



# APPLICATION FORM



## NON TEACHING APPOINTMENTS

**Please ensure that all additional attachments are clearly marked.**

**Thank you.**

King's Group Academies operates an equal opportunities policy. Your skills and experience are the only things we look at when you apply for a job. We ask for some personal information in section two so that we can monitor our equal opportunities policy. This information is not given to the selection panel.

If you are returning a hard copy of this form please complete the details in black ink/ball pen.

**Please do not enclose a curriculum vitae.**

Post applied for			
Post No		Preferred Title (Dr Mr Mrs Ms Miss other)	
Surname (block capitals)		Forenames (in full)	
Previous surname (s)		Used from - to	
Address			
Telephone Number		Mobile Number	
Email Address			
National Insurance Number		Are you eligible to work in the UK? Yes / No If no, please specify your circumstances:	

To comply with the **Asylum and Immigration Act 1996** – Prevention of Illegal Working – it is now a requirement that when you come to interview you must bring with you certain documentation which shows your eligibility to work in the United Kingdom. No offer of employment will be made unless the original copy of precise documents, in the specified combination, is produced. Details of the documents to be sighted will be provided should you be invited to interview.

Do you have an enhanced DBS (formerly CRB) check completed in the last two years? Yes / No

If yes, please give your DBS (formerly CRB) reference number, date of check, and LA it was completed by:

**PRESENT APPOINTMENT (or most recent job if you are currently unemployed)**

Name of Employer			
Address of Employer			
Telephone Number			
Job Title			
(If part time, please give details)		Date Appointed	
Reason for leaving		Date available if appointed or date left	
Grade/Salary		Notice period for present employer	
What other allowances and benefits do you receive? (e.g. car/pension/health scheme)			
What type of business do you work in now? How many people does your organisation employ?			

Please describe the duties and responsibilities of your present job showing your position within the organisation. **You may continue on a separate sheet if necessary.** Please send a separate attachment including your name and the post applied for.

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**PREVIOUS JOBS *Most recent employer first*** Please note that all time since leaving full time education must be accounted for, e.g. training, unemployment or time taken out of paid employment due to caring responsibilities – the following page has sections for further detail if required. Please ensure you include the month and the year for employment dates.

Name and address of employer	Date From/ To	Job title and brief overview of post and responsibilities	Reason for leaving	Grade/Salary

**CONFIDENTIAL REFERENCES**

**Name, address, telephone number, email address and status of two referees. One of these must be your present/most recent employer. If you have been in your present job for less than six months, please give details of your previous employer in addition to your current employer. Relatives should not be named as referees.**

**REFERENCES WILL NORMALLY BE TAKEN UP BEFORE INTERVIEW.**

PLEASE NOTE PORTSMOUTH AUTHORITY RESERVES THE RIGHT TO CONTACT ANY PREVIOUS EMPLOYER TO PROVIDE A REFERENCE AND NOT JUST THOSE NOTIFIED BY THE CANDIDATE.

Referee 1:	Name: Address: Telephone Number: Email Address: Capacity in which known:
Referee 2:	Name: Address: Telephone Number: Email Address: Capacity in which known:

**PERIODS OF NON-EMPLOYMENT**

**Please indicate nature/reasons for any periods of non-employment including relevant dates**

From	To	Reason

**EDUCATION / QUALIFICATIONS / TRAINING**

Please list your educational history: NVQs GCSEs, A-levels, overseas qualifications should be included in this section.

Establishment (Secondary, Further)	From	To	Qualifications obtained, detailing subjects, grades and dates
Course Title/Organising body/Length of course/From/To/Grade, Level or stage			

**PROFESSIONAL EXAMS****DATE OBTAINED****AWARDING BODY/ADDRESS**

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Please give details of any membership of a professional or similar organisation

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Please list any specialist training courses you have attended which are relevant to this job (including relevant in-house training courses – use a separate sheet if necessary). Please state course title/Organising Body/Length of Course/Dates taken from/To/Grade, Level or stage.

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**Do you hold a current driving licence?**

Yes/No (please delete)

Which class of licences(s) do you hold?

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**DETAILS OF PERSONAL DEVELOPMENT AND SPECIAL INTERESTS**

## DISCLOSURE RELATIONSHIP

- i) I certify that to the best of my knowledge and belief I am not related to or in a relationship with, any Trustee, Member or employee of King's Group Academies.
- ii) I declare that I am related to or in a relationship with the following Trustee, Member or employee of King's Group Academies.

Name

Position

Relationship

.....

*Please delete as applicable*

### Local Government Probationary Period

Have you completed local government probationary period?

Yes/No (please delete)

If yes, please give details of authority, post and dates:

### Declaration of Interests

On commencement of employment with King's Group Academies, all staff will be required to sign a Declaration of Interests, which will include amongst other interests membership of closed organisations, such as Freemasons, Independent Order of Buffaloes, etc.

**DECLARATION** *The information you give us may be stored on a computer and used for the purposes of personnel and employee administration and fraud detection. It will be treated as strictly confidential and will not be disclosed to any unauthorised person.*

I declare that the information given in making this application is, to the best of my knowledge, correct. I understand that canvassing of any Trustee, Member or employee of King's Group Academies, or giving any false information or leaving out important information will make my application unacceptable and, if I am appointed, may lead to my dismissal.

Signature .....

Date .....

I consent to King's Group Academies and others on its behalf processing and holding by means of a computer database or otherwise any information which I provide to them for the purpose of potential employment. I also agree to King's Group Academies accessing such other information as they hold about me which they have acquired for other purposes.

Signed .....

Dated .....

Please state where you saw this post advertised:

**WHERE TO SEND YOUR COMPLETED APPLICATION FORM:**

*PLEASE SEND YOUR COMPLETED APPLICATION FORM TO THE SCHOOL YOU ARE APPLYING FOR UNLESS OTHERWISE STATED IN THE ADVERT.*

## Completion by all applicants

### Information Requested under the Rehabilitation of Offenders Act 1974 (exception) Order 1975

Normally under the above Act, some criminal convictions do not have to be disclosed after a period of time when they become 'spent'. This does **NOT** apply to posts in Education.

Due to the nature of the work for which you are applying, this post is made exempt from these rules by the above Order. This means that you **MUST** answer the following questions about current and **ALL** previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless the City Council considers that the conviction renders you unsuitable.

Failure to disclose this information could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.

Please delete as necessary:-

1) Have you ever been cautioned, or convicted of any criminal offence? YES/NO

If yes, please give details of the Caution(s) or conviction(s) and date(s)

2) Have you been charged with any offence which has not yet been brought to trial? YES/NO

If yes, give details of the charge and the date of the hearing (if known):

I confirm that I am not on any DBS (formerly ISA) barred lists or disqualified from working with children. I either have no convictions, cautions, or bind-overs, or have attached details of recorded offences in a sealed envelope marked confidential including any allegations or concerns that have been raised about me relating to the safety and welfare of children and young people, or behaviour towards children or young people, and the outcome of their concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.

King's Group Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you are ultimately offered the position with the school or LA, the Disclosure & Barring Service will carry out an independent check.

I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.

Signature ..... Date.....



**SECTION TWO**

Name ..... Post applied for ..... Post No .....

**EQUAL OPPORTUNITIES – MONITORING SUPPLEMENT** *(Please ✓ appropriate box)*

Date of Birth..... Age..... Previous last names .....

Do you wish to apply for this post on a job share basis? Yes  No

Do you have a disability? Yes  No

**What special adaptations might you need to carry out the job/attend for interview?**

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**Ethnic Origin**

How would you describe your ethnic origin? (For this purpose “ethnic origin” means a person who themselves, or whose parents and/or grandparents were born within one of the groups below)

<b>a) White</b>	<b>b) Mixed</b>
British <input type="checkbox"/> Any other white background <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/> Any other mixed background <input type="checkbox"/>
Irish <input type="checkbox"/> Please state .....	White & Black African <input type="checkbox"/> Please state.....
	White & Asian <input type="checkbox"/>
<b>c) Asian or Asian British</b>	<b>b) Black or Black British</b>
Indian <input type="checkbox"/> Any other Asian background <input type="checkbox"/>	Caribbean <input type="checkbox"/> Any other black background <input type="checkbox"/>
Pakistani <input type="checkbox"/> Please state .....	African <input type="checkbox"/> Please state.....
Bangladeshi <input type="checkbox"/>	
<b>e) Chinese or other ethnic group</b>	<b>f) I do not wish to give this information</b> <input type="checkbox"/>
Chinese <input type="checkbox"/> Any other <input type="checkbox"/>	
Please state .....	

**Religion**

None  Christian  *(inc Church of England, Catholic, Protestant and all other Christian denominations)*

Buddhist  Hindu  Muslim  Sikh  Jewish  Other  Please state .....

**I do not wish to give this information**

**How did you find out about this job**

Newspaper  Professional Journal  Word of Mouth  Other

*please specify .....* *please specify .....* *please specify .....*

**THIS FORM IS CONFIDENTIAL AND WILL NOT BE SEEN BY THE SELECTION PANEL**