**The King’s School, Worcester**



5 College Green

Worcester

WR1 2LL

Telephone: 01905 721700

Email: [recruitment@ksw.org.uk](mailto:recruitment@ksw.org.uk)

APPLICATION FORM: SUPPORT STAFF

CONFIDENTIAL

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

Website: [www.ksw.org.uk](http://www.ksw.org.uk)

**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 |
|  | |  |  |
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|  |  |  |
| --- | --- | --- |
| 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** |
|  |  |  |
|  |  |  |
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**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.

**KCSIE 2022**

Schools are now required, as part of their shortlisting process to carry out an online search as part of their due diligence. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**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 understand that an online search will be conducted if I am shortlisted for the above role. I am also aware that the school may want to explore any concerns with me at interview stage.

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.