



The King's School, Canterbury

STRICTLY CONFIDENTIAL

APPLICATION FORM

Please complete this form in black ink or typescript as it may be photocopied.

If you require, for the reason of a disability, for this form to be resent to you so that you can fill it in more easily, or for it to be submitted in a different format, please contact the Personnel Department on 01227 595626.

Position Applied For

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Personal Details

Mr/Mrs/Miss/Ms/ Other..... First Name(s).....

Current Surname..... Previous Surname.....

Date of Birth..... National Insurance Number.....

Current Address.....

..... Post Code.....

Home Telephone No..... Mobile.....

E.Mail Address.....

Do you hold a current driving licence? Yes / No

Health Details

Are you in good health? Yes / No

Are there any disabilities which might affect your application? Yes / No

If **YES**, describe disabilities and

A.) Any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for your job:

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.....

B.) Any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job:

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.....

Secondary Education

From – To Month/Year	Qualifications Gained	Establishment / Awarding Body	Date of Award

Employment Experience – Please supply your full employment history in chronological/date order since leaving secondary education, including periods of any post-secondary education, relevant training, part-time and voluntary work as well as full-time employment. Where there are gaps in employment, education or training, please provide the period covered and an explanation for the gap.

From – To Month/Year	Employers/Provider's name and address	Job Title/Course attended	Description of role/course	Reason for leaving

From – To Month/Year	Employers/Provider's name and address	Job Title/Course attended	Description of role/course	Reason for leaving

NOTES

- 1. Candidates are reminded that canvassing of members of the School's Governing Body will disqualify their application.
- 2. Providing false information is an offence and could result in this application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police.
- 3. Completed application forms, together with any covering letter, should be submitted by the published deadline.

Data Protection Act 1998 - The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

* Have you ever been convicted of a criminal offence? **Yes/No**

If yes, please give details.....

* (Answering **Yes** does not necessarily ban you from appointment. If **Yes**, you are required to give details as the post for which you are applying is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. All convictions, cautions and bind-overs including those regarded as 'spent' must be declared. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Criminal Records Bureau Check.)

I have not been disqualified from working with children, am not named on Dfes List 99 or the Protection of Children Act List and am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council).

I agree that if my application is successful a CRB check for criminal convictions/actions will be made.

I hereby certify that the entries on this form are complete and correct to the best of my knowledge.

Signed..... Date.....

Please return this application form, together with your covering letter, to:

The Personnel Department
 The King's School
 25 The Precincts
 Canterbury
 Kent, CT1 2ES

N.B We will be unable to consider you for an interview unless you give all relevant information on this application form.

THE KING'S SCHOOL, CANTERBURY

Equal Opportunities Monitoring Form

The King's School, Canterbury, pursues a policy of equal opportunity. Our policy is to recruit and promote employees of the School on the basis of their suitability for the position. We aim to ensure that no applicant or employee is unfairly discriminated against as a result of gender, colour, ethnic origin, age, social background, disability, religious or political beliefs, family circumstances or sexual orientation.

To help us ensure that our recruitment procedures give genuine equality of opportunity, please answer the questions below and return this form with your application form. It will be detached from your application on receipt and the information will be used purely for monitoring purposes and will play no part in the recruitment process.

Thank you for your co-operation in completing and returning the form.

Surname : **Sex :** Male/Female **Date of birth:**

First Name :

Marital Status : Single / Married / Separated / Divorced / Widow / Widower

To which ethnic group do you belong?

- | | | | | | |
|---------------------------------|-------|--|-------|---------------|-------|
| White | | Black Caribbean | | Black African | |
| Black other
(please specify) | | Indian | | Pakistani | |
| Bangladeshi | | Chinese | | Asian other | |
| Other
(please specify) | | I do not wish to give this information | | | |

Do you consider yourself to be disabled? Yes / No

If Yes, please give details

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Please let us know if any adjustments or support are required if invited for interview

Signed :

Date :