



King's Hawford

King's Hawford

Lock Lane

Worcester

WR3 7SD

Telephone: 01905 451292

Email: hawford@ksw.org.ukWebsite: www.ksw.org.uk**APPLICATION FORM: SUPPORT STAFF**

Position applied for	
How did this position come to your notice?	

Please complete all sections of the form, inserting 'N/A' in any sections which do not apply to you.

PERSONAL DETAILS

Surname	
Forename(s)	
Preferred name	
Preferred title	
National Insurance number	
Current address [including postcode]	
Mailing address [if different]	
Telephone number(s)	
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?	Yes / No
If 'Yes', please provide details	
Do you require a visa or work permit to work at the school?	Yes / No

EMPLOYMENT HISTORY [please start with details of your current/most recent employer]. Please continue on a separate sheet if necessary.

Employer	
Employer's address [including postcode]	
Employer's telephone number	
Job Title	
Start date	
End date	
Summary of duties and responsibilities	
Salary and benefits	
Length of notice required	
Reason(s) for leaving	

Employer	
Employer's address [including postcode]	
Employer's telephone number	
Job Title	
Start date	
End date	
Summary of duties and responsibilities	
Salary and benefits	
Reason(s) for leaving	

Employer	
Employer's address [including postcode]	
Employer's telephone number	
Job Title	
Start date	
End date	
Summary of duties and responsibilities	
Salary and benefits	
Reason(s) for leaving	

Employer	
Employer's address [including postcode]	
Employer's telephone number	
Job Title	
Start date	
End date	
Summary of duties and responsibilities	
Salary and benefits	
Reason(s) for leaving	

Employer	
Employer's address [including postcode]	
Employer's telephone number	
Job Title	
Start date	
End date	
Summary of duties and responsibilities	
Salary and benefits	
Reason(s) for leaving	

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? (If yes please provide details of which countries and include dates)	Yes / No

EDUCATIONAL DETAILS

Schools from the age of 11		
Name of School		
Dates attended		
Qualifications achieved		
Subject	Level	Grade

Higher Education	
Name of Institution	
Dates attended	
Qualifications achieved	
Subject	Degree Class
Summary of course content	

Further Postgraduate Qualifications	
Name of Institution	
Dates attended	
Qualifications achieved	
Subject	Degree Class

Further Postgraduate Qualifications	
Name of Institution	
Dates attended	
Qualifications achieved	
Subject	Degree Class

Professional Training	
Name of Institution or Awarding Body	
Dates attended	
Qualifications achieved	
Subject	Degree Class
Summary of course content	

PROFESSIONAL COURSES ATTENDED [in the past three years]

Subject	Provider	Date and Duration

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

Subject	Provider	Date and Duration

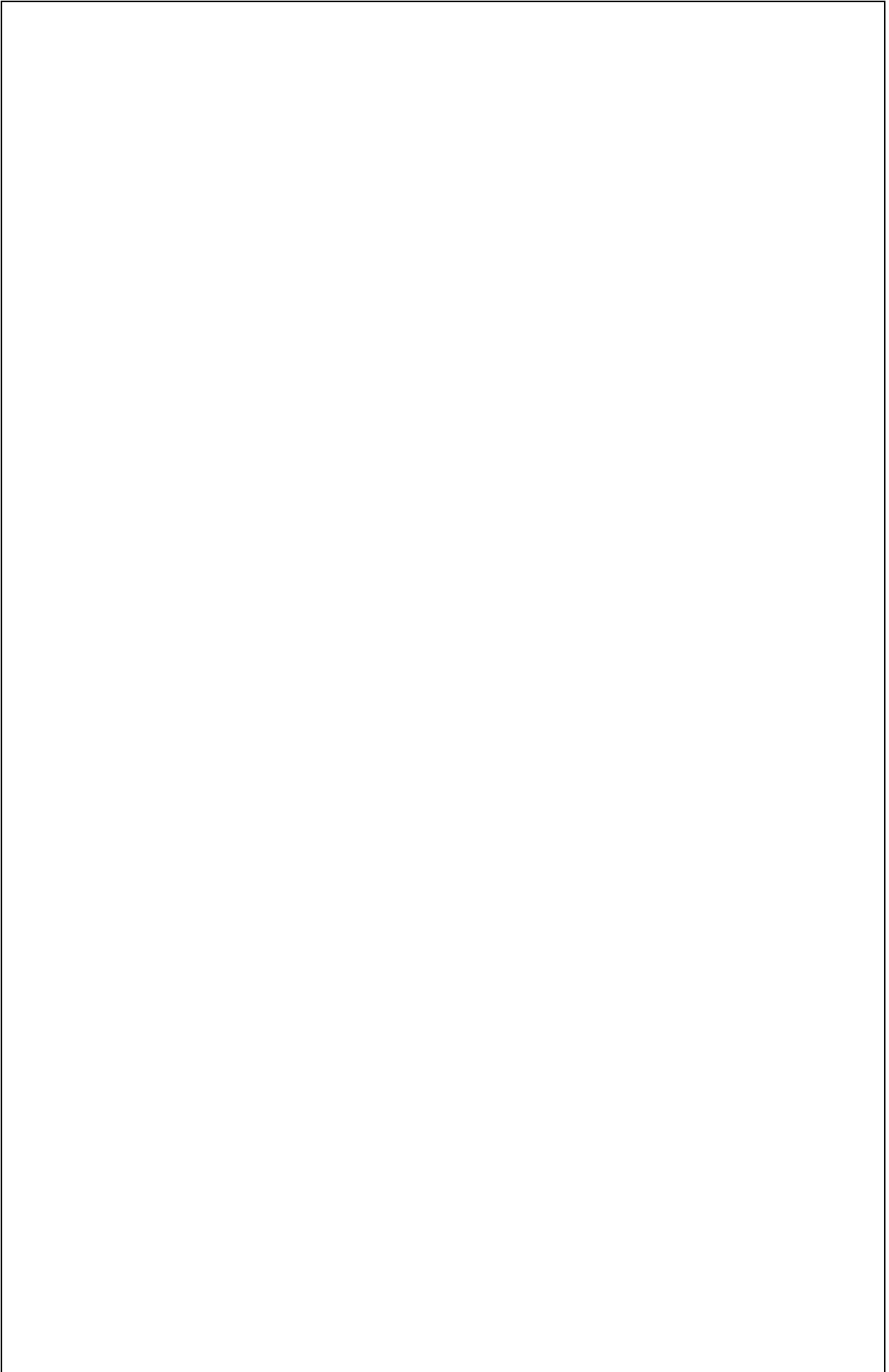
FURTHER INFORMATION

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
If 'Yes', please give details	
Do you subscribe to the DBS update service?	Yes / No
Do you hold a current UK driving licence?	Yes / No
If 'Yes', type of licence held	
Details of any endorsements	
Please give details of any minibus training received	

PERSONAL STATEMENT

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.

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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.

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

Name	
Organisation	
Address	
Telephone number	
E-mail	
May we contact prior to interview?	Yes / No

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.

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. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

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.

DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body.

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.

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

Signed:

Date:

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