

TEACHING APPLICATION FORM

Please use black ink/print when completing this form

**Application for the post of:
(as advertised)**

Last name		First names	
Title		Any Previous Last Names	
Address			
			Postcode
Daytime contact no.		Evening / Mobile no	
Email address			

Education and Qualifications

(If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

Secondary/Further Education

Name of School/College	Dates		Qualification / Grade / Date awarded
	From	To	

Higher Education and Courses leading to other relevant qualifications

Such as those leading to qualified status or graduate status and to membership of professional institutions.

Higher Education Establishment / courses studied	Dates		Qualification obtained and date of award	Subjects	
	From	To		Main	Subsidiary

Employment History

Present Appointment

School/College/Establishment			
Post held			
Date appointed		Grade (if applicable)	
If part-time, please give details			
Subjects, age groups taught and other responsibilities:			
Salary			
Other allowances			
Notice required and/or date available if appointed			

Previous experience
 Please state if your appointment was part-time. A separate Curriculum Vitae (CV) should **NOT** be enclosed in substitution for the completion of this section. **A full and continuous employment history is required from when you left full-time education, including the detail of any employment gaps.**

Teaching (most recent first)

Name of establishment	Type of School	Age Range	Status of Post, Subjects Taught	Reason for Leaving	Inclusive Period (month & year)	

Other Paid Employment.

State responsibilities and reasons for leaving. Please indicate details of gaps in employment here

Employer's name and type of business	Post held	Date		Reason for leaving
		From (MM/YY)	To (MM/YY)	

Reasons for applying for this post

Empty space for providing reasons for applying for the post.

Statement in support of application

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the job description.

In addition to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work, it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.

Empty space for providing a statement in support of the application.



A large, empty rectangular box with a thin black border, occupying the majority of the page. This is likely a designated area for a candidate to provide a written response or application details.

Faith Statement in support of application

Please tell us about your faith journey below – Attach a continuation sheet if necessary.

Confidential References (Please ensure referees know this reference is being requested)

Names, addresses and status of two referees; if employed, one must be your present manager e.g. your Headteacher. The second should be from your Church Leader. Church references will be sought on shortlisted candidates before interview, please indicate if you agree to us also contacting your present employer prior to interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

Present employer	Church Leader
Name	Name
Position	Position
Address	Address
Tel No (<i>inc. STD code</i>)	Tel No (<i>inc. STD code</i>)
Mobile No	Fax No
Email address	Email address
Occupation	Occupation
Agreement to take up reference before interview Y/N	Reference will be sought before interview

Further Information

National Insurance Number				
Teacher Reference Number				
Qualified Teacher Status?	YES	NO	Date	
Statutory induction year completed (if qualified after 7 May 1999)?	YES	NO	Date	
Would you require sponsorship (previous a work permit) to take up this post?	YES	NO	Date	
Do you have the right to work in the UK?	YES	NO		
I confirm that I am physically and mentally fit to undertake the job as declared in the job description	YES	NO		
Do you hold a full UK driving licence?	YES	NO		
Where did you see this post advertised?				
Signature of Candidate	DATE			

Privacy Notice

The King's School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract, or in order to take steps before entering into a contract, and is necessary for The King's School to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on our data protection notice and data protection policy.

You can contact the Business Manager if you have a concern about the way The King's School collect or use your data.