / No
Is there any relevant court action pending against you?	Yes / No
Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)), any equivalent body in the UK or a regulator of the teaching profession in any other country?	Yes/ No

Have you ever been referred to the Department of Education, or are you subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes/ No
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	Yes/No
If 'YES' to any of the above in Section 3, please provide details on a separate sheet and send this in a sealed envelope marked "Confidential - FAO Head of Foundation Secretary" with your application form.	
Section B: This section will be seen by other staff involved in the interview and selection process.	
Name:	
Contact details: Phone:	Email:

Please answer the next few questions only if applying for a teaching post	
Do you have qualified teacher status (QTS)?	Yes / No
Age group or Key Stages that you have taught:	
Main teaching subject or subjects:	
What additional subjects can you offer?	

4. EMPLOYMENT HISTORY (Please give details of all employment since leaving full-time education, starting with the most recent. Continue on a separate sheet if necessary)

Employer (Name and location)	Job Title	Dates From/To	Reason for leaving

5. OTHER WORK/ACTIVITIES (PAID OR VOLUNTARY)

Please give details of any other work or activities in which you have been involved. Please continue on a separate sheet if necessary.

6. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

Date	Where studied	Qualification and awarding body	Attainment Level

7. TECHNICAL OR PROFESSIONAL DEVELOPMENT

Please give details of most significant technical or professional development/training attained in the last three years, starting with most recent. Please continue on a separate sheet if necessary.

Subject/Area of development	Organisational body	Duration	Qualification (if appropriate)

8. SUPPORTING STATEMENT

Please answer the following questions as fully as you can. Please continue on a separate sheet if necessary.

A. Why are you applying for this position and how do your skills, knowledge, experience and training contribute to the strength of your application? You are advised to refer to the Job Description and Person Specification before answering this question.

B. Do you wish us to consider any further information in assessing the strength of your application?

C. If you are successful, how would you hope to contribute to the school's extra-curricular programme? Identify any particular skills or experience that would support your application.

9. 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, gender reassignment, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School 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 Safeguarding Policy and the School's Safer Recruitment Policy are available on the school website.

The school may carry out an online search of candidates as part of its due diligence checks to identify candidates who may not be suitable to work with children and/or bring the school into disrepute. The School's Safer Recruitment Policy provides more detail on this.

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.

Information on how the School uses your personal data is set out in the School's Privacy Notice which can be found on the school website.

10. DECLARATION

This application will be treated confidentially. The School's procedures comply with the Data Protection Act 1998. 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 be destroyed.

- 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 named on the Children's Barred List or otherwise disqualified from working with children.
- 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 making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my suitability for the position.
- 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 confirm that I am aware that an online search will be carried out on me during the shortlisting process

Signature:

Date:

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to the submission of a signed version and will constitute confirmation of the declaration in Section 10.

Please return this completed application form to:

Human Resources,
The King's School in Macclesfield,
Alderley Road, Prestbury,
Cheshire, SK10 4SP

The School encourages electronic applications to: staffvacancies@kingsmac.co.uk. Applications sent by email should be marked confidential and entitled 'APPLICATION' followed by the Job Title in the Subject box (e.g. 'APPLICATION Physics Teacher' or 'APPLICATION Groundsman'). We will acknowledge receipt of your application by email to your private email address.

Should you require assistance, please contact the Head of Foundation Secretary on 01625 260000.