



**KING
EDWARD'S
SCHOOL
BATH**

EMPLOYMENT APPLICATION FORM

Applicant's Name	
Position applied for	
Closing Date	

Guidance Notes:

Please ensure you complete **ALL** sections of the application form. You may wish to use a separate sheet to complete some of your answers. However, please make sure additional sheets have your name on them and indicate which section they relate to.

Please note: CV's cannot be accepted in lieu of any section on this Application Form

Please submit your application form and covering letter to our Human Resources Department at HR@kesbath.com.

Safer Recruitment

King Edward's School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants will be required to attend annual safeguarding training relevant to the role, and to report any concerns about the safeguarding of children in accordance with the procedures.

How did you hear about this vacancy?

School Website		LinkedIn		TES		Word of Mouth		Other	
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Section 1: Personal Details

Title: Dr/Mr/Mrs/Miss/Ms	Legal Forename/s:	
	Legal Surname:	
Date of birth: (DD/MM/YYYY)	Former name (including maiden name):	
	Preferred name:	
Address (including post code):		National Insurance number: Are you a qualified teacher? Yes No Teacher Reference Number: Are you on the DBS Update Service Yes No
Previous address (if less than 5 years at the current address):		If you are on the Update Service what is the number on the DBS certificate: Do you have a Right to Work in the UK? Yes No If not, do you have a Share Code? Yes No
Telephone number(s): Home: Mobile: Email address:		Share Code: Have you lived outside the UK for a period of longer than 3 months in the last 10 years? Yes No Do you hold a full driving licence? Yes No
Are you a parent of a current or prospective pupil, related to or maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details.		

Section 2a: Education

Please start with the most recent and include all periods of education.

Dates (MM/YYYY)		Name of University, College, or School	Examinations		
From	To		Subject	Result	Date

Section 2a: Education (continued)

Please start with the most recent and include all periods of education.

Section 2b: Membership of Professional Institutions.

Organisation/Association	Level of Membership

Section 2c: Please provide relevant vocational qualifications, skills or training to this position.

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Section 3: Employment

Please provide full details of all positions held; employment, self-employment, unpaid and voluntary work. As part of the Safer Recruitment Guidelines, you are required to provide details of **all gaps** in employment. Please start with your most recent employer and include all employers since leaving secondary education.

Current/most recent employer	Job Title	
	Responsibility	
Start Date (DD/MM/YYYY)	Salary	Notice period
End Date (DD/MM/YYYY)	Reason for leaving	
Previous employer	Job Title	
	Responsibility	
Start Date (DD/MM/YYYY)		
End Date (DD/MM/YYYY)	Reason for Leaving	
Previous employer	Job Title	
	Responsibility	
Start Date (DD/MM/YYYY)		
End Date (DD/MM/YYYY)	Reason for Leaving	
Previous employer	Job Title	
	Responsibility	
Start Date (DD/MM/YYYY)		
End Date (DD/MM/YYYY)	Reason for Leaving	

Section 3b: Gaps in Employment

As part of our Safer Recruitment procedures, you **must** account for any gaps in your employment history. Please give details and dates (in chronological order) of any gaps, clarifying how this time was spent e.g. looking after children, sabbatical, travelling etc.

Dates of gap	Reason for gap
Start Date (DD/MM/YYYY)	
End Date (DD/MM/YYYY)	
Start Date (DD/MM/YYYY)	
End Date (DD/MM/YYYY)	
Start Date (DD/MM/YYYY)	
End Date (DD/MM/YYYY)	
Start Date (DD/MM/YYYY)	
End Date (DD/MM/YYYY)	
Start Date (DD/MM/YYYY)	
End Date (DD/MM/YYYY)	

Section 4: Co-Curricular Activities

Please give details including relevant experience of any activities (sports, outdoor pursuits, music, drama, Cadet Force etc) in which you would like to play a role

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Section 5: References

Please provide details of at least two referees, one of these **must be your current or most recent employer**. Neither referee should be a relative or someone known to you solely as a friend. The School will seek references for all shortlisted teachers **before** their interview. References for educational establishments should be completed by the School's Headteacher. If the School receives a factual reference i.e., one which contains only limited information, additional references may be sought. The School may telephone your referees in order to verify the reference they have provided. The School reserves the right to take up references from any previous employer.

Name of Referee		Name of Referee	
Name of Organisation		Name of Organisation	
Address		Address	
Position/ Occupation		Position/ Occupation	
Email address		Email address	
Telephone number		Telephone number	
In what capacity do you know the referee?		In what capacity do you know the referee?	

Non-Teaching positions only

May we contact prior to interview?	Yes	No	May we contact prior to interview?	Yes	No
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Section 6: Data Protection & Equal Opportunities

Information provided in this form will be used to process your application and it may be checked with third parties and, if you are appointed will be used in the administration of your employment. This information will be stored and used in a confidential manner and if you are unsuccessful will be confidentially destroyed after one year. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

The School is committed to being an equal opportunities employer and welcomes applications from all sections of our community. It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civic partnership status, religion or religious belief, disability or age.

Section 7: Supporting Statement

In support of your application, please give reasons for applying including your personal qualities, experience, vocational qualifications, skills or training that are relevant to the suitability for the position.

Please note: We would welcome a supporting letter for **all** teaching positions and senior support staff roles.

Section 8: Declaration

This job may involve substantial opportunity for access to children, it is therefore imperative that you provide us with accurate information within this Application Form.

I am aware that any offer of employment is conditional upon an enhanced DBS and barred list check, online searches and other relevant safeguarding checks.

I am aware this role is exempt from the Rehabilitation of Offenders Act 1974. I must declare any convictions, cautions and bindovers, including those regarded as 'spent' by notify any such declarations to the Bursar at HR@kesbath.com.

I have not been disqualified or prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g., the General Teaching Council for England, or the Teaching Regulation Agency).

I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question and I understand that any offer of employment made by the School will be conditional on verification of medical fitness.

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

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.

Docusign needed here

Use the following statement if we don't use Docusign

Sending this form constitutes your personal certification, in the absence of a signature, that the details are correct.