



**King's  
St Alban's**

King's St Alban's  
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Website: [www.ksw.org.uk](http://www.ksw.org.uk)

## APPLICATION FORM: SUPPORT STAFF CONFIDENTIAL

*Please complete this form in black ink or typescript, as it may be photocopied. Please complete all sections of the form, inserting 'not applicable' in any sections which do not apply to you. A copy of this application form may be downloaded from our website.*

*Please return this form along with a brief letter of application stating your reasons for applying for the post, to the above address by the closing date. You may also attach a C.V. or any other information which you consider helpful.*

**Position applied for:**

**How did this position come to your notice?**

### PERSONAL DETAILS

Surname:

Forename(s):

Preferred name:

Preferred title:

Previous surnames:

National Insurance number:

Current address [including postcode]:

Mailing address [if different]:

Telephone number(s) [including STD code]:

E-mail address:

Are you related to, or do you maintain a close relationship with, an existing employee, volunteer, governor or trustee of The King's School, Worcester? If so, please provide details:

Do you require a visa or work permit to work at the school? Yes / No [please delete]

### EMPLOYMENT HISTORY [please start with details of your current/most recent employer]

**Employer:**

Job title:

Summary of the work performed, your job responsibilities and any notable achievements:

Telephone number:

Address:

Start date:  
End date:  
Salary and benefits:  
Length of notice required by current employer:  
Reason for leaving:

**EMPLOYMENT HISTORY** [continued]

**Employer:**

Job title:

Summary of the work performed, your job responsibilities and any notable achievements:

Telephone number:  
Address:  
Dates of employment:  
Salary and benefits:  
Reason for leaving:

**EMPLOYMENT HISTORY** [continued]

**Employer:**

Job title:

Summary of the work performed, your job responsibilities and any notable achievements:

Telephone number:  
Address:  
Dates of employment:  
Salary and benefits:  
Reason for leaving:

*Please continue on a separate sheet if necessary.*

If you have any gaps in your employment history, for example looking after children, sabbatical year, etc., please give details and dates:

Have you lived outside the UK for more than three months in the past ten years?

Yes / No [please delete]

If yes, please provide details of which countries and include the dates:

## EDUCATIONAL DETAILS

### Schools from the age of 11

**School:**

Attended from: \_\_\_\_\_ until: \_\_\_\_\_

**School:**

Attended from: \_\_\_\_\_ until: \_\_\_\_\_

### A-Levels or equivalent

Subject: \_\_\_\_\_ Grade: \_\_\_\_\_ Date taken: \_\_\_\_\_

### Higher education

**Institution:**

Dates attended: \_\_\_\_\_

Qualification gained: \_\_\_\_\_

**Institution:**

Dates attended: \_\_\_\_\_

Qualification gained: \_\_\_\_\_

### PROFESSIONAL COURSES ATTENDED [in the past three years]

Subject: \_\_\_\_\_

Approximate date and duration: \_\_\_\_\_

Subject: \_\_\_\_\_

Approximate date and duration: \_\_\_\_\_

Subject: \_\_\_\_\_

Approximate date and duration: \_\_\_\_\_

### OTHER RELEVANT SKILLS / QUALIFICATIONS [e.g. First Aid]

Details: \_\_\_\_\_

### FURTHER INFORMATION

If you are offered and accept a position at The King's School, Worcester would you continue in any other form of employment? Yes / No [please delete]

If 'Yes', please give details: \_\_\_\_\_

Do you subscribe to the DBS update service? Yes / No [please delete]

Do you hold a current UK driving licence? Yes / No [please delete]

If 'Yes', type of licence held: \_\_\_\_\_

Details of any endorsements: \_\_\_\_\_

Please give details of any minibuss training received: \_\_\_\_\_

Please give your reasons for applying for this position and say why you believe you are suitable for it. Study the job description 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 required.

## DISCLOSURE AND BARRING SERVICE

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service which the School considers to be satisfactory. If you are successful in your application you will be required to complete a DBS Disclosure 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. However, amendment 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 [www.gov.uk/dbs](http://www.gov.uk/dbs). All other spent convictions and cautions must be disclosed.

You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

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.

**Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#)?**

**Yes / No [please delete]**

If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to 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 marked “**Confidential – HR Manager**” with your application form.

## REFERENCES

*Please provide details of two referees, including your current/most recent employer.*

**Name:**

Organisation:

Address:

Telephone number:

E-mail:

May we contact prior to interview?      Yes / No      [please delete]

**Name:**

Organisation:

Address:

Telephone number:

E-mail:

May we contact prior to interview?      Yes / No      [please delete]

It is the policy of The King’s School, Worcester to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate

against any person because of their age, race, colour, religion or religious belief, national or ethnic origin, sex, sexual orientation, marital status or disability. The information given in this application will be treated in the strictest confidence and will only be used for lawful purposes.

The King's School, Worcester 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 policy is available on the School's website / enclosed with this Application Form. Please take time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) in your personnel file. If your application is not successful, all documentation relating to your application will normally be confidentially destroyed after six months.

## DECLARATION

I confirm that the information given on this Application Form is true and correct to the best of my knowledge.

I confirm I have read The King's School Recruitment Privacy Notice.

I confirm that I am not on either the ISA Children's Barred List or the ISA Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.

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 processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

I consent to the School making direct contact with the people specified as my referees to verify the reference.

**Signed:**

**Date:**

If my application is unsuccessful, I would/ would not like my details to be kept on file. [Please delete as applicable]

*Candidates who are invited to interview may be asked to provide original certificates in respect of the qualifications listed.*

*FOR OFFICE USE ONLY*

Date of receipt of application:

Short listed? Yes / No

Acknowledgement sent?: Yes / No