



KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

SUPPORT STAFF – APPLICATION FORM

APPLICATION FOR POST OF:

PERSONAL DETAILS

Title:	Legal Forename(s):	Preferred name:	
Surname:		Previous surname: (if applicable)	
Nationality:		Do you need a work permit to be employed in the UK?	Please circle: Yes / No
		If you already have a work permit, when does it expire?	
Address: (including Postcode)		National Insurance Number:	
		Contact Details:	
		Mobile:	
Length of time at this address:		Email Address:	
If less than 5 years please provide all previous addresses for the past 5 years:			
Previous address:		Previous address:	
Length of time at address:		Length of time at address:	

EMPLOYMENT

CURRENT POST			
Employer Name & Address	Dates (From/To)	Post Title and Main Duties/Responsibilities	Salary (£)
			Period of Notice Required:
Reason for Leaving:			

PREVIOUS EXPERIENCE

Please complete in <u>reverse</u> chronological order (i.e. your most recent employment first)					
Employer	Post Title & Main Duties/Responsibilities	Salary	Full/Part Time	From/To (mth/yr)	Reason for Leaving

ADDITIONAL INFORMATION

Please give your reasons for making this application which addresses the criteria in the Job Description and Person Specification for this post. Please feel free to provide this information as a Letter of Application and attach it to this form.

Please confirm if you know any existing employee, volunteer or Governor at the School and, if so, please provide full details of how you know them.

Please confirm that you are happy for the School to retain a copy of your completed application form for up to three years should a similar vacancy become available

Please circle: Yes / No

Schools in South Warwickshire are committed to working together in order to support the development of the local education provision. Employing and retaining the best possible staff is paramount to this aim. If you are unsuccessful in securing a place at King Edward VI School, would you be willing for your application to be shared with other schools and colleges in South Warwickshire?

Please circle: 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 help with our recruitment process.

If you succeed in your application and take up employment with the School, 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.

By signing the application form you consent to the processing of sensitive personal data.

APPLICANTS WITH DISABILITIES

King Edward VI School is an Equal Opportunities employer and encourages applications from all suitable applicants. If you have a disability, please let us know about any reasonable adjustments you require to attend for an interview and/or to help you in this job.

DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that 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 at the Disclosure and Barring Service website www.gov.uk/dbs

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

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.

I have nothing to declare

I enclose a confidential statement

(please delete as appropriate)

REFEREES

Please give details of two employer referees, at least one of whom should be your present/most recent employer. Please note; no appointment will be made without first taking up at least one reference.

Name & Title:

Position:

Address:

Postcode:

Telephone:

Fax:

E-Mail:

May this referee be contacted without further authority from you? Yes / No

Name & Title:

Position:

Address:

Postcode:

Telephone:

Fax:

E-Mail:

May this referee be contacted without further authority from you? Yes / No

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.

Signed: _____ **Date:** _____

(For internal use only)

Candidate shortlisted: YES/NO

Online Search on Shortlisted Candidate

Search carried out by _____ **on** _____

- 1. Online checks completed with no relevant information for interviewers, no evidence retained. ***
- 2. Online checks completed and relevant information passed to interviewers. ***

(*Delete as appropriate)

Signed: _____ **Date:** _____

EQUAL OPPORTUNITY POLICY: King Edward VI School is committed to bringing about equal opportunities in its employment.

Please complete and return the attached Equal Opportunity Monitoring Form. It will be kept separately and used only to monitor the effectiveness of our Equal Opportunity Policy.

King Edward VI School (Main Entrance), Chapel Lane, Stratford-upon-Avon, Warwickshire CV37 6BE

t: 01789 293351 e: office@kes.net www.kes.net

Headmaster – Bennet Carr BA FRGS

K.E.S. actively promotes disability equality. Please let us know if you have any special requirements.

King Edward VI School is the trading name of The Grammar School of King Edward VI at Stratford-upon-Avon, a company limited by guarantee in England and Wales under company number 7696173 whose registered office is King Edward VI School, Church Street, Stratford-upon-Avon, Warwickshire CV37 6HB.

EQUAL OPPORTUNITIES MONITORING FORM

King Edward VI School is an Equal Opportunities Employer. We operate a policy that aims to ensure that unfair discrimination does not take place. The information requested below can help the School monitor the effectiveness of its recruitment policy. The ethnic groupings are those agreed by the Commission for Racial Equality.

The details supplied are confidential and will not be made available to the staff making the appointment. Thank you for your co-operation.

PLEASE COMPLETE THIS FORM AND RETURN IT WITH YOUR APPLICATION FORM

Post applied for:	
Date of Birth: Age:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Are you disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>	Where did you <u>first</u> see this post advertised? <input type="checkbox"/> Local press – please specify <input type="checkbox"/> School website <input type="checkbox"/> TES website <input type="checkbox"/> Other, please specify
To which of these groups do you consider you belong (tick one box only)	
A White <input type="checkbox"/> A1 English, Welsh, Scottish, Northern Irish or British <input type="checkbox"/> A2 Irish <input type="checkbox"/> A3 Gypsy or Irish Traveller <input type="checkbox"/> A4 Roma <input type="checkbox"/> A5 Any other White background	D Black or Black British <input type="checkbox"/> D1 Caribbean <input type="checkbox"/> D2 African <input type="checkbox"/> D3 Any other Black, Black British, or Caribbean background
B Mixed <input type="checkbox"/> B1 White and Black Caribbean <input type="checkbox"/> B2 White and Black African <input type="checkbox"/> B3 White and Asian <input type="checkbox"/> B4 Any other mixed background	E Other ethnic groups <input type="checkbox"/> E1 Arab <input type="checkbox"/> E2 Any other ethnic group <input type="checkbox"/> E3 Not stated
C Asian or Asian British <input type="checkbox"/> C1 Indian <input type="checkbox"/> C2 Pakistani <input type="checkbox"/> C3 Bangladeshi <input type="checkbox"/> C3 Chinese <input type="checkbox"/> C4 Any other Asian background	