

KATHARINE LADY BERKELEY'S SCHOOL

Wotton-under-Edge
Gloucestershire
GL12 8RB

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www.klbschool.org.uk



Confidential Application for a Support Staff Appointment

Letter of Application

A letter of application should accompany this form. The letter should be typed or word-processed and should not exceed 2 sides of A4.

Post applied for:	Start date:
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Surname:	Former names (if applicable):
Forenames:	Date of birth:
Address for correspondence:	Email address:
Postcode:	Mobile number:
	Evening telephone no:
National Insurance no:	

Disclosure of relationship

Are you related to or have a close relationship with any existing employee of the School or Governors? Yes No

If yes, please provide details of their name, job title and your relationship to them:

Secondary Education

School Name and Town/City	Dates (mm/yy)		Examinations (subjects/results – please include A level grades)	Date of award
	From	To		

Further/Higher Education and Training

University/College Name	Dates (mm/yy)		Subjects	Qualification (inc degree class)	Date of award
	From	To			

Previous employment

Name of Employer – including relevant contact details	Job Title	Start date	End date	Reason for leaving

Courses, Seminars, Conferences and In-Service Training in the last two years (of at least one day's duration)

Title of course, seminar, conference or training and qualification obtained (if applicable)	Organising body	Duration	Dates

Commercial/Industrial or other employment since the age of 21

Name of Employer	Nature of Employment	Dates of Employment

Gap in Employment Details

Date From:	Date To:	Reason for Gap:

Other relevant interests or skills

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Skills, Abilities, Knowledge and Experience

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the person specification. You should refer to these and any other details provided when completing this section. You should also outline personal achievements, whether in paid employment or elsewhere to demonstrate personal qualities, hobbies or interests. Please continue on a separate sheet where necessary.

References – Please state below, details of two people to whom reference may be made (family members, ex/current partners, close friends are generally not acceptable as referees).

Reference 1 – Your first referee must be your present or last Employer/Headteacher, if currently or previously employed

Reference 2 – Your second referee would normally be another previous employer (ideally where you worked with children and young people) or a University or College Tutor (if no previous employment) or a voluntary organisation.

Name, Position and Organisation	Address	Telephone number and email address

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

Due to safeguarding requirements, references should be obtained prior to interviews for shortlisted candidates, to assist with assessing candidates' suitability to work with children.

Disclosure of criminal and child protection matters and Disclosure and Barring Service

The Governing Body is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes:

No:

If yes, please provide details:-

By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99):

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service ("DBS"):

Rehabilitation of Offenders Act 1974

If you have been convicted of a disclosable criminal offence the details must be disclosed on the separate document entitled "Rehabilitation of Offenders Act 1974 – Disclosure Form" together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked "confidential". If you do not have any disclosable convictions, please complete the relevant section in the Disclosure Form.

Immigration, Asylum and Nationality Act 2006

The Governing Body will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested:

Data Protection Act 1998

By checking the box below I hereby give my consent for personal information (any information which may be considered Personal Data and/or Sensitive Data within the meaning of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the National College of Teaching and Leadership (NCTL) (England only) and/or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signed:

Date:

The information given on this form will be treated in confidence and will only be used for the purposes of selection.